



SUMMONS

To the Mayor and Members of Carlisle City Council

You are summoned to attend the Meeting of Carlisle City Council which will be held on **Tuesday, 08 November 2022** at **18:45**, in the **Cathedral Room, Civic Centre, Carlisle, CA3 8QG**

A handwritten signature in black ink, appearing to read 'Mark Humber', written over a horizontal line.

Corporate Director of Governance and Regulatory Services

AGENDA

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

3. **Minutes**

The Council will be asked to receive the Minutes of the meeting of the City Council held on 11 October 2022.

4. **Public and Press**

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

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

5. Declarations of Interest

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

6. Announcements

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

7. Questions by Members of the Public

Pursuant to Procedure Rule 10.1, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted on notice by members of the public.

8. Presentation of Petitions and Deputations

Pursuant to Procedure Rule 10.11, the Corporate Director of Governance and Regulatory Services to report that no petitions or deputations have been submitted by members of the public.

9. Questions from Members of the Council

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

10. Minutes of the Executive

The Council will be requested to receive the Minutes of the meeting of the Executive held 3 October and 24 October 2022 and ask questions of the Leader and Portfolio Holder on those Minutes.

11. Executive - Portfolio Holder Reports

The Council will be asked to receive reports from the following Portfolio Holders and ask questions of the Leader and Portfolio Holders on those reports:

- 11.(i) Culture, Leisure and Heritage** 7 -
8
(Copy Report herewith)
- 11.(ii) Communities, Health and Wellbeing** 9 -
12
(Copy Report herewith)
- 11.(iii) Environment and Transport** 13
-
14
(Copy Report herewith)
- 11.(iv) Economy, Enterprise and Housing** 15
-
18
(Copy Report herewith)
- 11.(v) Finance, Governance and Resources** 19
-
22
(Copy Report herewith)
- 11.(vi) Leader** 23
-
24
(Copy Report herewith)

12. Minutes

The Council will be asked to receive the Minutes of the meetings as detailed within Minute Book Volume 49(3) and ask questions of the Leader, Portfolio Holders and Committee Chairs.

For ease of reference the Minutes are:

| Committee | Meeting Date |
|-------------------------------|------------------------------------|
| People Panel | 25 August and 6 October 2022 |
| Place Panel | 1 September 2022 |
| Regulatory Panel | 14 September and 19 October 2022 |
| Licensing Committee | 19 October 2022 |
| Development Control Committee | 14 September and 16 September 2022 |
| Audit Committee | 28 September 2022 |

13. Scrutiny

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

| | |
|--|-----------|
| 13.(i) <u>People Panel</u> | 25 |
| (Copy Report herewith) | - |
| | 28 |
| 13.(ii) <u>Place Panel</u> | 29 |
| (Copy Report herewith) | - |
| | 30 |
| 13.(iii) <u>Resources Panel</u> | 31 |
| (Copy Report herewith) | - |
| | 34 |

14. Notice of Motion

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report that that the following motion has been submitted on notice by Councillor Bainbridge:

Local Government Reform (LGR)

“This Council agrees to write to the Leader of Cumberland Council; the Chief Executive Designate for Cumberland Council, Andrew Seekings; to each elected member of the Cumberland Council Shadow Authority and to the Chief Executives of all Councils which fall within the footprint of the new Cumberland Council area.

Carlisle City Council is supportive of the moves to a single local authority. It is however also aware that for many of our existing staff and their families, the process of LRG can be an unsettling time. Employees deserve to be respectfully and fairly treated within this important transfer process.

The elected members of Carlisle City Council are greatly concerned by the present situation. Openness and accountability are presently lacking from this process, resulting in many potential employees becoming unsettled by:-

- the lack of information.
- a lack of the accountability within the management of this process.
- the criteria used for decision making as to which positions are ‘in-scope’ (i.e., ring-fenced) leaving several potentially suitable and able candidates ‘out of scope’ and restricted from applying for posts that they may be qualified for.

- The over-reliance on current salary banding as contributing factor in the transfer process criteria.

With just 5 months left until Cumberland Council begins, many employees within the existing Councils do not have a clear and informed direction of travel into the new authority. We are concerned by the apparent disengagement of shadow elected members from the scrutiny of this process. Presently, they have only met three times, with their next (and final scheduled meeting before vesting day) over three and a half months away. We feel they are not fully aware of the concerns regarding this process and are consequently failing to discharge their duties fully.

It is important that the new Council is staffed by the most appropriate officers, recruited in a fair and open process. If recruitment and transfer are allowed to fail, experienced potential staff will lose faith in the process. Without the optimal staffing appointments, the new council will struggle to improve services for the good of all residents.”

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

| | | |
|-----------------|--|------------|
| 15.(i) | <u>Food Law Enforcement Service Plan 2022/23</u> | 35 |
| | | - |
| | Pursuant to Minute EX.122/22, to consider recommendations from the Executive concerning the Food Law Enforcement Service Plan 2022/23. (Copy Report GD.64/22 and Minute Extracts herewith) | 60 |
| 15.(ii) | <u>UK Shared Prosperity Fund – Year One Delivery of Investment Plan</u> | 61 |
| | | - |
| | Pursuant to Minute EX.133/22, to consider recommendations from the Executive concerning the UK Shared Prosperity Fund - Year one delivery of Investment Plan (Copy Report ED.29/22 and Minute Extract herewith) | 120 |
| 15.(iii) | <u>Charitable and Other Bequests; Local Distress Fund Parker Bequest; and the District Nursing Amenity Fund</u> | 121 |
| | | - |
| | Pursuant to Minute EX.139/22, to consider recommendations from the Executive concerning proposals to use Carlisle City Council's available charitable and other bequests monies to support three urgent needs across the communities of Carlisle District: Carlisle Food Bank; Prism Arts; and North Cumbria Integrated Care NHS Foundation Trust. (Copy Report CS.34/22 and Minute Extract herewith) | 140 |

16. Operation of the provisions relating to call-in and urgency 141

Pursuant to Overview and Scrutiny Procedure Rule 15 (i), the Corporate Director of Governance and Regulatory Services to report on the operation of call-in and urgency procedures.
(Copy Report GD.65/22 herewith)

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144

17. Communications

To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

PART 'B'
To be considered in private

- NIL -

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Culture, Heritage & Leisure Portfolio Holder's Report –
Councillor Stephen Higgs**

EVENTS

City of Lights 2022

Carlisle City Council hosted another successful City of Lights event at Carlisle Cathedral and Carlisle Castle. This year's theme was the Roman occupation. The event was once again supported by Cumbria County Council, Carlisle Castle, Carlisle Cathedral and Tullie House Museum.

Christmas light switch on and enhanced Christmas lighting

The Christmas Lights switch-on will take place on Sunday, 20th November and will feature Simon Webbe from Blue and Twist & Pull from Britain's Got Talent plus local dance and school performers. This year there will be an extra sparkle with extra Christmas lighting within the City Centre funded by the Towns Deal Fund.

Fireshow returns

The Carlisle Fireshow has returned for 2022 as another fantastic community event with a theme celebrating Hadrian's Wall 1900th anniversary.

New Christmas Market

An exciting new Christmas Market is planned for December. It will be based within the City Centre from 2nd - 11th December (inclusive) and will have food, drinks, Christmas gifts and crafts on offer along with family entertainment.

LEISURE

Sands Centre Redevelopment

The full Leisure, events and NHS facilities are due to fully open shortly. A big thanks to all the partners and project team in successfully delivering this project. Carlisle now has a modern leisure and health facility for both residents and visitors to the City.

CUMBRIA'S MUSEUM OF MILITARY LIFE

The Tuesday Talk Programme is up and running and proving popular. The next talk is on 8th November about the Windermere Children.

As part of our 90th birthday activities, we held a Veterans Afternoon tea on Sunday, 16th October supported by local businesses. We are also running a 'Sponsor An Object' scheme www.CumbriasMuseumofMilitaryLife.org to help with some improvements to the main galleries. This month has seen school visits, a visit by University of Cumbria students and support for an open evening with 4th Battalion, the Duke of Lancaster's Regiment.

We are hosting a touring exhibition 'Tactics and Teamwork: Football in the British Army' a joint project with two North West Military Museums and the National Football Museum – the exhibition closes on Sunday, 20th November

TULLIE HOUSE

October saw the opening of our major new Autumn/Winter exhibition – **Hair: Untold Stories** is a touring exhibition from the Horniman Museum (2022 Museum of the Year). The exhibition was developed in partnership with MAGNET, a network of museums and galleries working together to reduce the environmental impacts of touring exhibitions by sharing resources, of which Tullie House is a founder member.

As well as delivering fantastic events and engagement opportunities with our visitors and communities, the Museum's curatorial team are constantly working hard to care for Tullie's vast and varied collection. Over the summer, curatorial staff have undertaken an **internal store move** which relocated archaeological material from the basement to a first-floor store. The move has allowed significant and vulnerable archaeological material from Carlisle, Hadrian's Wall and wider Cumbria to move from inadequate conditions to a store which has a workspace, accessible racking and climate control. We have a brilliant team of volunteers working on this project and the end result will significantly improve access to and awareness of this amazing collection.

The museum's **learning programmes** continue to deliver a huge range of inspiring activities. School numbers continue to improve on last year's numbers, with over 1,000 pupils booked in this half term. Our communities programme has also exceeded expectations, with our annual target of 1,300 engagements achieved in just six months! This month we've also been proud to deliver **Borderlines Book Festival**, Carlisle's annual celebration of the written and spoken word. This event is delivered in partnership with Bookends Bookshop and is generously supported by Carlisle City Council and Cumbria County Council – over 1,500 tickets were sold this year. **Project Tullie** continues to progress at pace, with the current period focussed on the shortlisting and recruitment of architects for Phases 2 and 3 and the recruitment of project staff.

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –
Councillor Elizabeth Mallinson**

CARLISLE LOCAL FOCUS HUB

The Local Focus Hub, now led by the City Council, is currently coordinating 16 referrals in relation to anti-social behaviour. A recent example concerns a local family subject to racial victimisation and property damage from local youths to the extent they had to be rehomed. Coordination through the Hub with partners ensures that we are best placed to work to tackle these concerns collectively. In this case, the Police have been able to take action against those responsible for the ASB, with other partners addressing wider preventative and improvement measures, including action to repair broken street lighting, to remove a long stretch of overgrown hedge, which had provided a place for those committing ASB to hide, repairing fences, cleaning graffiti and serving notices for improvement on residents whose gardens were full of rubbish leading to vermin and a general feeling of decline in the area.

The work of the Hub partnership will be enhanced following a successful bid, coordinated by the Office of the Police and Crime Commissioner under Round 04 of Safer Streets Funding. This will support projects both in Carlisle and in Barrow, to address ASB in the city centre and in local hotspots, through improvements to lighting in key areas, support for ASB workshops in schools, funding for Restorative Work / Mediation / Crime Prevention and to support Outreach ASB Workers.

Members will be aware that the City Council Civil Enforcement Officers have also recently taken on additional activity in relation to challenging city centre ASB with good examples of our staff working in partnership on joint patrols with the Police. The City Council allocated additional funding this year to support action to address ASB, supporting this additional activity and also helping to lever-in Safer Streets Funding, to pay for additional protective equipment, uniform for our Officers, body-cameras, and training to support them in this expanded role.

Carlisle Local Focus Hub will help facilitate further preventative work to be led by 'Edge', again funded through the Safer Streets Funding. Edge is a north-east based organisation, experienced in using outreach workers to interact with young people, forming positive relationships, encouraging responsible behaviour and providing diversionary activities including a mobile music recording studio and ball games. Edge will be working in Carlisle and will link in with existing youth provision and other partners, coordinated as necessary through the Local Focus Hub.

The Safer Street Funding is also being used to support awareness raising of the Community Trigger which is generally felt to be under-used locally and nationally. As we head towards bonfire night, Operation Roman Candle will again be initiated with Council staff, Police, Fire Service and Trading Standards coordinating action to address the under-age sale of fireworks and remove any unauthorised bonfires.

Notes / background: Introduced in 2014, the Community Trigger, provides a mechanism for repeat victims of ASB to request a review of their case if they are dissatisfied with the response from Police, Council, Health, social housing providers etc. This can be triggered by the victim or someone representing the victim. Whilst Carlisle City Council and the Police already have a process in place, awareness amongst the general public is not felt to be high, with the trigger widely felt to be under-used locally and nationally. To trigger the review, there must have been a number, no more than three, qualifying complaints of ASB in a six-month period, to require the relevant agency to conduct a review of the case (e.g. Police or Council). Locally this number is set at three qualifying complaints in a six-month period.

CUSTOMER SERVICES

Customer Service have been the first point of contact for the £150 Energy rebate which has now closed. This put significant strain on the service with contact volumes far exceeding normal volumes for the entirety of the application period.

Our new telephony solution has been in operation since August 2022. We now have much more control of our infrastructure meaning we are able to counteract increased volume with automated messaging and advance queuing functionality. We are monitoring its effectiveness and applying small changes as the new system beds in.

We have just completed an exercise in evaluating how customers contact us since the Covid Pandemic. We have found that demand for our services has changed. Customer contact is far more consistent throughout the day rather than experiencing significant peaks in early mornings and lunchtimes. This could be attributed to more of our customers working from home, enabling people to contact us more readily inside of standard office hours. As such, we have restructured the working hours of many of our Advisors and have advertised for three additional Advisors by carefully reprofiling our budget. We have had an excellent response with over 50 applications. We hope to have the additional Advisors in post by December 2022.

Customer Services are actively involved in the design of Day 1 delivery when we become Cumberland Council on 1st April 2023. Indeed, many of the solutions including telephony, email and website, along with support systems like knowledge bases, have been designed and implemented by the Carlisle City Council Customer Service Team. The recruitment of additional Advisors serves the additional purpose of being as prepared for Vesting Day as possible. We will continue to work hard on the LGR programme to ensure our customers can access services on Day 1 and beyond.

DISABLED ADAPTATIONS UPDATE

In the last quarter we have seen a steady increase in the number of referrals for disabled adaptations, the total number of referrals in the period for all disabled adaptation is 198. Total ongoing is 306 referrals. This is a marked increase in the number of recommendations being processed for disabled adaptations.

In the last quarter we have installed our first modular wash pod, these are small wash pods that can be installed for those with short term needs. They meet short needs in homes, where time is critical and waiting for installation of a permanent level access shower would be detrimental. The wash pods will then be removed when no longer required and will be recycled in the system. They offer a solution for palliative care patients nearing end of life, to offer them and their carers a solution for bathing to afford them dignity and respect in the final stages of care.

THRIVING COMMUNITIES

The Thriving Communities partnership has been recognised as best practice and is being presented at the World Health Organisation Annual Business and Technical Conference in November. The abstract submitted, highlights the successful partnership project with Tullie House, Carlisle City Council, Prism Arts, The NHS Social Prescribing Team and Cumbria Wildlife Trust tackling isolation and loneliness within the community which initially started in 2021 as a twelve-month project and now has funding for 2023.

COMMUNITY

Members of the Healthy City Team are working with Cumbria County Council Community Development Team Officers and third sector partners to plan a Community and Youth Work Conference which is to be held in Carlisle in December.

Through the Veg Cities project at Harraby Community Centre, there has been a series of Cooking Classes with a local chef which have been focussing on making healthy and affordable meals. Feedback so far has been very positive and the classes have been extended due to demand.

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Environment & Transport Portfolio Holder's Report –
Councillor Nigel Christian**

PARKING AND ENFORCEMENT

The Enforcement Team have been working in partnership with the DVLA this month, participating in dealing with untaxed vehicles on the road. This joint initiative 'captured' 47 untaxed vehicles which have been reported and 13 Mis-Represented number plates, again all reported. The DVLA also deployed one of their ANPR cameras in Carlisle and 'captured' 55 untaxed vehicles. All registered keepers will be issued with a fine by the DVLA and will have to pay back duty.

City Council Enforcement Officers have also participated in partnership working with the Environment Agency dealing with companies who fail to provide notification of how they transfer their waste. Again, this partnership working has been successful with eight fixed penalties of £300 being issued to those businesses who failed to produce their correct waste transfer notes.

Other ongoing successes for this team since August include nine fixed penalties for littering, one for dog fouling, four for fly-tipping, two for abandoning a vehicle and one for failing to ensure household waste was transferred correctly.

RECYCLING

The value of recycling materials remain high but tonnages are starting to drop but still higher than before lockdown.

- Quarter 1 Refuse tonnages are down 6% when compared to same period in 2021/22
- Quarter 1 Garden waste is up 4% when compared to same period in 2021/22
- Quarter 1 Kerbside recycling tonnages are down 10% when compared to same period in 2021/22 but still 8% higher than before lockdown in 2019/20
- Quarter 1 Bring site recycling tonnages are down 13% when compared to same period in 2021/22 and 5% lower than before lockdown in 2019/20

AIR QUALITY UPDATE

In September 2022 a submission was made to the DEFRA Air Quality Grant fund 2022 / 2023 for Lot 1, to improve local air quality, linked to a Local Air Quality Action Plan. A project bid was submitted that focused on the Air Management Area covering Bridge Street. The Council will find out early in 2023 if we have been successful.

FOOD BUSINESSES UPDATE

As part of the COVID recovery plan, Officers of the Food & Public Protection Team are making good progress in the inspection of food businesses which were due visits during the pandemic. Officers are reporting a drop in hygiene standards; however the percentage of broadly compliant businesses remains high, currently 98%. Food businesses are reporting a significant shortage of staffing availability within the industry. Officers are also noting a shift in food business operating behaviours, with many only opening at peak times and weekends.

THE SWIFTS

The Swifts Nature Reserve featured in Cumbria Wildlife Trust's Big Buzz Conference and Fringe in Carlisle on 23rd – 25th September. Carlisle City Council with the Cumbria Wildlife Trust and help from volunteers planted 4,000 wildflowers at the Swifts Nature Reserve, and created 60 solitary beehotels. Experts were on hand and there were also craft events celebrating "all things pollinators".

The conference discussed the impact of climate change on pollinators and pollination. More information can be found at <https://www.cumbriawildlifetrust.org.uk/big-buzz-national-pollinator-conference-Fringe-2022>

The Swifts partnership has been recognised as best practice and is being presented at the World Health Organisation Annual Business and Technical Conference in November.

CUMBRIA FLOOD AND COASTAL FORUM

In October the Portfolio Holder attended this event, hosted by the Environment Agency. Workshops included: coastal strategy, place-making, nature-based solutions and emergency preparedness and response. Discussion covered the Local Resilience Forum, The Flood Hub and VIPER (a new database drawing together lists held by many agencies of people most likely to need help). Environment Agency work in Cumbria on "natural flood management" (soil management, planting, allowing water courses to meander and other methods of slowing water flow) is leading to a much better understanding of what works and where. Two strong messages were: (1) the importance of engaging with local communities and (2) the difficulty of accurately tracking a severe weather system means that local communities are likely to receive relatively short notice of major events.

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Economy, Enterprise & Housing Portfolio Holder's Report –
Councillor Marilyn Bowman**

INVESTMENT ZONE INITIATIVE

The Government has set out plans for Investment Zones, aimed at driving growth and housing delivery. Investment Zones will benefit from variety of tax incentives, planning simplifications and wider support for the local economy.

County Councils have been invited to submit Expressions Of Interest (EOI) for Investment Zones. These EOIs need approval in principle from local planning authorities, district councils and other key stakeholders.

Carlisle City Council has been working closely with Cumbria County Council on their EOI, which was submitted on 14th October. No date has been provided on when feedback on applications will be received, but Government has stated that further information to areas will be issued at the earliest possible opportunity.

RURAL STRATEGY

- The development of a rural strategy and action plan for the Carlisle district is progressing well
- A Member workshop was held on 3rd November to review the work so far and provide input. This will all be fed into the final document
- The strategy will be ready by the end of this year

MARKET SQUARE PROJECT

- Carlisle City Council and Cumbria County Council are working together to deliver an improved public space within the Green Market and Old Town Hall area that will be funded by the Future High Streets Fund
- Carlisle residents and businesses will soon be asked to have their say on some concept ideas for the space and a consultation is planned before Christmas

- This follows on from the stage-one consultation that was held in the summer, which asked residents, businesses and visitors the issues with the area and what they would like to see in the space and the things it could be used for

CITY CENTRE BUSINESS GRANTS

- A pilot City Centre Grants Scheme with £40,000 funding from City Council budgets was trialled last year
- The aim of the fund was to support the city centre, by providing grants to new start-ups or existing business re-locating to Carlisle from outside the area taking up vacant units
- To date this grant has supported nine businesses across a range of sectors, all of which are still active and trading
- Given the success of the scheme, it is being relaunched with a further £40,000 of Council funding and will be extended so that it supports shopping areas outside of the city centre - in the neighbourhood areas across the city and those in the market towns

CITY CENTRE PERFORMANCE

- Two key vacant properties in the pedestrian area of the city centre have recently been occupied
 - o Candy World on Scotch Street – an American sweet shop
 - o Bob and Berts on Scotch Street – an Irish café chain
- The occupation of these units is very encouraging and is an indicator that Carlisle City Centre continues to attract new operators, despite difficult trading conditions for the high street.

ST CUTHBERT'S GARDEN VILAGE

Work on the St Cuthbert's Local Plan continues at pace. Following on from winning the RTPi (Royal Town Planning Institute) North West Award for Excellence in Technology this Summer, it was confirmed this week that the St Cuthbert's Garden Village interactive 360-degree virtual exhibition and promotional video have been shortlisted as a finalist within the same category for the prestigious National RTPi (Royal Town Planning Institute) Awards in November.

Homes England have confirmed it will continue to fund the CSLR until the end of December 2022 and continue to support the County Council to procure the contractor to build the road.

CARLISLE AMBASSADORS

Since the successful meeting of Carlisle Ambassadors held at the Civic Centre on 7th July 2022, the membership has continued to grow with the number of businesses now at 411.

The latest meeting took place at Carlisle Racecourse on 11th October 2022 with the theme of Skills, Recruitment and Retention. Twenty business showcase stands filled the Bell's Hall and circa 170 delegates attended on the day. The 400th member was presented with a certificate at the start of the event; followed by speakers from Cartmell Shepherd

Solicitors, Capita (now WSP) and Thomas Graham who shared their experience and knowledge on securing the skills, recruitment and retention in their sector. The regular major projects update from Jane Meek provided businesses with the latest on Borderlands, Towns Fund and St Cuthbert's Garden Village as well as an outline of Carlisle's Investment Plan for allocation of funds from the new UK Shared Prosperity Fund.

The next meeting of Carlisle Ambassadors will take place on Thursday, 1st December 2022 and will be themed 'Customer Experience / Customer Service'. Ambassadors have already signed up for showcase stands in anticipation.

In other news, Carlisle Ambassadors have been nominated for the In-Cumbria Business Awards and confirmation was received in early September that the initiative has been shortlisted as a finalist under the 'Flying the Flag for Cumbria'. The awards ceremony will take place on 24th November 2022 at The Halston, Carlisle.

ACCOMMODATION FOR EX-OFFENDERS / PRISON LEAVERS

Carlisle City Council has been successful in being awarded £50,000 (2022/2023) from DLUCH (Department of Levelling Up, Communities & Housing) to provide direct interventions to support a minimum of 40 ex-offenders / prison leavers to access longer term housing solutions and tenancies within the Private Rented Sector. At the end of Q2 (six months) we have successfully supported 32 individuals as part of this project, 11 of which are female.

ROUGH SLEEPER INITIATIVE 2022 - 2025

Carlisle City Council have been successful in being awarded £1,947,941 (2022/2025) from DLUCH (Department of Levelling Up, Communities & Housing) to continue to deliver a range of personalised bespoke countywide interventions to meet the needs of rough sleepers and those at risk of rough sleeping, ranging from off the street interventions, access to accommodation pathways, to longer term recovery and tenancy sustainment support interventions.

HOUSING

New CO requirements for landlords have come into force on **1st October 2022**, both social and private landlords will be expected to have CO detectors fitted in every room with a fuel burning appliance. The only exception to this are rooms where the only combustion appliance is a gas cooker. The enforcement of these regulations is contained with the Private Sector Housing Enforcement Policy and the same penalty policy will be applied from 2020 for any landlord in breach of the legislation.

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –
Councillor Gareth Ellis**

FINANCIAL SERVICES

At the time of writing the audit of the 2021/22 Statement of Accounts is ongoing and nearing its conclusion with an expectation from the Auditors that this can be completed by the end of October. A special Audit Committee is scheduled for 11th November to consider the Audit Findings Report and the Audited Statement of Accounts.

Work is starting on supporting the budget process for 2023/24 for Cumberland Council.

HR & PAYROLL

- **LGR:** Updates on progress of the various workstreams associated with LGR activity are provided to stakeholders on a regular basis through the dedicated Communications group
- **TUPE:** The HR and Payroll Service is busy preparing for the TUPE of Carlisle City Council staff to the new Cumberland Authority on 1st April 2023. The preparation involves a significant amount of information checking and preparation of records for handover, which will utilise any spare time the team may have from now until the process is complete early next year

ICT UPDATE

- LGR – Day 1 requirements from ICT is the primary focus for the service. Carlisle ICT is leading on Networking, Service Management and Policy & Performance
- LGR – The HR and OD IT business system needs of the two new authorities continues to be supported by Carlisle ICT via the workstream
- LGR – The Place Board is being supported by Carlisle ICT via the workstream
- Photocopier replacement– Arrival of new equipment now due in November
- Laptop Replacement – Replacement of end user laptops 40% completed. Currently planning roll-out schedule on remaining laptops

- Successful recruitment to the ICT Helpdesk Analyst post (starting in December) and ICT Helpdesk Supervisor (starting end of October)
- Applications received for Senior Infrastructure Engineer post & Senior Applications Support/Developer post. Interviews to take place on 11th November
- Wi-Fi Replacement – Equipment ordered with supplier as delivery timescales expected to be early 2023

ELECTORAL REGISTRATION

The Elections Team are still working on the Annual Canvass and have just over 3,800 outstanding properties out of just over 54,000. The non-responding properties are being personally canvassed from now until the end of November, with publication of the new Electoral Register on 1st December 2022.

Work continues on the procurement for a new Election Management System for Cumberland Council and three Election Management Systems have given demonstrations in the last week. Work is being done to score these systems at present, with an outcome expected by the end of the week (21st October).

LEGAL SERVICES

The Fireshow is going ahead this year and Officers within Legal Services have prepared the necessary road closure orders, agreements with event security and contracts with the fireworks operator.

The Christmas light switch on is also going ahead this year and various agreements have been prepared with the performers and acts involved.

A number of legal agreements have been required to support the Sustainable Warmth project including six contracts for works, two project surveys, three JCT contracts, one IT contract, Memoranda of Understanding for all the district authorities involved and Data Sharing Agreements for all the district authorities. Around 450 Land Charges Searches have also been carried out to support applicants.

Five grant funding agreements have been completed to support the Towns Deal projects.

As a result of planning decisions, a number of Section 106 Agreements have been entered into, with some awaiting information on nutrient neutrality, as well as footpath orders to enable development to proceed. Legal Officers are supporting planning colleagues with various enforcement matters.

The lease agreement for Units 3 - 5 Gateway 44 Kingstown (Home Bargains) has now completed. Two other leases, four consents to underlet and one licence to assign have been completed. Legal Officers are also working on renewing temporary pavement café licences within the city.

In the Courts, five environmental crime prosecutions have been submitted so far in October, mainly fly tipping, and in September we appeared in Court to prosecute a range of offences including abandoned vehicles, littering and failing to update dog microchips, resulting in a total of £2947.94 fines and costs being ordered.

ANIMAL LICENCING

The Food & Public Protection Team are seeing a significant increase in the number of individuals breeding dogs and advertising for sale puppies, without the required licence. The animal licensing regime, enforced by Officers of the Council, is in place to ensure that the wellbeing of animals is protected when used for licensable activities. Where Officers identify unlicensed breeders advertising on websites used for the sale of pets, action is taken to have these adverts blocked and taken down; however the use of personal social media sites is increasing to advertise the sale of puppies. To increase public awareness of the illegal puppy trade and the awful conditions some of these dogs are kept, the Food & Public Protection Team intend to launch a publicity campaign in the lead up to Christmas. The campaign will highlight the welfare issues and suffering animals can experience if the breeding activities are not monitored and regulated by the Local Authority. It will provide advice to prospective buyers and signpost to the Authorities website where a list of licenced breeders can be found. Of the 69 licences issued by the authority for animal welfare related activities, 31 are for the activity of dog breeding.

INFORMATION MANAGEMENT – LEGAL SERVICES

Recent counts for information requests (From 20/08/2022 – 17/10/2022):

- Environmental Information Regulations requests received - 8
- Environmental Information Regulations requests responded to - 10
- Freedom of Information Act requests received – 83
- Freedom of Information Act requests responded to - 80
- Data Protection Act requests received – 6
- Data Protection Act requests responded to – 6

ORGANISATIONAL DEVELOPMENT

- Offered a number of CV development support sessions to senior managers, middle managers and staff in preparation of LGR
- Change workshops delivered across the Council
- Dignity and Respect training planned to take place with front line workers in October

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Leader's Portfolio Holder Report –
Councillor John Mallinson**

BORDERLANDS

Citadels Project

- The development of this project continues to progress according to the timetable
- Following the granting of planning permission for the scheme in August, the City Council has continued to support the University of Cumbria with their plans for a campus and HQ on the site
- On 3rd October, the Executive gave approval to make a Compulsory Purchase Order, using the Council's powers, to support the University of Cumbria in assembling the land required to deliver the scheme

Longtown Place Plan

- The City Council are continuing to support the Longtown Community in the development of a Place Plan to draw down funding from the Borderlands Growth Deal
- A stakeholder summit was held on 18th October in Longtown to showcase the work done so far and was attended by over 60 delegates from across a variety of partner and stakeholder organisations
- The Place Plan will be ready in early 2023

Central Plaza

- The current round of site investigation work has been completed, which has focussed on the exposed retaining wall of the site
- An options report, setting out the recommended scheme of works required to prepare the site for redevelopment is now being finalised
- In tandem with this, the City Council has commissioned a marketing exercise, to identify a potential developer for the prepared site

LOCAL GOVERNMENT REORGANISATION TRANSITION

Both Barrow Borough Council and Allerdale Borough Council have recruited to Interim Chief Executive roles, in order to allow Andrew Seekings and Sam Plum to take up their Chief Executive designate roles for the two new Councils. Both interims attend the LGR Programme Board meetings. The Cumberland Programme Board continues to meet each week.

The process of allocating staff to the two new Councils has formally begun. The expectation is that the majority of staff will know which Council they will be working for on 1st April 2023 by the end of November.

Formal consultation is now underway on senior leadership structures with the leadership appointment process commencing week of 21st November 2022.

On 3rd October an all staff LGR Q&A session was held online and was attended by almost 800 members of staff. The next session is scheduled to take place on Monday, 7th November.

EMERGENCY PLANNING

As part of the preparations for winter weather the Local Resilience Forum held a Multi-agency Flood Training Day at the Civic Centre on Friday, 21st October. This will be a full day of training for responding agencies, elected members, voluntary agencies and community groups. The focus will be on the tactical and operation response to a flood, during the acute phase of a major incident.

LGR: CUMBERLAND COUNCIL PLAN

The Cumberland Council Plan is on the agenda for the Cumberland Shadow Council meeting on 18th October, with a recommendation for adoption.

LGR: PROGRAMME UPDATES

Shadow Scrutiny are meeting regularly, next meetings are on 2nd November and 21st December. Shadow Scrutiny have also been leading on a Member Task and Finish Group on future scrutiny arrangements for Cumberland. This work will be reported to Shadow Scrutiny and will shape work that is being undertaken for Day 1 readiness by the Governance and Decision-making work package. City Council staff have been involved in supporting Shadow Scrutiny and the Day 1 readiness work.

Meeting Date: 8 November 2022

Public/Private*: Public

Title: **People Panel Chair's Report – Councillor Colin Glover**

The August and October meetings of the People Scrutiny Panel received a number of valuable updates, presentations and reports and were able to explore issues in some depth and make recommendations:

Carlisle Victorian and Turkish Baths

Following up on the presentation received by the Health & Wellbeing Panel in February, the People Panel received an update from the Friends of the Carlisle Victorian and Turkish Baths on work on their viability study and development of business plan options for the future of the site. In their presentation the Friends outlined key dates for feasibility studies which would lead to development of a business plan, funding applications, potential community asset transfer and restoration and renovation. Current feasibility work has been funded by the Architectural Heritage Fund and Cumbria LEP. A restored health and wellbeing facility would front onto George Square, complementing the Station Gateway project and enhance the sense of place within the vicinity. The full Friends Group presentation can be seen in the agenda pack for the August meeting of the People Panel.

The panel made a number of recommendations which included:

- The Panel to receive an update on costs and risks of mothballing the Baths
- Consider granting the Friends a 'Meanwhile Tenancy' so that even if the Baths ceased operating for a period, tours and voluntary work by Friends could continue.
- Ask the Executive; to convene a multi-disciplinary meeting, including the Friends, to discuss the future, to confirm support for the allocation of £400,000 Borderlands funding to future proof standalone operation of the Turkish Baths and to liaise with the NHS to clarify their position with regard to hydrotherapy provision. This has now been done and it is not the NHS's intention to provide hydrotherapy facilities in Carlisle at the present time.

A request was also made to arrange further visits for Carlisle City Council and Shadow Cumberland elected members if they wish.

Annual Equality Report 2021/22 and Annual Equality Action Plan 2022

Members of the Panel were able to consider the report and action plan, how policy development, decision making, engagement and partnership working operate currently, and how it might work during the transition through Local Government Reorganisation.

The panel explored issues relating to recruitment and employment and how this might impact LGR in the future. The Panel encouraged staff and partners to participate in the consultation for the Cumberland Plan and offered to act as a consultee for development of equalities processes for the new Cumberland Council, if that would be helpful.

Quarter1 Performance Report 2022/23 and update on Carlisle Plan delivery progress

The Panel received an update on performance against service standards and actions to support delivery of the Carlisle Plan during the first quarter of 2022. Members explored a range of service areas that are likely to impact on customer satisfaction levels.

Members sought updates on delivery of the £150 Council Tax rebate, increased demand for benefit claims as a result of the cost-of-living crisis and delivering Disabled Facilities Grants for adaptations. Members wished to place on record our thanks to staff for meeting targets for processing applications to support residents in the current difficult times.

Update on work to support refugees and asylum seekers

Carlisle Refugee Action Group (CRAG) and Cumbria County Council provided a valuable update on their work to support refugees and asylum seekers in Carlisle and across Cumbria. Cumbria County Council coordinates and leads the response to Home Office programmes for local government and works in partnership with Carlisle City Council, accommodation providers and third sector and community organisations.

CRAG works closely with Carlisle One World Centre and the support they provide includes drop-in sessions, language support, social and health & wellbeing activities, raising general awareness and countering common myths that exist. This year CRAG has been busy using their expertise to support the response to the Ukraine crisis, both by sending aid to Poland to support people fleeing Ukraine and supporting Ukrainian families arriving in Cumbria.

It was noted that partnership work across public and third sectors has been essential in providing effective support and it is important that this knowledge and experience is taken forward into the new unitary Councils.

Carlisle Welfare Reform Board

A representative from DWP provided the Panel with an update on the work of the Carlisle Welfare Reform Board. The aims of the Board are to identify gaps in local services and drive actions to address those gaps, monitor the impact of welfare reform, ensure actions

are planned and coordinated reflecting local priorities and mitigate hardship where possible. Membership of the group includes Carlisle City Council, Housing Associations, DWP, Cumbria Law Centre, Citizens Advice Bureau, Carlisle Food Bank, Churches Together and the NHS Clinical Commissioning Group. The group shares and monitors local and national data and trends and has developed partnership working on issues such as the implementation of Universal Credit and looking at barriers to accessing work and developing solutions, including training and work experience opportunities. Carlisle City Council has been hosting and supporting the Welfare Reform Board and the future model will need to be considered in the light of Local Government Reorganisation.

Revenue and Capital Budget overview and monitoring reports April-June 2022

The Panel received Revenue and Capital budget monitoring reports for the first quarter of 2022/23 and were able to scrutinise variances in the reports.

It was noted in the Revenue report that the level of variances indicates underspends of approaching £1 million. The ongoing Task and Finish Group on the Cost-of-Living crisis is currently taking evidence on a range of issues and whilst initial recommendations highlight the need for awareness raising on help that is already available, it is likely that some recommended initiatives will require financial support from budgets. It is recognised that the report only covers the first quarter of the year and some of the underspends may still be required for the remainder of the year, but it was considered that an underspend level of almost £1 million gives the capacity to set aside a significant reserve to address cost of living issues and support solutions that are likely to be identified

The Panel also looked at the Capital budgetary position, particularly in respect of underspends on Disabled Facility Grants and the Sustainable Warmth Grant scheme. The Panel has asked to a further update on demand and whether there are specific reasons for funds not currently being utilised to anticipated levels.

It was noted that the deadline for the next bidding round to the Department of Business, Energy and Industrial Strategy (BEIS) for the Sustainable Warmth Grant scheme is 27th January 2023. As Carlisle City Council is the only sovereign Council in the Cumberland authority area with a Home Improvement Agency (Homelife), it is likely that Carlisle is the only Council that would be able to submit a bid on behalf of Cumberland.

Emergency Planning – Winter Readiness and LGR preparation

The Panel received a presentation on planning and training exercises for winter preparedness. These activities take place annually and are a multi-agency activity. Work is ongoing to develop a Carlisle Resilience Network to bring together local community groups with an interest in emergency preparedness and to provide resources, training and connections with statutory partners.

Extensive work has taken place to improve Standards of Protection (SoPs) for flood defences across the Carlisle District. Members raised concerns about the anxiety levels of residents living in the Caldew catchment area where that phase of defences has been

significantly delayed to the point that a new scheme and business case is required. The Environment Agency had previously indicated that it would establish a community engagement group, but this has never happened. Flood defences and relationships with the Environment Agency are within the remit of the Place Panel and it was requested that this issue is raised in their discussions with the Environment Agency.

Carlisle Local Cycling and Walking Infrastructure Plan – one year on

The Carlisle Local Cycling and Walking Infrastructure Plan was developed by Cumbria County Council with support from City Council officers and stakeholders. The plan sets out priorities for enhanced cycling and walking routes and is an essential requirement when bidding for government funding for infrastructure improvements. It encourages more active lifestyles, health benefits and has a positive impact on the ambition for net zero carbon emissions.

Key aspects of the Priority Cycling Network include; Carlisle Station as a central cycle hub with cycle parking, links within the education cluster incorporating Carlisle College and some secondary schools, access to key employment sites including Cumberland Infirmary and Kingmoor Park/Kingstown and connectivity to and from St Cuthbert's Garden Village. Core Walking Zones highlight opportunities for new or enhanced crossings, better quality public spaces and paths and provision of dedicated space for walkers.

The LCWIP provides a prioritised investment plan for cycling and walking over the next 15 years and is a live document that will be regularly reviewed.

Cumbria County Council has secured grant funding of almost £1.5 million from the Active Travel Social Prescribing Pilot, one of only eleven areas in England, for the delivery of active travel initiatives across Cumbria covering the period 2022 to 2025. Cumbria County Council is also currently in the process of shortlisting schemes from the LCWIP to take forward a bid to the Active Travel Fund.

Overview Reports

The Cost-of-Living Task and Finish group has commenced its work and has held a number of meetings. Further meetings are planned and the group aims to bring a final report to the People Panel in January. Due to the urgency of the situation, interim recommendations will be made where possible and one is highlighted earlier in this report where the Executive has been asked to set aside a reserve fund from budget underspends in order to address initiatives that the Task & Finish group may recommend.

The Task & Finish group also asks that the Council and all members actively promote and share information, throughout partnerships, networks and communities, to ensure that local people experiencing difficulty and hardship are aware of available help and support.

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Place Panel Chairman's Report – Councillor James Bainbridge**

The Panel meeting considered the progress made by the Environment Agency and partner organisations, including the City Council and Cumbria County Council regarding flood risk. We had positive and honest dialogue regarding the areas where Members have concern.

There is an understanding that more input is required into informing residents of the situation in parts of the City where progress has been affected by the need to redraft proposals. The lack of physical works has created an impression of certain projects not being undertaken, when there is work taking place out of public sight in terms of redrafting, reassessment and rescoping. Additionally, in terms of language some of the statements previously made have given the impression that the issues are financial and funding based rather than technically based.

The Panel was able to see and discuss the High Street Task Force Report from this Summer. It was useful in that it highlighted a broad agreement in the direction of travel the Council is taking, from a third party not connected to Carlisle or the Council.

In regards to the Work Plan, a number of Reports on substantive Council projects are due to arrive at the Panel in the last three meetings of the year. The reasons for this are varied, and many of these are out of the direct control of the Council. However, in order to give these items sufficient time and depth of consideration, it is my intention to create a fourth meeting in February 2023 to assist with this process.

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

Cllr James Bainbridge
Chairman

Meeting Date: 8th November 2022

Public/Private*: Public

Title: **Resources Scrutiny Panel Chairman's Report – Councillor Christine Finlayson**

Carlisle Welfare Reform Board

Carlisle Welfare Reform Board is a multi-agency partnership group providing an effective coordinated local partnership response to mitigate where possible, the impact of welfare reform and hardship across Carlisle and District.

To achieve this the group explores and monitors local impacts, also anticipates potential impacts of the implementation of welfare changes, shares information updates, explores best practice, challenges, supports and assists each other to ensure the best outcomes for clients.

The group also forms a two-way communication with the Carlisle Resilience Group and when necessary, the statutory Cumbria Local Resilience Forum.

The Group continues to focus on the following:-

- Identifying gaps in the local services, and driving activities required to close gaps
- Sharing timely pertinent information in relation to welfare reform, hardship and other external factors across Carlisle and District, and uses the information to inform and support coordinated responses where possible
- Ensures planned and coordinated welfare reform/hardship activities are implemented reflecting local shared priorities

Working Together to:-

- Share relevant key partnership information improving communication data sharing
- Identifying early opportunities to coordinate activities to reduce barriers to multi agency working

Core group members of the group are representatives of:-

- Carlisle City Council , Portfolio Holders, Deputy Chief Executive, Housing, Welfare, Policy, Contact and Benefits
- Housing Associations (Riverside, Impact, Castles and Coasts)
- Department for Work and Pension
- Cumbria Law Centre
- Food bank/ Churches together
- Citizens Advice Bureau
- Clinical Commissioning Group

Although continuing to be hosted and supported by Carlisle City Council, the Chair of this group has been handed to Shane Byrne from the DWP.

The newly appointed Chair attended the Panel Meeting and gave a very heart warming and comprehensive verbal overview and presentation to Members, on the group's focus for the next six months.

It was most enlightening and encouraging to hear how well supported and considered residents are provided for and helped on every aspect of need and support.

Revenues and Benefits

It was so good to hear from the Revenue and Benefits that at the moment it really is Business as Usual.

With regard to Council Tax, there is a good record of payments, exceeding last year. Things might change but no signs at the moment. There were fewer reminders issued and much fewer final notices leading to less enforcement.

There has been a compliance phase, accepting help to make their payment.

There has been money saved because the Team

- Don't have to enforce so much
- Customers are paying much better
- Council tax reduction is helping
- Residents are receiving help to get their benefits
- Providing their trained expertise to engage with customers when they engage with Officers
- Income is not affecting people at the moment

Environment Agency Update on Flood Management

Since 2015 there has been substantial work carried out on existing flood defences.

Some points perhaps of great interest, especially for those families who's homes have been further flood proofed:-

Phase 1 and 1a

- The raising of existing flood defences by 4km along the River Eden and the Petteril protecting 1,279 homes and 107 non-residential properties
- The Old Laundry Culvert Warwick Road has had significant work done
- Rickerby Park, Brunstock Beck protecting 32 residential homes and one non residential property
- Gosling Syke upgrading the culvert protecting fifty three homes, and two non residential properties

Phase 2

Raising and extending flood defences from Trinity school to Carlisle Castle protecting 50 residential and 33 non-residential properties

Other protected areas include; Parham Beck, an area of Warwick bridge, Low Crosby, Melbourne park and Etterby Terrace

Cllr Christine Finlayson
Chairman



Carlisle City Council Report to Council

Item
15.(i)

Report details

| | |
|-----------------------------|---|
| Meeting Date: | 8 November 2022 |
| Portfolio: | Environment and Transport |
| Key Decision: | Yes: KD.18/22 |
| Policy and Budget Framework | Yes |
| Public / Private | Public |
| Title: | FOOD LAW ENFORCEMENT SERVICE PLAN 2022/23 |
| Report of: | Corporate Director of Governance and Regulatory |
| Report Number: | Services GD.64/22 |

Purpose / Summary:

The Food Law Enforcement Plan sets out how Regulatory Services will deploy its resources in 2022 to 2023 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 Council:

- i. Approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework.

Tracking

| | |
|-----------------|--|
| Executive: | 30 August 2022 & 3 October 2022 |
| Scrutiny: Place | Circulated to panel for information – 20 September 2022 |
| Council: | 8 November 2022 |

1. Background

- 1.1 The main statutory objective of the Food Standard Agency's (FSA) Strategy for 2022 to 2027 is ***'to protect public health from risks which may arise in connection with the consumption of food (including risks caused by the way in which it is produced or supplied) and otherwise to protect the interests of consumers in relation to food'***. As enforcers of official food controls within most food establishments, the City Council, through its Food and Public Protection Team, play a significant role in the delivery of the FSA Strategy
- 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.
- 1.3 The "Framework Agreement on Official Feed and Food Controls by Local Authorities" (2010) sets out what the FSA 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 Food Law Codes of Practice (March 2021) 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.
- 1.5 The Plan covers the period 1 April 2022 to the 31 March 2023 and includes the statutory food safety controls to be performed by the authority e.g. Inspections/sampling. The plan also includes targeted educational and promotional work to be undertaken by the section. A summary of the previous year's performance and activities is also provided.
- 1.6 The COVID-19 pandemic had a significant impact on the delivery of food safety controls for the 2020 and 2021 period. Targeted inspections and sampling work were postponed whilst the nation experience national lock downs and mandatory business closures. Authorised officers within the Food and Public Protection Team were redeployed to assist with the local track and trace programme and enforce the COVID business restrictions. Resource allocated for food safety controls were directed to towards those complaints / incidents that presented a serious risk to public health.
- 1.7 In July 2021, the FSA released the COVID-19 Local Authority Recovery Plan. This recovery plan provided a framework for re-starting the delivery of food control interventions in line with the Food Law Codes of Practice for the period from 1 July 2021 to 2023/24. The guidance and advice within the document aim to ensure that

during the period of recovery from the impact of COVID-19, local authority resources are targeted where they add greatest value in providing safeguards for public health and consumer protection in relation to food. The Food Law Enforcement Service Plan for 2022/23 incorporates the principles of the FSA's recovery plan framework . Priority will be given to new business registrations, high risk food businesses and those establishments that are less than broadly compliant.

2. Proposals

That Council:

- i. Approve the key actions of the Food Law Enforcement Service Plan 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.
- The Plan was accepted by Executive on 30 August 2022 & 3 October 2022 with no amendments made.
- The Plan was sent to the Chair of Place Scrutiny Panel for consideration and circulation to the Panel as information – 20 September 2022

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 2022 to 2023.

6. Contribution to the Carlisle Plan Priorities

- 6.1 **Priority: Economic Growth** - We will continue to prioritise the current response to and rapid recovery from the economic impacts of the Covid-19 pandemic on the local economy.

- 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: Health & Wellbeing - we will promote a vibrant and diverse food economy, with local communities having access to a range of healthy and affordable food options.

- 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: Key economic growth programmes and projects - Delivering the Borderlands Inclusive Growth Deal, the Future High Street Fund, Town Deal Accelerated Fund and related regeneration projects

- 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), UKHSA Laboratory York, UKHSA Health Protection Team, Food Standards Agency.

Priority: Create the new Cumberland unitary authority – To improve services for local people, making them more effective and efficient with a greater integration of planning and delivery activities.

- We will work with colleagues across the 7 local authorities in Cumbria to ensure a smooth transition to the new working arrangements for the service.

Contact details:

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

Appendices attached to report:

- **Appendix 1 – Food Law Enforcement Service Plan - Summary Report**
- **Appendix 2 – Food Law Enforcement Service Plan 2022 to 2023**

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 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.

Property Services - No property implications

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 2022/23.

Equality – None

Information Governance - It is recommended that Officers are mindful when recording personal and special category data during inspections and the need to ensure appropriate processing and protection in accordance with the GDPR and Data Protection law.

FOOD LAW ENFORCEMENT SERVICE PLAN 2022 – 2023 - 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

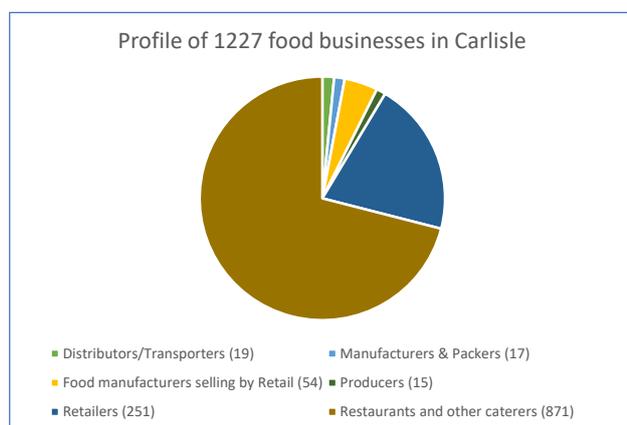


Figure 1: Chart showing the breakdown of food business types

| Category | Frequency of Intervention | Number of premises |
|--------------|---------------------------|--------------------|
| A | 6 months | 0 |
| B | 12 months | 4 |
| C | 18 months | 160 |
| D | 24 months | 515 |
| E | 36 months | 447 |
| UNRATED | | 15 |
| OUTSIDE | | 86 |
| Total | | 1227 |

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

Key work activities performed during 2021/22

Table 2: Summary of food hygiene related visits made 2021/22 – these are significantly lower than previous years due to the impact of the COVID pandemic.

| Type of visit: | Number |
|--|------------|
| Food Inspection & Audit Visits | 112 |
| Food New Business Inspections | 136 |
| Food Hygiene Complaint Visits | 3* |
| Food Hygiene Revisits following inspection | 8 |
| Total | 260 |

* More food related complaint visits will have been undertaken during 2021-22 as part of COVID enforcement visits – unable to extract and interpret this data for the purposes of food hygiene.

Table 3: Number of incidents received/responded to 2021/22

| Type of Incident / Action | Number |
|---|--------|
| Premises hygiene complaints / Food Complaints | 92 |
| FSA Food Alerts (inc Product Recall) | 71 |
| FSA Food alerts for action by LA | 2 |
| FSA Allergy Alerts | 98 |
| Export Certificates approved | 337 |
| Requests for food advice | 30 |
| Infectious disease cases | 205 |

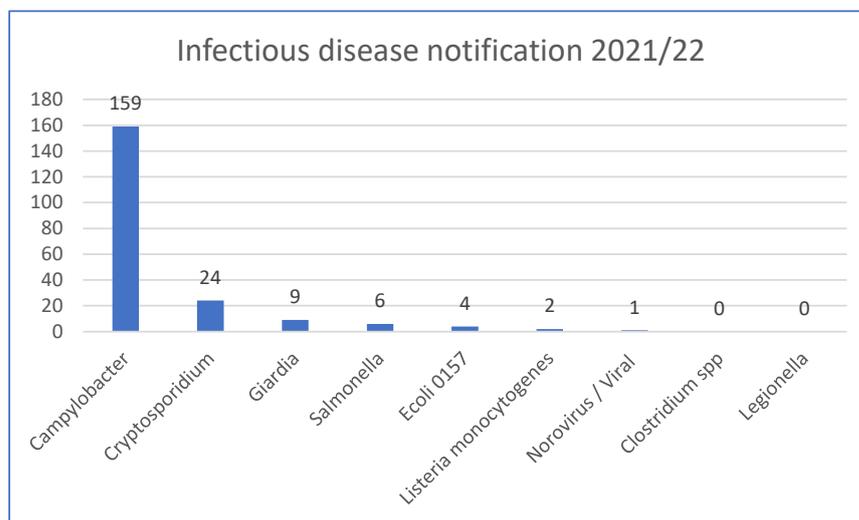


Figure 2 - Chart showing the number of foodborne / waterborne infectious diseases received and investigated during 2021/22

Enforcement actions by authorised officers during 2021/22

- 94 written warnings for food hygiene contraventions
- 3 Hygiene Improvement Notice

Planned inspections/interventions by risk category for 2022/23

| Food Establishment Risk Category | Number of inspections to be undertaken by 31/3/23* |
|----------------------------------|--|
| A | 0 |
| B | 4 |
| C | 106 |
| D | 402 |
| Total | 512 |

*In line with the FSA COVID-19 Local Authority Recovery Plan

Key objectives for 2022/23:

- Undertake food control interventions in accordance with the FSA COVID-19 Local Authority Recovery Plan
- Prioritise resources toward business that are high risk and those that are non-compliant (0-2 FHRS rated) and take appropriate action to raise compliance level
- 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.
- Sample foodstuffs for microbiological safety in accordance with local and national programmes.
- Assist in the planning and implementation of LGR with regard to Food Safety – attendance at regional meetings
- Work in partnership with other agencies and regulatory bodies to achieve common food safety goals.

FOOD LAW ENFORCEMENT SERVICE PLAN 2022 - 2023

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 EU retained law.

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 2021-23 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: Economic Growth - We will continue to prioritise the current response to and rapid recovery from the economic impacts of the Covid-19 pandemic on the local economy.

- 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: Health & Wellbeing - we will promote a vibrant and diverse food economy, with local communities having access to a range of healthy and affordable food options.

- 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: Key economic growth programmes and projects - Delivering the Borderlands Inclusive Growth Deal, the Future High Street Fund, Town Deal Accelerated Fund and related regeneration projects

- 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), UKHSA Laboratory York, UKHSA Health Protection Team, Food Standards Agency.

Priority: Create the new Cumberland unitary authority – To improve services for local people, making them more effective and efficient with a greater integration of planning and delivery activities.

- We will work with colleagues across the 7 local authorities in Cumbria to ensure a smooth transition to the new working arrangements for the service.

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 2020.

3 Background

3.1 Profile of the authority

Carlisle is the capital of Cumbria with a population more than 108,000. The city is recognised as the capital of an economic region serving 1.1 million people who live in Cumbria, Northumberland, and Southern Scotland.

The City of Carlisle is the largest settlement in the district with more than two thirds of the population. The remaining population is distinctly more rural and in places extremely sparse. The most significant rural populations are in smaller market towns and large villages spread across the district, including Brampton, Dalston, Longtown and Wetheral.

Across the district, there are a wealth of natural and cultural assets making Carlisle a great place to live, work and visit. Carlisle draws strength from its strategic location, with heritage and environmental sites of national and international importance (Solway Coast and North Pennines) and good connections to national infrastructure.

3.2 Organisational structure

The structure of Food and Public Protection Team can be seen in page 13. 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 infectious disease investigations, 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.

Food and Public Protection sits within the Council's Portfolio for Environmentment & Transport.

3.2 Scope of the service

The Food and Pubic 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 of food establishments

- Identifying and assessing premises that require approval for 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 2022 a total of **1227** food premises are subject to programmed food hygiene interventions as per the table below

| Type of Premises | Number |
|--------------------------------------|-------------|
| Distributors/Transporters | 19 |
| Manufacturers & Packers | 17 |
| Food manufacturers selling by Retail | 54 |
| Producers | 15 |
| Retailers | 251 |
| Restaurants and other caterers | 871 |
| Total | 1227 |

The City Council also has 5 "approved" processes subject to Regulation 853/2004 (retained EU law).

| 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 |

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. However, for the 2022/23 period, the authority will be following the targetting framework laid down in the FSA's COVID-19 Local Authority Recovery Plan (see Section 4)

The table below provides a summary of the food business risk profile as of 31st March 2022:

| Category | Intervention Type | Frequency | Number of premises |
|--------------|---|-----------|--------------------|
| A | Full & Partial Inspection / Audit | 6 months | 0 |
| B | Full & Partial Inspection / Audit | 12 months | 4 |
| C | Full & Partial Inspection / Audit / Other Official control - Broadly compliant premises total | 18 months | 157 |
| C | Less than broadly compliant total | 18 months | 3 |
| D | Inspection / Audit / Other Official Control (e.g. surveillance, verification, sampling) | 24 months | 515 |
| D | Less than broadly compliant total | 24 Months | 0 |
| E | Inspection / alternative enforcement strategy | 36 months | 447 |
| UNRATED | Awaiting inspection | | 15 |
| OUTSIDE | Outside inspection programme | | 86 |
| Total | | | 1227 |

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. During 2021/22, the local authority inspected 136 new food businesses.

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 2021-22 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 | 92 |
| FSA Food Alerts (inc Product Recall) | 71 |
| FSA Food alerts for action by LA | 2 |
| FSA Allergy Alerts | 98 |
| Export certificates approved | 337 |
| Requests for food advice | 30 |
| Infectious disease cases | 205 |

Summary of food hygiene related visits made 2021-22

| Type of visit: | Number |
|--|------------|
| Food Programmed Inspection & Audit Visits | 112 |
| Food New Business Inspections | 136 |
| Food Hygiene Complaint Visits | 3* |
| Food Hygiene Revisits following inspection | 8 |
| Total | 260 |

* More food related complaint visits will have been undertaken during 2021-22 as part of COVID enforcement visits – unable to extract and interpret this data for the purposes of food hygiene.

4 Service Delivery

4.1 Food interventions – 2022 / 23

FSA COVID-19 Local Authority Recovery Plan

During the COVID-19 pandemic, the inspection programme was adversely impacted by the introduction of numerous national lockdowns, business closures and redirection of LA resources. In July 2021, the Food Standards Agency released the COVID-19 Local Authority Recovery Plan. This recovery plan provided a framework for re-starting the delivery of food control interventions in line with the Food Law Codes of Practice for the period from 1 July 2021 to 2023/24.

The guidance and advice within the document aim to ensure that during the period of recovery from the impact of COVID-19, local authority resources are targeted where they add greatest value in providing safeguards for public health and consumer protection in relation to food.

Figure 1: Outline of the Recovery Plan



Notes

The key milestone dates within the Recovery Plan for higher risk establishments are shown.

For lower risk establishments not shown in the figure, local authorities have the flexibility to defer planned interventions and only undertake intervention where information/intelligence suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed.

In the case of food standards, the impact on the business of the new requirements on allergen labelling for products prepacked for direct sale - that apply from 1 October 2021 - should also be taken into account.

This Authority will follow the principles of the framework as outlined above. Priority will be given to new business registrations, high risk food businesses and those establishments that are less than broadly compliant.

Following an assessment of the risk profile of food businesses within the district and the resources available, it is the aim of this department to visit all food business establishments rated category C & D. The following table shows a breakdown of the businesses by category identified for targeted inspection which will receive an inspection by 31st March 2023.

Number of inspections to be achieved 1/4/22 to 31/3/23:

| Food Establishment Risk Category | Number of inspections to be undertaken by 31/3/23 |
|----------------------------------|---|
| A | 0 |
| B | 4 |
| C | 106 |
| D | 402 |
| Total | 512 |

Where resource permits, the Authority will also engage with low risk Category E premises, are defined in the Food Law Code of Practice, by means of inspection or alternative enforcement intervention (e.g. questionnaire).

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).

During the course of delivering the food safety service, officers may need to resort to formal action in some circumstances. During 2021-22 officers issued:

94 Written warnings for food hygiene contraventions
3 Hygiene Improvement Notices

4.2 Enforcement policy

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:

https://www.carlisle.gov.uk/LinkClick.aspx?fileticket=nOIE44j_VWY%3d&tabid=728&portalid=0&mid=2830

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 2021/22 the local authority dealt with 45 complaints relating to food and 47 complaints about the hygiene of premises.

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

As part of the prioritisation approach of resources undertaken during the pandemic, food sampling work was placed on hold until appropriate resources were made available. A food sampling programme has now been developed for the 2022/23 period which outlines the local authority's sampling strategy and approach to specific local and national priorities.

UK Health Security Agency carried out a sampling consultation to agree their study programme for 2022/23. As a result the following studies were agreed:

National Surveys:

- Study 74 - Hygiene in sandwich and salad bars (Apr – Oct 22)
- Study 75 - Vegan meals/ingredients/meat alternatives (Sept 22 – March 23)
- Study 78 – Reactive - topic will be agreed at a later date based on public health intelligence (Jan – Mar 2023)

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

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.

The team also utilised the insect identification service provided by the Authority's pest control product supplier, to identify a number of insects found in food complaints.

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 UKHSA. 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 UKHSA.

The table below summarises the number of cases notified to Carlisle City Council in 2021-22.

| Disease | Number |
|------------------------|---------------|
| Campylobacter | 159 |
| Salmonella | 6 |
| Ecoli 0157 | 4 |
| Clostridium spp | 0 |
| Legionella | 0 |
| Norovirus / Viral | 1 |
| Listeria monocytogenes | 2 |
| Cryptosporidium | 24 |
| Giardia | 9 |

There were no confirmed food poisoning outbreaks during 2021/22.

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 2021-22 a total of 171 Food Alerts were received by the authority, of which 2 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:

- UK Health Security Agency (formerly 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.

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 2021, all authorised officers will receive a total of 20 CPD hours per year, relevant to the activities they are authorised to undertake. These 20 hours CPD are split as follows:

- a minimum of 10 hours training on food safety issues set out in Chapter 1 of Annex II of Regulation (EU) 2017/625 and on the obligations of the Competent Authority resulting from this Regulation, relevant to the activities they are authorised to undertake.
- 10hours on other professional matters

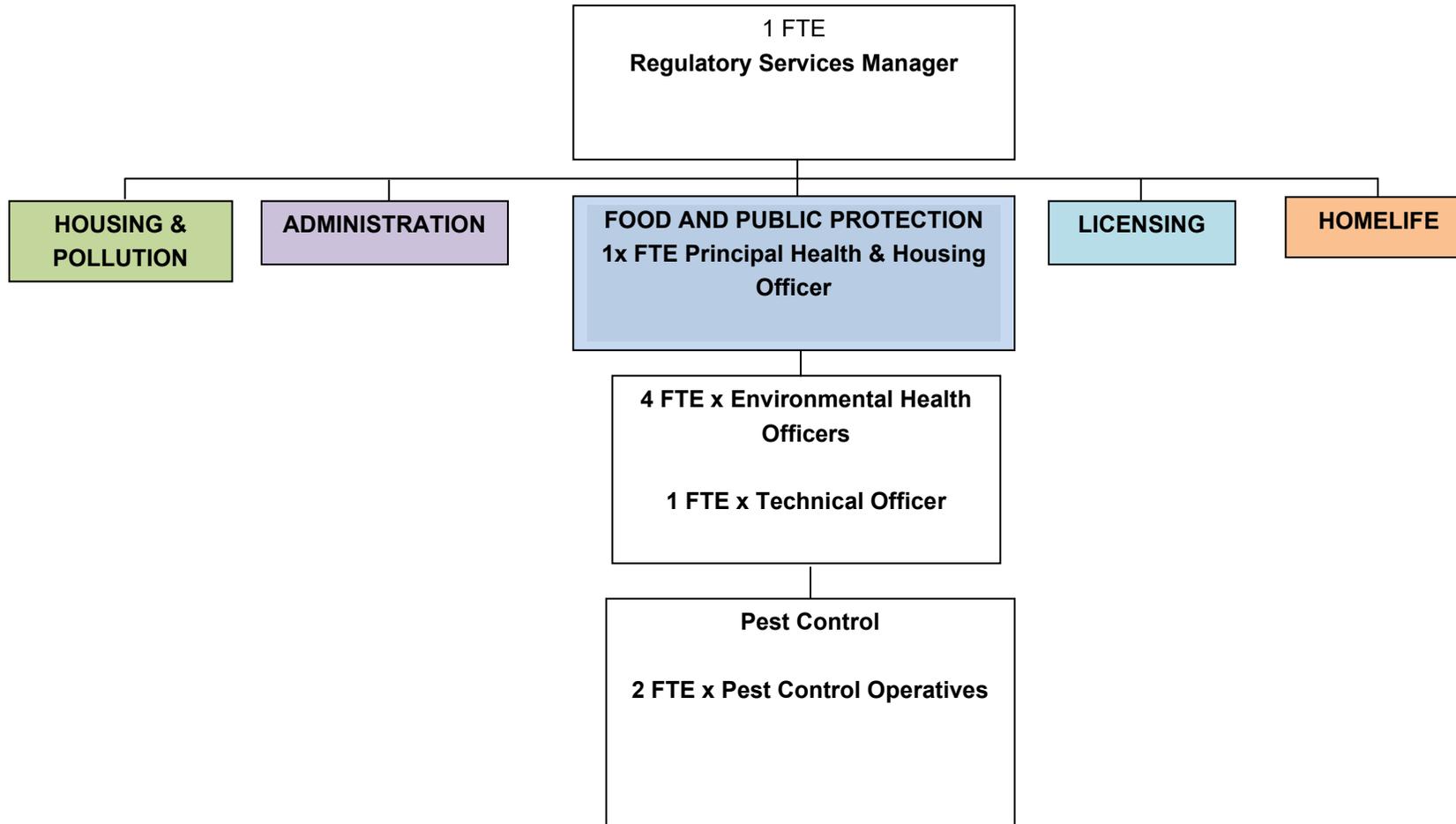
All existing officers have obtained the Certificate of Registration of the Environmental Health Registration Board (EHRB) or the Diploma in Environmental Health award by the Royal Environmental Health Institute of Scotland (REHIS). A record of certificates of registration, qualifications and records 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 2022 / 2023



Plan of work – 2022/23

| Objective | Outcome | Specific Task | Measure | Achievable | Resource | Start | End |
|---|--|---|---|--|-------------------------------|--------|---------|
| Compliance with our statutory duties to regulate food safety | Ensure a safe healthy and sustainable food chain for the benefit of consumers | Provide an informal out of hour's service for Food & Health and Safety where circumstances necessitate. | React to out of hours requests where circumstances necessitate. | Within existing staff | Food & Public Protection Team | 1/4/22 | 31/3/23 |
| | Help people live healthier lives by preventing ill health and harm and promoting public health | Inspection of new registered food businesses | Within 28 days of registration or from when the Authority becomes aware the business is operating, whichever is sooner. | Within existing staff | Food & Public Protection Team | 1/4/22 | 31/3/23 |
| | | Undertake food control interventions in accordance with the FSA COVID-19 Local Authority Recovery Plan | FSA recovery programme targets achieved. For the period 1/4/22 - 31/3/23 - we aim to inspect the following identified establishments by risk category: <ul style="list-style-type: none"> • Cat B – 4 • Cat C – 106 • Cat D – 402 • Unrated - 15 | Within existing staff / use of external consultant | Food & Public Protection Team | 1/4/22 | 31/3/23 |

| | | | | | | | |
|-------------------------------------|--|---|--|-----------------------|-------------------------------|--------|---------|
| | | Identified non-compliant businesses / 0-2 FHRs rated food businesses - take appropriate action to raise compliance level (to broadly compliant) | Measure against broadly compliant businesses – target at least 98% | Within existing staff | Food & Public Protection Team | 1/4/22 | 31/3/23 |
| | | To sample foodstuffs for microbiological safety in accordance with local and national priorities | Collect samples as requested by UKHSA coordinated sampling programme and local priority samples as determined by risk – see F&PP sampling plan 22/23 | Within existing staff | Food & Public Protection Team | 1/4/22 | 31/3/23 |
| Support National FHRs Scheme | Promote consumer choice & confidence on where to eat | Ensure registered food businesses within the scope of the scheme are issued a rating displayed on the FHRs website – in accordance with FSA brand standard. | Check monthly monitoring reports to ensure accuracy of data uploaded on to FHRs portal. | Within existing staff | Food & Public Protection Team | 1/4/22 | 31/3/23 |

| | | | | | | | |
|--|--|--|--|-----------------------|--|---------|---------|
| Liaise with Cumbrian LA Food Authorities & other Agency's | Consistency of approach to enforcement Awareness of National changes / priorities | To actively take part in Cumbria Food Liaison Group (FLG) plan of work | Full Contribution and Attendance at arranged meetings and development of Action Plan | Within existing staff | Food & Public Protection Team | 1/4/22 | 31/3/23 |
| Promote Public Health messages / campaigns | Help people live healthier lives by preventing ill health and harm and promoting public health | Participate in "public health" related activity as requested by partners such as the County Council, UKHSA and the Food Standards Agency. Use of Council Social Media | Evidence of campaign involvement | Within existing staff | Food & Public Protection Team / support from Comms Team | 1/4/22 | 31/3/23 |
| Local Government Reorganisation – formation of Cumberland Unitary | Transition to Cumberland Unitary Authority | Assist in the planning and implementation of LGR with regard to Food Safety – attendance at regional meetings | Progress measured against LGR framework timescales | Within existing staff | Food & Public Protection Team Cumbria LA Food Lead Officers | Started | 31/3/23 |

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 30 AUGUST 2022

EX.108/22 FOOD LAW ENFORCEMENT SERVICE PLAN 2022-23

(Key Decision – KD.18/22)

Portfolio Environment and Transport

Relevant Scrutiny Panel Place Panel

Subject Matter

The Environment and Transport Portfolio Holder presented the 2022/23 Food Law Enforcement Service Plan (GD.45/22) which would be considered by the Place Panel.

The Food Law Enforcement Service Plan set out how the Regulatory Services would deploy its resources in 2022 to 2023 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring Carlisle City Council achieved its national statutory responsibilities.

The Environment and Transport Portfolio Holder moved, and the Leader seconded the recommendations.

Summary of options rejected None

DECISION

That the Executive:

(i) agreed the key actions of the Food Law Enforcement Service Plan (GD.45/22)

(ii) referred the said Plan to the Place Panel in accordance with the Council's Budget and Policy Framework.

Reasons for Decision

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2022 to 2023

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 3 OCTOBER 2022

EX.122/22 FOOD LAW ENFORCEMENT SERVICE PLAN 2022/23

(Key Decision – KD.18/22)

Portfolio Environment and Transport

Relevant Scrutiny Panel Place Panel

Subject Matter

The Environment and Transport Portfolio Holder presented the 2022/23 Food Law Enforcement Service Plan (GD.57/22).

The Food Law Enforcement Service Plan set out how the Regulatory Services would deploy its resources in 2022 to 2023 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring Carlisle City Council achieved its national statutory responsibilities.

The Environment and Transport Portfolio Holder noted that Plan was the last which would be approved by the City Council, and thanked the Officers who had produced it for their work.

The Environment and Transport Portfolio Holder moved, and the Communities, Health and Wellbeing Portfolio Holder seconded the recommendations.

Summary of options rejected None

DECISION

That the Executive:

- (i) agreed the key actions of the Food Law Enforcement Service Plan (GD.57/22)
- (ii) referred the said Plan to Council in accordance with the Council's Budget and Policy Framework.

Reasons for Decision

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2022 to 2023

Report details

| | |
|-----------------------------|--|
| Meeting Date: | 08 November 2022 |
| Portfolio: | Economy, Enterprise and Housing |
| Key Decision: | Yes |
| Policy and Budget Framework | No |
| Public / Private | Public |
| Title: | UK Shared Prosperity Fund – Year One Delivery of Investment Plan |
| Report of: | Corporate Director of Economic Development |
| Report Number: | ED.29/22 |

Purpose / Summary:

The UK Shared prosperity Fund (UKSPF) has allocated funds to all local authorities in the UK to fund revenue and capital projects over a three-year period 2022-2025. The Government has allocated £4.1 million for the Carlisle area.

To access the allocation, the Council has submitted an Investment Plan to the Department for Levelling Up, Homes and Communities setting out how it intends to use and deliver the funding. The submitted Investment Plan sets out that first year of this allocation will be managed and delivered by Carlisle City Council, whilst the second and third years of delivery will be managed and delivered by the new Cumberland Council.

The Investment Plan for Carlisle is due to be approved in November 2022. However, there is a pressing need to confirm the delivery and spend for Year 1 of the programme, which has an allocation of £498,138. This report sets out the proposed projects and grant programmes that would comprise the delivery programme for Year 1 of the programme.

Recommendations:

The Council is asked to:

1. Note the delivery programme for Year 1 of the Carlisle UKSPF programme, as set out in Table 1 of this report
2. Approve a budget of £52,000 to be added to the Council's Capital Programme, according to the financial profile for 2022-23, as set out in Table 1 of this report

3. Approve a budget of £446,138 be added to the Council's Revenue Budget, according to the financial profile for 2022-23, as set out in Table 1 of this report

Tracking

| | |
|------------|------------------|
| Executive: | 24 October 2022 |
| Scrutiny: | |
| Council: | 08 November 2022 |

1. Background

- 1.1 The £2.6bn UK Shared Prosperity Fund (UKSPF) is the government's domestic replacement for the funding from the European Union. All areas of the UK have received a UKSPF allocation via a funding formula, which is based on that used previously for distributing European funding.
- 1.2 The UKSPF represents a much more localised approach to the previous European Union funding, which was co-ordinated at a regional level and managed by government departments and agencies. The UKSPF is a delegated fund, which not only gives local discretion for targeting local issues and opportunities but also more scope for supporting bespoke local delivery.
- 1.3 The UKSPF is mainly revenue funding, but with small proportion of capital spend across the three-year programme. The types of eligible interventions / projects that can be supported fall within three Pillars that are aligned with the Levelling Up White Paper:
- **Communities and Place:** including public realm projects, community-led initiatives, and cultural and heritage projects,
 - **Support for Local Business:** including support for starting businesses, promoting networking and collaboration within and across sectors to share knowledge, expertise and resources, and stimulate innovation and growth.
 - **People and Skills:** including support to help reduce the barriers some people face to employment and enable them to move towards employment and education.
- 1.4 The UKSPF allocation for Carlisle is £4,104,659 for the period 1 April 2022 - 31 March 2025. The UKSPF allocations for the other Cumberland districts are as follows:
- | | |
|-------------|------------|
| - Allerdale | £3,842,852 |
| - Copeland | £2,638,112 |

Therefore, the total allocation for the new Cumberland geography is £10,585,623

2. Carlisle UKSPF Investment Plan

- 2.1 In order to access their UKSPF allocations, each area must produce and submit an individual UKSPF Investment Plan, setting out how the funds will be used. The government guidance issued stated that close cooperation was expected between the three district councils forming the Cumberland unitary footprint, as, after vesting day on 1 April 2023, the plans will be merged.
- 2.2 Consequently, the three councils have adopted a coordinated approach to the development of their Investment Plans, which were submitted to government at the end of August 2022. Through supporting evidence and direct engagement with local

stakeholders, each council has identified the issues and challenges in their respective areas. For Carlisle, these are articulated in the Investment Plan included as Appendix 1.

- 2.3 As with the process of identifying the issues and challenges, coordinated approach was adopted for selecting the interventions. The interventions were selected based on their alignment and ability to address the issues and challenges across the Cumberland area. The funding allocated to the selected interventions for Carlisle district is outlined in Appendix 2.
- 2.4 The delivery of the first year of the UKSPF programme (2022-23) and the interventions / projects identified will be undertaken by the Carlisle City Council, whilst the second and third years (2023-24, 2025-25) will be managed and delivered by Cumberland Council.
- 2.5 Government approval of the Carlisle Investment Plan is expected by the end of 2022. This gives a relatively short time frame for the mobilisation and delivery of the first year of the programme. Consequently, the projects selected for the first year have been done so based on their alignment to the Investment Plan and crucially, their level of development and deliverability by 31 March 2023.
- 2.6 The Carlisle UKSPF programme and spend profile is outlined in Table 1 below.

Table 1: UKSPF Year One Spend Profile

| Intervention | 2022-23 | | Project / grant spend |
|---|---------|---------|--|
| | Capital | Revenue | |
| COMMUNITIES AND PLACE INVESTMENT PRIORITY | | | |
| | Capital | Revenue | |
| E1: Funding for improvements to town centres and high streets , including better accessibility for disabled people, including capital spend and running costs. | £42,000 | - | High Streets Business Grants |
| E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. | - | £57,600 | Uncovering Roman Carlisle (Phase 3) |
| E6: Support for local arts, cultural and creative activities. | - | £72,000 | Cultural events to be delivered by 31 March 2023 |
| E8: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area . | - | £33,600 | Develop branding, story and content for Cumberland |
| E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together. | - | - | No allocation for 2022/23 |

| | | | |
|--|----------------|-----------------|---|
| E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration. | - | £19,200 | Longtown Place Plan - development of the Borderlands Town Investment Plan |
| E14: Funding to support relevant feasibility studies. | - | £94,320 | Grants for feasibility studies for capital and revenue projects |
| Total: Communities and place investment priority | £42,000 | £276,720 | |
| SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY | | | |
| | Capital | Revenue | |
| E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses. | £10,000 | £67,893 | High Streets Business Grants (£40,000 Revenue) Carlisle Enterprise Fund (£10,000 Capital, £27,893) |
| E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally. | - | £33,600 | Development of a heritage trail in the city centre |
| E23: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks. | - | - | No allocation for 2022/23 |
| E26: Support for growing the local social economy, including community businesses, cooperatives and social enterprises. | - | - | No allocation for 2022/23 |
| E30: Business support measures to drive employment growth, particularly in areas of higher unemployment. | - | £48,000 | Supporting existing activity delivered by JobCentre Plus / DWP/ Inspira |
| Total: supporting local business investment priority | £10,000 | £149,493 | |
| PEOPLE AND SKILLS INVESTMENT PRIORITY | | | |
| | Capital | Revenue | |
| E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths (via | - | - | No allocation for 2022/23 |

| | | | |
|--|-----------------|-----------------|---------------------------|
| Multiply) and ESOL) support where there are local provision gaps. | | | |
| E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online. | - | - | No allocation for 2022/23 |
| E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision. | - | - | No allocation for 2022/23 |
| Total: People and skills investment priority | - | - | |
| | | | |
| | Capital | Revenue | |
| Total (Excluding Management Fee) | £52,000 | £426,213 | |
| Management Fee (4% of Total Spend) | - | £19,925 | |
| Total (Including Management Fee) | £52,000 | £446,138 | |
| Total 2022/23 | £498,138 | | |

3. Year One Programme Delivery

3.1 The UKSPF guidance states that the Council has flexibility over how the UKSPF and its Investment Plan is delivered. Consequently, the programme for year one has been developed to include projects that will be delivered through a combination of competition, procurement and in-house delivery.

E1: High Street Business Grants

3.2 Carlisle City Council launched the City Centre Growth Grants pilot scheme for the financial year 2021-22. The purpose of the scheme is to support the repurposing of vacant properties by providing a small fund which new or expanding city centre businesses could apply. This scheme supports the larger regeneration programme (e.g., Future High Streets Fund) to drive city centre high street diversification and vitality, while giving local businesses confidence to invest in Carlisle following from the impacts of COVID-19.

3.3 To date over £35,000 has been awarded to nine businesses, bringing nine vacant units back into use, and the redevelopment of 1261m² in floorspace in the city centre. In total the funding has secured a total of £264,000 in additional business investment into the

city centre. As a result of the success of the Pilot Scheme, the Council has allocated a further £40,000 of funding for this financial year 2022-2023.

- 3.4 It is proposed that £42,000 capital funding allocated under Intervention E1 is used to increase the budget for the scheme. It is also proposed that £40,000 revenue from intervention E16 is also allocated (as outlined in 3.25-3.26 below). The policy governing the scheme has been widened so that businesses located in the neighbourhood shopping areas [e.g., Brampton, Longtown, Dalston, Denton Holme, Currock, Stanwix and Wigton Road] are eligible for funding.

E4: Uncovering Roman Carlisle

- 3.5 The project under this intervention will build on the successes of the Uncovering Roman Carlisle (URC), a community archaeology project undertaken at Carlisle Cricket Club. The project will be delivered by a partnership of the Council with Carlisle Cricket Club and Wardell Armstrong LLP who have worked on previous phases of URC including the National Lottery Heritage Funded project that is nearing completion.
- 3.6 It is proposed that £57,600 revenue funding allocated under Intervention E4 is used to deliver a further phase of archaeological investigation at the site.
- 3.7 Continuing support for URC will provide unique experience for local residents to engage with the heritage within the city centre. The project will support both the objectives of the Hadrian's Wall Partnership and future phases of archaeological investigation in the area.

E6: Supporting cultural activities

- 3.8 In Summer 2022 Carlisle City Council ran an Expression of Interest process, to identify potential project proposals and ideas for UKSPF funding for this financial year, and future years (up to 2024/25). This process identified a number of projects under the 'Communities and Place' theme for support for local arts, cultural and creative activities.
- 3.9 It is proposed that £72,000 revenue funding allocated under Intervention E6 is used to support the delivery of those projects that are in a position to proceed during this financial year, 2022/2023.
- 3.10 Support for local arts and cultural creative activities to increase accessibility, engagement and creation sustainable cultural provision in Carlisle and across Cumberland is a key driver for community and place impacting positively on the economy, social cohesion and the health and wellbeing of our communities.
- 3.11 Understandably, there has been a strong level of interest / demand in funding for support for local arts, cultural and creative activities. Therefore, it is proposed that a

competitive application process is launched, following approval of the Investment Plan, to identify projects that have the strongest alignment to the priorities in the investment plan and can be delivered by the end of March 2023.

- 3.12 Application forms for funding to support local arts, cultural and creative activities have been created (refer to Appendix 3). Applications will be assessed against strategic fit, deliverability and risk.

E8: Development of branding, story and content for Cumberland

- 3.13 Tourism is a significant contributor to the economy in Cumberland and has potential to grow. The reorganisation of local government arrangements presents an opportunity for the Districts of Carlisle, Allerdale and Copeland to significantly strengthen their 'tourism offer'. The visitor economy is a competitive marketplace, and there is an opportunity for the new local authority area of Cumberland to be stronger than the sum of its parts within this market.
- 3.14 It is proposed that £33,600 revenue funding allocated under Intervention E8 is used to support the development of a new destination management plan and enhanced destination management brand to be developed for Cumberland, which draws on the distinctiveness of the area. The strategy would seek to maximise the potential of tourism activity and the new destination marketing brand would act as an anchor for corporate and non-corporate marketing activity.

E12: Longtown Place Plan programme

- 3.15 In 2020, as part of the Borderlands Inclusive Growth Deal, Longtown was selected for inclusion in the Borderlands Place Programme as the candidate for the Carlisle area.
- 3.16 The Borderlands Place Programme is a two-stage process with:
- An overarching Place Plan set by the local community. The purpose of the Place Plan is to articulate the long-term vision for the regeneration, resilience and growth of the town, and to describe how this will be achieved in practice. The Place Plan will be primarily focused on describing the overarching strategy for the Town, how this aligns with other key strategies, areas for intervention and why they are needed, and the evidence base.
 - A focused Borderlands Town Investment Plan (BTIP) covering those elements to be funded directly through Borderlands funding. The purpose of the BTIP is to provide further detail and justification of the projects prioritised in each Place Plan for Borderlands investment. It is a light touch business case, aligned to the Treasury Green Book five case model.
- 3.17 During 2022, Carlisle City Council have been co-producing a Place Plan for Longtown in a series of community workshops. The Longtown Place Plan is expected to go for

endorsement to its relevant governance bodies towards the end of the 2022/23 financial year.

- 3.18 It is proposed that £19,200 revenue funding allocated under Intervention E12 is used to support the development of the Borderlands eligible projects outlined in the Longtown Place Plan and support the development of the BTIP.

E14: Grants for Feasibility Studies for capital and revenue projects

- 3.19 In Summer 2022 Carlisle City Council ran an Expression of Interest process, to identify potential project proposals and ideas for UKSPF funding for this financial year, and future years (up to 2024/25). This process identified a number of projects under the 'Communities and Place' theme at early development stage that either requested funding for feasibility studies or would potentially benefit from funding for a feasibility study to develop their proposals/project further.
- 3.20 It is proposed that £94,320 revenue funding allocated under Intervention E14 is used to fund feasibility study development in 2022/2023. These feasibility studies will support the successful applicants to bid for funding in future rounds of the UK Shared Prosperity Fund and provide a stronger evidence base for their business cases for other funding streams.
- 3.21 There has been a strong level of interest/demand in funding for feasibility studies- therefore it is proposed that a competitive application process is launched, following approval of the Investment Plan, to identify projects that have the strongest alignment to the priorities in the investment plan (and can be deliverable in the timescales).
- 3.22 Application forms for funding to support local arts, cultural and creative activities have been created (refer to Appendix 3). Applications will be assessed against strategic fit, deliverability and risk

E16(a) High Street Business Grants (Revenue)

- 3.23 As outlined above under the E1 intervention, £40,000 of revenue funding is proposed to provide a revenue element to the grant scheme. This would enable the scheme to offer businesses moving into vacant premises with support for revenue expenditure relating to:
- Marketing and promotion
 - Employee training and development
 - Market research and growing customer bases
 - Contribution to overhead costs, for example, rent, utilities and business rates

E16 (b) Carlisle Enterprise Fund

- 3.24 One of the key strategic priorities of the Carlisle Economic Strategy 2021-2016 is to drive the economic recovery from Covid-19, and a key objective is support local businesses across the district to grow and innovate.
- 3.25 Therefore, and building on the success of the business grants scheme outlined in 3.2 – 3.5 of this report, it is proposed to establish a Carlisle Enterprise Fund that would provide funding for local businesses to help with capital investments, growth, productivity improvements or efficiency gains.
- 3.26 It is proposed that £10,000 capital funding and £27,893 revenue funding is allocated under Intervention E16 to support the scheme.
- 3.27 The Fund would provide capital and revenue funding for local business that are growing and expanding or have good growth potential. The Fund would support the following types of activity:
- Physical improvements to the premises
 - The purchase of significant capital items
 - Intellectual Property costs
 - Marketing
 - The development of new products or services
 - The cost of consultancy support
 - Support for participating in trade fairs

E17(a): Heritage trails grant - Carlisle City Museum in the Community Trails

- 3.28 Inspired by the 2015 museum trail project “Hoots Route” in the city of Chester, this project would create a ‘museum’ in the city centre using selected pieces of the Tullie House and Carlisle Museum collections.
- 3.29 Artefacts relevant to specific areas and businesses will be put on public display in premises across the city centre in shops and commercial venues, with attached interpretation and trail features. In selection of the businesses, consideration will be made to accessibility and moving visitors into the historic quarter, signposting local attractions.
- 3.30 In addition to showcasing Tullie House and Carlisle Museum collections, the project would promote exploration of Carlisle and the Historic Quarter, with the purpose of promoting and supporting local businesses, local attractions and the visitor economy.
- 3.31 It is proposed that £30,000 revenue funding is allocated under Intervention E16 to support the project.

(b) State Management - Celebrating 50th anniversary

- 3.32 The State Management Story was developed in 2017, with funding from the Heritage Lottery Fund. The Project told the story and collected oral histories of the unique Carlisle story of the State Management Scheme. In 2023 it will be the 50th anniversary of the end of the scheme.
- 3.33 The project delivered under this intervention will reprint the State Management Story trail map with the intention of increasing footfall, highlighting food and beverage businesses in the city centre and district. The project will also provide the foundation for 2023 State Management scheme anniversary events.
- 3.34 It is proposed that £3,600 revenue funding is allocated under Intervention E16 to support the project.

E30 Supporting existing business support activity

- 3.35 There are a number of business support activities currently being delivered within the district from a range of providers including the Cumbria Business Growth Hub, Job Centre Plus / DWP and Inspira. The Growth Hub provide a range of support to established businesses, young businesses and potential start-ups. Job Centre Plus / DWP also provide support and schemes to assist in moving from benefits into self-employment. Inspira also work with Job Centre Plus / DWP to support young people in moving from benefits into self-employment.
- 3.36 The Expression of Interest process identified a number of business support activities run by the Cumbria Business Growth Hub, Job Centre Plus / DWP and Inspira that required ongoing funding support. Therefore, it is proposed that £48,000 revenue funding is allocated under Intervention E30 to support these schemes.

4. Consultation and Stakeholder Engagement

- 4.1 Carlisle City Council, Allerdale Borough Council and Copeland Borough Council have worked closely in conjunction to engage local stakeholders. A joint workshop was held on 18 July 2022 with attendance from 49 organisations from across the Cumberland geography. Stakeholders were presented information on the objectives of UKSPF according to DLUHC guidance and challenges / opportunities in Carlisle, Allerdale and Copeland identified by a review of local data and policy.
- 4.2 In addition to the workshop, one-to-one discussions with stakeholder and partners have also been held. Local MPs have also been briefed and kept updated on the development of the Investment Plans. Cumbria County Council have also been involved, particularly regarding the management of the Fund and learning from the Local Enterprise Partnership on delivery models.

- 4.3 Local stakeholders across public, private and civil society organisations were also given the opportunity to share details of potential UKSPF projects to be delivered across the three authorities by sharing potential projects in the form of Expression of Interests (EOIs). In excess of 80 EOIs across all the Cumberland area were received. Analysis of information shared provided a view of the scope of potential projects to be delivered locally through UKSPF funding.
- 4.4 In response to UKSPF requirements, a Local Partnership Group has been formed and the decision has been taken to create a Cumberland-wide partnership group from the onset, given the timescale of local government reorganisation. A meeting was held on the 24 August 2022, prior to submission of the Investment Plan to provide advice on strategic fit and deliverability of both the Investment Plans and the constituent projects. The group includes representatives from:
- Carlisle City Council
 - Allerdale Borough Council
 - Copeland Borough Council
 - Cumbria County Council
 - Local colleges and educational providers
 - Chamber of Commerce
 - Arts and culture representatives
 - Cumbria Local Enterprise Partnership
 - DWP/Job Centre Plus
 - Cumbria Police
 - Local businesses
 - Members of Parliament for the Cumberland area

5. Risks

- 5.1 The following risks have been identified in relation to the Council being the accountable body for Year 1 of the UKSPF programme

| Risk | Consequence | Mitigation |
|---|---|---|
| Some of the projects set out in Year 1 of the programme do not proceed | Outputs and outcomes set out in the UKSPF Investment Plan are not achieved. | Projects identified in the Year 1 programme have been assessed in terms of deliverability and the ability to deliver by 31 March 2023 |
| The Council fails to spend the full allocation for the Year 1 programme | Any underspend will be clawed back by DLUHC | Projects identified in the Year 1 programme have been assessed in terms of deliverability and the ability to deliver by 31 March 2023 |
| The projects set out in Year 1 of the programme that are to be delivered by | Outputs and outcomes set out in the UKSPF Investment Plan are not achieved. | Project sponsors will be required to complete the application for included in Appendix 3, which asks |

| | | |
|--|---|---|
| external partners are not delivered as agreed. | Potential underspends that could be clawed back by DLUHC. | for details on the commercial, financial and management elements of the project. Funding agreements will be drawn up on the content of the application form. The Agreements will form the basis of the monitoring and evaluation of the projects through development and delivery. |
|--|---|---|

6. Contribution to the Carlisle plan priorities

6.1 The Scheme will support the delivery of the vision set out in the Carlisle Plan, which is to enable Carlisle to grow and prosper as the capital of the Borderlands region. It also contributes directly to the priority of delivering inclusive and sustainable economic growth, by making Carlisle a more attractive place for investment, improving skills and drive key sector development.

Contact details:

Contact Officer: Steven Robinson Ext: 7535

Appendices attached to report:

- Appendix 1: UKSPF Investment Plan
- Appendix 2: Carlisle City Council UKSPF Interventions and allocation of funding
- Appendix 3: Shared Prosperity Fund – Application Form 2022-23
- Appendix 4: Equalities Impact Assessment

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 Equality Act 2010 replaced the previous discrimination legislation in Great Britain relating to sex, race, discrimination, sexual orientation, religion or belief and age. It affects the Council in a number of ways, particularly in respect of our role as an employer and a service provider. Public bodies are subject to the Public Sector Equality Duty (PSED) in all their decision-making and should ensure that they meet these obligations when taking decisions on UKSPF. |
|-------|---|

| | |
|-------------------|--|
| | <p>Any specific application for grant funding or policy in relation to distinct pillars of the UKSPF should include a statement within that application/policy on how the PSED will be discharged when making decisions on how to allocate the grants.</p> <p>Any linked policies on allocation of grants should include a statement on how the Council is to comply with the subsidy control regime and how the applicants will need to assist the council in this compliance on application.</p> <p>The Council has a legal duty to comply with the Subsidy Control Regime (SCR) in force at the time of accepting grant funding and its onward transmission to projects or third parties. At the time of this report the United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU. The Council should ensure its acceptance of the UKSPF is compliant with the SCR and that any recipient on onward transmission of funds is aware and compliant with their obligations of the SCR.</p> |
| Finance | <p>If the UK Shared Prosperity Fund Investment Plan is approved, there will be a requirement to spend £498,128 in 2022/23 (year 1) and this report provides details of the projects which form part of the years allocation. If the report is approved, the Council's budget will be increased for these schemes to recognise both the costs and the grant funding, subject to approval by full Council.</p> <p>It is recommended that the City Council is the accountable body for year 1, with years 2 and 3 being the responsibility of the new Cumberland Council post 1st April 2023. The report sets out the risks, rewards and opportunities associated with accountable body status, so that a transparent decision can be made by the Executive in this respect.</p> <p>Several of the schemes will be delivered by external partners, and Grant Funding Agreements may be required. At all times the Council's Partnership and External Funding Policy and guidance should be adhered to, to ensure that roles, responsibilities, and accountabilities are clearly set out and understood by all.</p> |
| Property Services | <p>If the UK Shared Prosperity Fund Investment Plan is approved, there will be a requirement to spend £498,128 in 2022/23 (year 1) and this report provides details of the projects which form part of the years allocation. If the report is approved, the Council's</p> |

| | |
|------------------------|---|
| | <p>budget will be increased for these schemes to recognise both the costs and the grant funding, subject to approval by full Council.</p> <p>It is recommended that the City Council is the accountable body for year 1, with years 2 and 3 being the responsibility of the new Cumberland Council post 1st April 2023. The report sets out the risks, rewards and opportunities associated with accountable body status, so that a transparent decision can be made by the Executive in this respect.</p> <p>Several of the schemes will be delivered by external partners, and Grant Funding Agreements may be required. At all times the Council's Partnership and External Funding Policy and guidance should be adhered to, to ensure that roles, responsibilities, and accountabilities are clearly set out and understood by all.</p> |
| Equality | See legal comments |
| Information Governance | There are no information governance implications with the report. |



UK Shared Prosperity Fund

Investment Plan Drafting Template

Carlisle

Version 2
August 2022

Your location

To be eligible for funding, you will need to be applying on behalf of a lead authority in one of the [delivery geographies](#).

Select the lead authority

For Scotland and Wales only: Who else is this investment plan being submitted on behalf of? Select all that apply

Your details

Name: Jane Meek

Email address: Jane.Meek@carlisle.gov.uk

Phone number: 01228 817190

Organisation name: Carlisle City Council

Local challenges and opportunities

In this section, we will ask you:

- If you've identified any challenges or opportunities, you intend to support
- Which of the UKSPF investment priorities these fall under

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Carlisle faces a number of key challenges which fall under the Communities and Place investment priority. Evidence from desk-based research, insights from existing policy context and strategies, as well as our stakeholder engagement and public consultations have identified the following challenges:

- **Limited population growth, ageing population and challenges in labour supply:**
Carlisle is characterised by its relative remoteness from other major population centres and the district is home to a relatively small and ageing population. According to ONS 2021 Census¹, the usual resident population in the district totals 110,000. Although Carlisle has experienced population increase of 2.3% since 2011, the growth rate is lagging behind the average in England where the population grew by 6.6% over the same period. Residents aged 65 and above account for 22.2% of the population in Carlisle, compared to 18.5% in England. With an ageing workforce driving an increasing need for replacement demand, compounded by the changing immigration policy post-Brexit, Carlisle is more likely to experience acute labour supply issues in the absence of effective measures to attract and retain a relatively stable workforce, particularly in the industries where a significant proportion of job posts were previously filled by EU labour. This demonstrates the need for Carlisle to grow its population and economy in order to stabilise and increase its working age population. To achieve this, Carlisle must improve the liveability offer and critically, employment prospects for a younger demographic.

¹ ONS Census (2021). Available at: [Population and household estimates, England and Wales - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/population-and-household-estimates) [Accessed August 2022]

- **Changing roles of city/town centres and high streets:**

The role which city/town centres and high streets play within their communities is likely to change post-pandemic. The increased amount of home working has reduced both demand for office space and daytime footfall in centres². Online shopping was already gaining increasing popularity prior to the pandemic, but COVID-19 has accelerated this shift. The impacts of this for towns and cities including Carlisle are wide ranging and could include a permanent reduction in city centre footfall, retail, leisure and other services, office space demand and commuting. Diversifying the city centre to include more experiential leisure and retail spaces to encourage visits and footfall and improve vitality and vibrance to ensure that Carlisle attracts people to work, live and play has never been more necessary than now.

- **Visitor economy compromised by under-marketing:**

Current and past marketing is not considered to have advertised Carlisle attractions to its fullest potential, and this has prompted Carlisle to adapt its marketing strategies and adopt a wider campaign to advertise its position in Cumbria by both dispelling the perception that Carlisle is a long distance from the Lake District and marketing it as a destination with rich natural, cultural, historic and heritage assets on its own right. Adapting and improving marketing strategies is one of the key activities required to reverse the trends of declining visitor numbers since 2017³ and stays and fulfil the potential of Carlisle's visitor economy.

- **Rural deprivation and connectivity:**

Carlisle City area has a significant rural hinterland, with over 30% of the population of Carlisle living in the rural area⁴. Rural Carlisle contains some of the most remote parishes in England, such as Bewcastle, and significant challenges in terms of access to services, employment opportunities, affordable housing and digital and transport connectivity, are faced by local communities, which create pockets of rural deprivation. This is represented by 26.5% of areas (predominantly rural parts of the district) in Carlisle falling within the most deprived in England for access to housing and services.

Both transport and digital connectivity are key inconsistencies that impact Carlisle, (in particular the rural areas) Only 46.2% of people have access to superfast broadband in Carlisle, compared to 95% nationally⁵. Public transport provision is inconsistent in rural areas, and there is a lack of integrated walking and cycling routes. As a result, over 60% of travel to work journeys in Carlisle are made by car⁶. This lack of connectivity acts as an impediment to growth for our communities- impacting quality of life, and population growth (as perceptions of connectivity dissuade people from living/staying in the area). Meanwhile, over-reliance on private vehicles impacts on both health and wellbeing and climate change.

- **Health, Wellbeing and Cost of Living:**

Pockets of deprivation within Carlisle impact on the health and wellbeing for some communities. Nearly a quarter of Carlisle's Lower Super Output Areas (LSOAs) are in the top 10% most deprived nationally on the living environment domain. This considers both the quality of the housing in the district but also the outdoor environment (including road traffic accidents involving pedestrians and cyclists). 20% of Carlisle's LSOAs are within the top 10% most deprived for crime. Perceptions of place, safety and poverty are known to have strong implications for wellbeing, and recent ONS wellbeing surveys indicate a drop in wellbeing. In 2019-2020, 42.22%, 37.47% and 46.03% of Carlisle residents reported that they were doing very good on the measures of Anxiety, Happiness and Worthwhileness, respectively, while in

² Investment Framework for responding to COVID-19 in Carlisle city centre (available upon request)

³ STEAM, Global Tourism Solutions, 2009-2020 Available at: [STEAM model | Tourism Research | UK | Global Tourism Solutions \(UK\) Ltd](#) [Accessed August 2022]

⁴ ONS Census (2021). Available at: [Population and household estimates, England and Wales - Office for National Statistics \(ons.gov.uk\)](#) [Accessed August 2022]

⁵ "Connected Nations 2019 Update", Ofcom, 2021. Available at: <https://www.ofcom.org.uk/research-and-data/multi-sector-research/infrastructure-research/connected-nations-2019/data-downloads> [Accessed August 2022]

⁶ ONS Method of travel to work (2020). Available at: [Method of travel to work - Office for National Statistics \(ons.gov.uk\)](#) [Accessed August 2022]

2020-2021, only 27.29%, 21.54% and 24.03% of residents reported that they were doing very good on the three measures, respectively⁷. Carlisle was awarded a healthy city status in 2009, recognising the challenges Carlisle faces in terms of health and wellbeing and committing to ensuring the city makes relevant interventions to improve its health and wellbeing. To ensure that investments support healthy lifestyles, health and wellbeing needs to be imbedded in investment decisions. The current rises in cost of living are expected to exacerbate issues of wellbeing, as poverty and economic insecurity have strong implications on health, mental health and general wellbeing. Wages in Carlisle are below the Cumbrian and national averages with 2020 gross weekly pay at £522, £554.4 and £575.8 in Carlisle, Cumbria and UK, respectively⁸, indicating that our communities are more vulnerable to rising costs.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?

(If yes) Describe these opportunities, give evidence where possible

Evidence from desk-based research, insights from existing policy context and strategies, as well as stakeholder engagement and public consultations have identified the following key opportunities that fall under the Communities and Place investment priority:

- **Strong cultural, historic and heritage offer:**

The cultural, historic and heritage offer is a key strength and attraction for the city of Carlisle. The Castle, Tullie House Museum & Art Gallery and Cathedral draw many people into the city each year. Tullie House was praised for its wide-ranging and well-marketed events. Carlisle's links to Hadrian's Wall could be better advertised to attract more visits and expanding upon Hadrian's Wall experience on the western side of the route can unlock additional opportunities for Carlisle's visitor economy. The presence of, and better cohesion between, many cultural, historic and heritage attractions in Carlisle represents opportunities for a well-rounded visitor economy offer.

- **University of Cumbria's plan to move into the Citadels:**

Attraction and retention of a greater amount of younger people is needed to address challenges from the ageing population and help to support sustainable growth in the city and wider district of Carlisle. The University of Cumbria's move into the Citadels is welcomed by stakeholders as it brings wider opportunities to encourage more activities for young people and increase the vitality of Carlisle City Centre, which can help generate additional job opportunities and attract and retain working age population.

- **Emerging evening and leisure economy in Carlisle City Centre:**

There is an emerging evening economy to the south of the city centre around Lowther Street, Devonshire Street and Warwick Road. Activity in this area has focused on cafés, bars and restaurants, targeting an older and/or family audience. There has been a publicly funded £25m redevelopment of the Sands Centre to the north of the city.

The delivery of improved facilities at the Sands Centre is currently underway, with completion due in late 2022.

This will help repurpose the city into a leisure destination following its previous role at a centre for retail.

- **Repurposing and diversifying the city/town centre offer:**

⁷ ONS Wellbeing Survey (2021) Available at: [Personal well-being estimates by local authority - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk) [Accessed August 2022]

⁸ Annual Survey of Hours and Earnings 2020. Available at: [Earnings and hours worked, place of residence by local authority: ASHE Table 8 - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk) [Accessed August 2022]

Government interventions, such as the Future High Street Fund, Town Deal, and the Borderlands Inclusive Growth Deal (2021) have been established to address the changing nature of town and city centres, and support growth in smaller urban centres. For Carlisle, there is a need to draw further support for the change in use of city centre vacant units and increase footfall, dwell time and spend. Suggested uses include: entertainment space (e.g. a cinema), exhibition space, food and beverage space (e.g. an indoor food market), a community hub, a multicultural centre, a cookery school, business incubation space, and a creative space for local artists.

- **Borderlands Place Programme: Community-led place planning**

Borderlands Place Programme will support the development and renewal of towns across the Borderlands region, which forms a central part of Borderland Inclusive Growth Deal. Developed at local level, each Place Plan will set out the community's vision for the future of their area and enable them to apply for investment through a range of matched funding beyond the Deal's investment. It will give local communities the opportunity to regenerate and revitalise their local towns and villages and ensure that inclusive growth is encouraged in rural areas. Borderlands Place Programme is providing significant opportunities for community development, local economic inclusive growth and learning from good practice. The roll out to other communities would benefit rural areas in particular. Funding projects stemming from Place Plan would deliver against community priorities.

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?

(If yes) Describe these challenges, give evidence where possible

Carlisle faces a number of key challenges which fall under the Supporting Local Business investment priority. Evidence from desk-based research, insights from existing policy context and strategies, as well as our stakeholder engagement and public consultations have identified the following challenges:

- **Low levels of business start-up rates and lack of enterprise culture:**

Carlisle is home to a greater percentage of relatively small businesses compared to Cumbria and nationally and 26% of enterprises have a turnover below £50,000 compared to Cumbria at 19% and England at 15%⁹. Carlisle has fewer business births, business deaths and active businesses as a percentage of the working age population in comparison to Cumbria. In 2019, there were 57, 56 and 615 births, deaths and active businesses in Cumbria, respectively, while there were 56, 46 and 533 births, deaths and active businesses in Carlisle, respectively¹⁰. The sectors that are most exposed to COVID-19 impacts are highly represented in Carlisle, for instance, 27% of employment relies on wholesale and retail trade in Carlisle City Centre¹¹. Supporting business start-ups and providing a suitable space for their scale-ups is needed to strengthen Carlisle's enterprise culture and present Carlisle city centre as an attractive location for business development.

- **Barriers to growth for the rural economy:**

Rural businesses face particular challenges in terms of achieving their growth objectives. These challenges are driven by poor digital and transport connectivity, remoteness from both key

⁹ Table 11: Number of VAT and/or PAYE based enterprises, UK Business: Activity, Size and Location, ONS. Available at: [UK business: activity, size and location - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/business/enterpriseandemployment/articles/uk-business-activity-size-and-location) [Accessed August 2022]

¹⁰ Business Demography, ONS. Available at: [Business demography, UK - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/businessandindustry/articles/business-demography-uk) [Accessed August 2022]

¹¹ Business Register and Employment Survey, ONS, 2019. Available at: [Employees in the UK - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/employmentandlabourmarket/articles/employees-in-the-uk) [Accessed August 2022]

services and consumers, and a small working-age population. Rural and agricultural sectors will face some significant changes as the UK transitions out of the EU, and many of the funding streams are phased out or replaced, alongside the move towards achieving net zero, which will have significant impacts on rural land management.

- **Low productivity and difficulty in recruiting skilled workers with deficit in digital skills playing a key role:**

Digital Skills are a gap within the existing workforce in Carlisle. Of businesses responding to the Cumbria Business Survey 2020, 23% of those in Carlisle reported skills gaps among their existing workforce, including 8% reporting gaps in basic computer literacy and in using ICT, and a further 11% reporting gaps in advanced ICT and software skills. This represents 232 businesses reporting basic ICT gaps and 320 reporting advanced ICT gaps¹². In turn, difficulty in recruiting skilled workers makes Carlisle less attractive for business start-ups, growth and investment. As the working age population is shrinking there is a risk that this challenge becomes a long-term issue for businesses in the absence of appropriate intervention.

- **Lack of suitable office space and infrastructure:**

There is a lack of modern commercial premises in the city centre that provide suitable office space and infrastructure, which results in a number of private-sector employers (such as the Cumberland Building Society) having chosen to relocate to out-of-town premises citing the lack of quality office space in the city centre. University of Cumbria highlights graduates are leaving Carlisle due to lack of suitable business space for the creative, digital and IT sector¹³.

- **Lack of attractiveness for investment in Carlisle city's visitor economy:**

Carlisle's limited leisure and evening economy (especially during the week) may have led to a perception of a lack of vitality and vibrancy. A low skilled and shrinking working age resident population in Carlisle is also likely to have made investment less attractive for new businesses and start-ups in the visitor economy. Even before COVID-19, Carlisle saw a decrease in the total number of overnight stays and the overall contraction of the visitor economy in the city. There was a 5% reduction in the number of tourists staying overnight in 2018 compared to the previous year and total spend has dropped from £48m to £32m between 2011-15¹⁴. There is a lack of both quantity and quality of hotels in Carlisle city and this is likely to have constrained the growth in the visitor economy. Inadequate marketing and campaigns to advertise Carlisle's strong cultural and heritage offer are also considered to have discouraged private-sector investment in tourism assets and thus contributed to the contraction of the visitor economy.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT?

(If yes) Describe these opportunities, give evidence where possible

Evidence from desk-based research, insights from existing policy context and strategies, as well as stakeholder engagement and public consultations have identified the following key opportunities that fall under the Supporting Local Business investment priority:

- **Digital Skills and Community Learning Hub supporting the growth of new businesses with a BIPC centre:**

¹² Cumbria Business Survey 2020 - Report

¹³ Infrastructure Development Working Group (2019) Cumbria County Council/ Carlisle City Council Available at: [Infrastructure Development Working Group notes.pdf \(cumbria.gov.uk\)](#) [Accessed August 2022]

¹⁴ Carlisle Future High Streets Fund - Regeneration Framework, March 2020 (available upon request)

Carlisle City Council has secured £2.35 million for the delivery of a Digital Skills and Community Learning Hub project from Towns Fund. Digital skills courses could enable owners of new businesses to develop their social marketing, entrepreneurial and e-commerce skills. In addition to skills provision, the inclusion of the British Library's Business and Intellectual Property Centre (BIPC) services within the hub will support businesses to become established and grow. It will provide access to expert support, resources and information on businesses and intellectual property records and targeted one-on-one sessions and events. The hub will form part of the BICP National Network, aimed at supporting businesses across the country. This network has reportedly supported the creation of 12,288 new business and helped to generate 7,843 new jobs between 2016 and 2018¹⁵. The BIPC centre will also have a particular focus on supporting underrepresented communities to establish and grow businesses, in line with the remit of the BIPC programme.

- **University of Cumbria's plan to move into the Citadels:**

Funded through the Borderlands Inclusive Growth Deal, developments of the Citadels by University of Cumbria work (including the provision of enterprise and flexible office space), in tandem with the ongoing Carlisle station developments, creates an opportunity to capitalise on Carlisle's strategic location and good transport connectivity. It will increase provision of dedicated space for businesses to meet partway between England and Scotland. The Council is working with the University through the Citadel Business Infrastructure project to support entrepreneurship, for instance, the Council will increase its engagement with the University on how to support students wanting to start businesses in Carlisle and help facilitate active interactions between students and prospective Carlisle-based employers.

- **Positive business growth prospect post-pandemic:**

There was an increase in start-up businesses after the first lockdown from March to June 2020 and relatively strong business growth in Carlisle compared to Cumbria and UK with approximately 5% of business experiencing a 10% increase in employment and/or turnover in Carlisle (around 3.9% in Cumbria and 3.8% in UK) between July and December 2020¹⁶, suggesting that those businesses that do survive might be on average more successful in Carlisle than the UK. A high number of grant and loan recipients in Carlisle present optimism for a more dynamic business environment and strong rebound of the economy post pandemic.

- **Local business opportunities from the pandemic and EU exit:**

During the pandemic, people have become more aware of shopping locally, both due to travel restrictions but also due to a desire to support local businesses. The 'Buy Local Carlisle' campaign launched in 2021 by the Growth Hub and the Small Business Support Carlisle Group has supported small businesses in Carlisle and aims to continue the interest in shopping locally from the pandemic. Carlisle Ambassadors also provides a network for business support through the pandemic. Increased bureaucracy for exports after the EU exit may increase the supply of goods and services to the domestic economy as it presents a more cost-effective alternative than shipping to an international market. Increase in import cost for consumers and business may encourage purchases closer to home and 'buying local'. Both factors are inductive to boosting local business opportunities.

- **Growth potential in the visitor economy:**

With the increasing popularity of 'staycation' and domestic tourism market, it presents Carlisle with an opportunity to capitalise on its good national, regional and local transport links, proximity to outstanding natural, heritage and historic assets, such as the Lake District National Park,

¹⁵ Source: [British Library's Business & IP Centre helps create over 12,000 new businesses across the UK since 2016](https://www.britishlibrary.org/press-releases/british-library-helps-create-over-12000-new-businesses-across-the-uk-since-2016) | The British Library (bl.uk)

¹⁶ Source: FAME. Note: Data collection for some periods was inhibited due to COVID-19

Hadrian's Wall, the Solway Coast and the North Pennines, and the presence of Tullie House, Cathedral and Castle in the city, which can help enhance its tourism and leisure offer and level-up the visitor economy.

ARE THERE ANY LOCAL CHALLENGES YOU FACE WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)

(If yes) Describe these challenges, give evidence where possible

Carlisle faces a number of key challenges which fall under the People and Skills investment priority. Evidence from desk-based research, insights from existing policy context and strategies, as well as our stakeholder engagement and public consultations have identified the following challenges:

- **Undersupply of skilled labour and skills gaps:**

Carlisle demonstrates comparatively lower qualification levels than Cumbria and England (ONS 2011 Census). Only 22.2% of the population aged between 16 and 64 achieved Level 4 qualifications and above in Carlisle (24.6% in Cumbria and 27.4% in England, respectively) and 24.9% had no qualifications (24.2% in Cumbria and 22.5% in England, respectively). According to Index of Multiple Deprivation 2019, 35.2% of the Lower Super Output Areas (LSOAs) in Carlisle were located in the first two most deprived deciles in the Education domain. Carlisle's rural communities face challenges in accessing training providers, due to poor transport and digital connectivity, which means that communities face additional challenges in accessing the skills they need, and in turn, for businesses to access the skilled workforce that they need to grow.

Prolonged school closures in response to the Covid-19 pandemic caused disruption on education with students from disadvantaged socioeconomic background being disproportionately affected. This posed the challenge that there could be rising youth unemployment in the short to medium term due to the increase in unfinished learning, early drop out of school and widening skills gaps, which requires targeted measures to address the lost opportunities from schooling for young people and improve their skills and employability.

- **Income inequality and in-work poverty:**

Occupational breakdowns among the economically active working age population in Carlisle district clearly indicate that employment in less skilled occupations is more prevalent in Carlisle compared with Cumbria and England¹⁷. Up to 23.5% of the working population are in process, plant and machine operatives and elementary occupations (18.4% and 14.9% for Cumbria and England, respectively) and only 37.3% are in the top 3 skilled occupations¹⁸ (40.4% and 50% for Cumbria and England, respectively). The median annual pay in Carlisle is significantly lower than that in Cumbria and England for both male and female full-time workers.

ARE THERE ANY LOCAL OPPORTUNITIES UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY THAT YOU INTEND TO SUPPORT? (In Scotland, Wales, and Northern Ireland this should also include challenges relating to Multiply)

(If yes) Describe these opportunities, give evidence where possible

Evidence from desk-based research, insights from existing policy context and strategies, as well as stakeholder engagement and public consultations have identified the following key opportunities that fall under the People and Skills investment priority:

¹⁷ ONS Annual Population Survey (2021) Available at: [Nomis - Official Census and Labour Market Statistics \(nomisweb.co.uk\)](https://nomisweb.co.uk) [Accessed August 2022]

¹⁸ These are: (1) Managers, directors and senior officials; (2) Professional occupations; and (3) Associate professional & technical occupations.

- **Digital Skills and Community Learning Hub:**

The Digital Skills and Community Learning Hub will deliver increased capacity and accessibility to new or improved skills facilities. The Hub will be equipped with advanced training equipment, majoring on digital skills, including web enabled conferencing and learning facilities, superfast broadband, state of the art ICT equipment enabled with web design and graphics capabilities. The Department for Work and Pensions will be a key partner in this facility, delivering a Youth Hub from the nearby City Council building, which will be primarily focused on getting young people into employment through the development of new skills based on skills gap audits for the area. This hub will respond to both the recent skills audit undertaken in Cumbria and the emerging need for digital skills which are currently undersupplied in the area.

- **Borderlands Growth Deal (2021):**

UK Government will invest, subject to business case, in the city regeneration of Carlisle as a focal point for higher education, business and cultural interaction, serving the Borderlands region. Government has provided £250,000 in funding to support the development of a robust proposal and local partners, working with the University of Cumbria and other key local stakeholders, are exploring options to deliver higher level skills improvements and new job opportunities, including at the site of the historic Citadel buildings¹⁹. The Council is dedicated to improving digital infrastructure and access through the Borderlands digital voucher scheme, providing a new innovation centre for the digital sector at the Citadels and improving skills through the proposed digital and community learning hub.

Interventions

In this section, we will ask you about:

- Interventions you've chosen for each year of funding
- Outcomes you want to deliver
- Any interventions that are not listed here
- How these interventions fall under the UKSPF investment priorities, and your rationale for them
- Interventions not included in our list will be assessed before being approved, where you will need to show a clear rationale, how the intervention is value for money, what outcomes it will deliver and how you will monitor and evaluate the intervention. This may include a theory of change or logic chain.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

| Outcome | Tick if applicable |
|--|--------------------|
| Jobs created | |
| Jobs safeguarded | ✓ |
| Increased footfall | ✓ |
| Increased visitor numbers | ✓ |
| Reduced vacancy rates | ✓ |
| Greenhouse gas reductions | |
| Improved perceived/experienced accessibility | |

¹⁹ UK Government (2019). *Borderlands Growth Deal, Heads of Terms of Agreement*, p.5. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/816873/Borderlands_Growth_Deal_-_Heads_of_Terms_2019.pdf

| | |
|---|---|
| Improved perception of facilities/amenities | |
| Increased number of properties better protected from flooding and coastal erosion | |
| Increased users of facilities / amenities | ✓ |
| Improved perception of facility/infrastructure project | |
| Increased use of cycleways or paths | |
| Increase in Biodiversity | |
| Increased affordability of events/entry | |
| Improved perception of safety | |
| Reduction in neighbourhood crime | |
| Improved engagement numbers | ✓ |
| Improved perception of events | |
| Increased number of web searches for a place | ✓ |
| Volunteering numbers as a result of support | |
| Number of community-led arts, cultural, heritage and creative programmes as a result of support | ✓ |
| Increased take up of energy efficiency measures | |
| Increased number of projects arising from funded feasibility studies | ✓ |
| Number of premises with improved digital connectivity | |
| None of the above | |

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE COMMUNITIES AND PLACE INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E1: Funding for improvements to **town centres and high streets**, including better accessibility for disabled people, including capital spend and running costs.

E4: Enhanced support for existing **cultural, historic and heritage** institutions that make up the local cultural heritage offer.

E6: Support for local **arts, cultural and creative** activities.

E8: Funding for the development and promotion of wider campaigns which **encourage people to visit and explore the local area**.

E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together.

E12: Investment in community engagement schemes to **support community involvement in decision making in local regeneration**.

E14: Funding to **support relevant feasibility studies**.

DO YOU PLAN TO USE ANY INTERVENTIONS NOT INCLUDED IN THE COMMUNITIES AND PLACE LIST?

State the name of each of these additional interventions and a brief description of each of these

Not applicable.

Explain how each intervention meets the Communities and Place investment priority. Give evidence where possible, including why it is value money and the outcomes you want to deliver.

N/A

**Do you consider that any of these interventions may provide a subsidy to potential recipients of the funding under the intervention's planned activity?
All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).**

Yes

No

Detail the assessment you undertook to consider whether the intervention is a subsidy and any specific measures you will take to make sure the subsidy is permitted.

N/A

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

Describe these projects, including how they fall under the Communities and Place investment priority and the location of the proposed project.

N/A

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

Carlisle Council has not yet determined the final projects to receive support. As we do, we will consider whether there will be a subsidy for each project and choose the specific measures to make sure the subsidy is permitted on a case-by-case basis. The Council is aware of and understands its obligations in respect of subsidy control. The Council will consider in relation to each intervention whether the UKSPF investment will be used to provide a subsidy, and if so, whether the subsidy will contravene the UK's obligations on subsidy control, or the Subsidy Control Act 2022.

In order to comply with its obligations in respect of subsidy control, the Council will apply a combined approach of internal legal advice and external legal specialist advisory support to establish a process for managing subsidies in relation to UKSPF funded interventions. This process takes into account the risk of subsidies arising from different interventions and proposes an approach to establishing the subsidy control compliance of interventions based on a number of factors including the risk of a subsidy arising.

In some cases (deemed to be low to moderate subsidy control risk) applicants will be asked to explain their approach to subsidy control in respect of their proposed intervention. These responses will be reviewed by the Council and any concerns will be escalated to external lawyers where necessary. High risk interventions will be reviewed directly by external lawyers, and lower risk interventions will be reviewed by the Council and any concerns will be escalated to external lawyers when required. This approach is intended to ensure that every intervention is reviewed for its subsidy control compliance, and that those interventions which are deemed to be more likely to give rise to a subsidy are subject to scrutiny by external specialist lawyers.

Carlisle City Council will consider and apply appropriate routes to ensure subsidy control compliance. It is envisaged that a number of interventions will not give rise to subsidies (those involving public authorities carrying out pure public realm infrastructure projects, and those which only benefit individuals for example). Where an intervention does give rise to a subsidy, the Council may use the minimal financial assistance provisions for low value subsidies or streamlined subsidy routes where these are available and appropriate. In each case the Council will comply with the specific requirements of the Subsidy Control Act and the Scheme in question (where relevant). Where no exemption applies, the Council will analyse a subsidy's compliance with the Subsidy Control Principles (and where appropriate the energy and environment principles) before deciding to make the subsidy.

Carlisle City Council will use its standard grant agreement in connection with interventions. The Council's grant agreement contains provisions requiring recipients to comply with the subsidy control rules and to support the Council in complying with its obligations. However, additional project specific provisions will be inserted into grant agreements where this is considered necessary in order to appropriately manage subsidy control risk.

A collaborative approach to subsidy control is being developed by the constituent authorities of the new Cumberland Council to support transition in delivery.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

| Outcome | Tick if applicable |
|---|---------------------------|
| Jobs created | |
| Jobs safeguarded | |
| Increased footfall | |
| Increased visitor numbers | ✓ |
| Reduced vacancy rates | |
| Greenhouse gas reductions | |
| Number of new businesses created | ✓ |
| Improved perception of markets | |
| Increased business sustainability | |
| Increased number of businesses supported | ✓ |
| Increased amount of investment | |
| Improved perception of attractions | |
| Number of businesses introducing new products to the firm | |
| Number of organisations engaged in new knowledge transfer activity | |
| Number of premises with improved digital connectivity | |
| Number of businesses adopting new to the firm technologies or processes | |
| Number of new to market products | |
| Number of R&D active businesses | |
| Increased number of innovation active SMEs | |
| Number of businesses adopting new or improved products or services | |
| Increased number of innovation plans developed | |
| Number of early stage firms which increase their revenue following support | |
| Number of businesses engaged in new markets | |
| Number of businesses engaged in new markets | |
| Number of businesses increasing their export capability | |
| Increased amount of low or zero carbon energy infrastructure installed | |
| Number of businesses with improved productivity | ✓ |
| Increased number of projects arising from funded feasibility studies | |
| Increased number of properties better protected from flooding and coastal erosion | |
| None of the above | |

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses.

E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally.

| |
|--|
| E23: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks. |
| E26: Support for growing the local social economy, including community businesses, cooperatives and social enterprises. |
| E30: Business support measures to drive employment growth, particularly in areas of higher unemployment. |

| DO YOU PLAN TO USE ANY INTERVENTIONS NOT INCLUDED IN THE SUPPORTING LOCAL BUSINESS LIST? | |
|---|-----------|
| State the name of each of these additional interventions and a brief description of each of these | |
| N/A | |
| Explain how each intervention meets the Supporting Local Business investment priority. Give evidence where possible, including why it is value money and the outcomes you want to deliver. | |
| N/A | |
| Do you consider that any of these interventions may provide a subsidy to potential recipients of the funding under the intervention's planned activity? All bids must also consider how they will deliver in line with subsidy control as set out in the guidance. | |
| Yes | No |
| Detail the assessment you undertook to consider whether the intervention is a subsidy and any specific measures you will take to make sure the subsidy is permitted. | |
| N/A | |

| HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY? | |
|---|-----------|
| Describe these projects, including how they fall under the Supporting Local Business investment priority and the location of the proposed project. | |
| N/A | |
| Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity? All bids must also consider how they will deliver in line with subsidy control as set out in the guidance. | |
| Yes | No |
| Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted. | |
| <p>We have not yet determined the final projects to receive support. As we do, we will consider whether there will be a subsidy for each project and choose the specific measures to make sure the subsidy is permitted on a case-by-case basis. The Council is aware of and understands its obligations in respect of subsidy control. The Council will consider in relation to each intervention whether the UKSPF investment will be used to provide a subsidy, and if so, whether the subsidy will contravene the UK's obligations on subsidy control, or the Subsidy Control Act 2022.</p> <p>In order to comply with its obligations in respect of subsidy control, the Council will apply a combined approach of internal legal advice and external legal specialist advisory support to</p> | |

establish a process for managing subsidies in relation to UKSPF funded interventions. This process takes into account the risk of subsidies arising from different interventions and proposes an approach to establishing the subsidy control compliance of interventions based on a number of factors including the risk of a subsidy arising.

In some cases (deemed to be low to moderate subsidy control risk) applicants will be asked to explain their approach to subsidy control in respect of their proposed intervention. These responses will be reviewed by the Council and any concerns will be escalated to external lawyers where necessary. High risk interventions will be reviewed directly by external lawyers, and lower risk interventions will be reviewed by the Council and any concerns will be escalated to external lawyers when required. This approach is intended to ensure that every intervention is reviewed for its subsidy control compliance, and that those interventions which are deemed to be more likely to give rise to a subsidy are subject to scrutiny by external specialist lawyers.

The Council will consider and apply appropriate routes to ensure subsidy control compliance. It is envisaged that a number of interventions will not give rise to subsidies (those involving public authorities carrying out pure public realm infrastructure projects, and those which only benefit individuals for example). Where an intervention does give rise to a subsidy, the Council may use the minimal financial assistance provisions for low value subsidies or streamlined subsidy routes where these are available and appropriate. In each case the Council will comply with the specific requirements of the Subsidy Control Act and the Scheme in question (where relevant). Where no exemption applies, the Council will analyse a subsidy's compliance with the Subsidy Control Principles (and where appropriate the energy and environment principles) before deciding to make the subsidy.

The Council will use its standard grant agreement in connection with interventions. The Council's grant agreement contains provisions requiring recipients to comply with the subsidy control rules and to support the Council in complying with its obligations. However, additional project specific provisions will be inserted into grant agreements where this is considered necessary in order to appropriately manage subsidy control risk.

A collaborative approach to subsidy control is being developed by the constituent authorities of the new Cumberland Council to support transition in delivery.

WHAT ARE THE OUTCOMES YOU WANT TO DELIVER UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? SELECT ALL THAT APPLY.

| Outcome | Tick if applicable |
|--|---------------------------|
| Number of economically inactive individuals in receipt of benefits they are entitled to following support | |
| Increased active or sustained participants of UKSPF beneficiaries in community groups [and/or] increased employability through development of interpersonal skills | |
| Increased proportion of participants with basic skills (English, maths, digital and ESOL) | |
| Number of people in supported employment [and] number of people engaging with mainstream healthcare services | |
| Number of people sustaining engagement with keyworker support and additional services | |
| Number of people engaged in job-searching following support | ✓ |
| Number of people in employment, including self-employment, following support | ✓ |
| Number of people sustaining employment for 6 months | |
| Increased employment, skills and/or UKSPF objectives incorporated into local area corporate governance | |
| Number of people in education/training | |

| | |
|--|---|
| Increased number of people with basic skills (English, maths, digital and ESOL) | |
| Fewer people facing structural barriers into employment and into skills provision | |
| Increased number of people familiarised with employers' expectations, including, standards of behaviour in the workplace | |
| Fewer people facing structural barriers into employment and into skills provision | |
| Number of people gaining a qualification or completing a course following support | ✓ |
| Number of people gaining qualifications, licences, and skills | |
| Number of economically active individuals engaged in mainstream skills education, and training. | |
| Number of people engaged in life skills support following interventions | |
| Number of people with proficiency in pre-employment and interpersonal skills (relationship, organisational and anger-management, interviewing, CV and job application writing) | |
| Multiply only - Increased number of adults achieving maths qualifications up to, and including, Level 2. | |
| Multiply only - Increased number of adults participating in maths qualifications and courses up to, and including, Level 2. | |
| None of the above | |

SELECT THE INTERVENTIONS YOU INTEND TO USE WHICH MEET THE PEOPLE AND SKILLS INVESTMENT PRIORITY. YOU CAN SELECT AS MANY AS YOU LIKE.

Intervention

A full list of nation-specific interventions is available in the relevant annex to the Prospectus.

E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths (via Multiply) and ESOL) support where there are local provision gaps.

E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online.

E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision.

DO YOU PLAN TO USE ANY INTERVENTIONS NOT INCLUDED IN THE PEOPLE AND SKILLS LIST?

State the name of each of these additional interventions and a brief description of each of these

N/A

Explain how each intervention meets the People and Skills investment priority. Give evidence where possible, including why it is value money and the outcomes you want to deliver.

N/A

**Do you consider that any of these interventions may provide a subsidy to potential recipients of the funding under the intervention's planned activity?
All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).**

Yes

No

Detail the assessment you undertook to consider whether the intervention is a subsidy and any specific measures you will take to make sure the subsidy is permitted.

N/A

ENGLAND ONLY: People and Skills interventions can only be used in 2022-2023 and 2023-2024 if you have identified a local voluntary and community provision, previously supported by the European Social Fund, at risk of closure. If you have not identified a suitable provision, you will not be able to select interventions for 2022-2023 and 2023-2024 and your investment plan will not be approved.

HAVE YOU ALREADY IDENTIFIED ANY PROJECTS for 2024-2025 WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?

Yes

Describe the projects for 2024-25, including how they fall under the People and Skills investment priority and the location of the proposed project.

N/A

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

We have not yet determined the final projects to receive support. As we do, we will consider whether there will be a subsidy for each project and choose the specific measures to make sure the subsidy is permitted on a case-by-case basis. The Council is aware of and understands its obligations in respect of subsidy control. The Council will consider in relation to each intervention whether the UKSPF investment will be used to provide a subsidy, and if so, whether the subsidy will contravene the UK's obligations on subsidy control, or the Subsidy Control Act 2022.

In order to comply with its obligations in respect of subsidy control, the Council will apply a combined approach of internal legal advice and external legal specialist advisory support to establish a process for managing subsidies in relation to UKSPF funded interventions. This process takes into account the risk of subsidies arising from different interventions and proposes an approach to establishing the subsidy control compliance of interventions based on a number of factors including the risk of a subsidy arising.

In some cases (deemed to be low to moderate subsidy control risk) applicants will be asked to explain their approach to subsidy control in respect of their proposed intervention. These responses will be reviewed by the Council and any concerns will be escalated to external lawyers where necessary. High risk interventions will be reviewed directly by external lawyers, and lower risk interventions will be reviewed by the Council and any concerns will be escalated to external lawyers when required. This approach is intended to ensure that every intervention is reviewed for its subsidy control compliance, and that those interventions which are deemed to be more likely to give rise to a subsidy are subject to scrutiny by external specialist lawyers.

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Principles (and where appropriate the energy and environment principles) before deciding to make the subsidy.

The Council will use its standard grant agreement in connection with interventions. The Council's grant agreement contains provisions requiring recipients to comply with the subsidy control rules and to support the Council in complying with its obligations. However, additional project specific provisions will be inserted into grant agreements where this is considered necessary in order to appropriately manage subsidy control risk.

A collaborative approach to subsidy control is being developed by the constituent authorities of the new Cumberland Council to support transition in delivery.

HAVE YOU IDENTIFIED A LOCAL VOLUNTARY PROVISION AT RISK AS PART OF YOUR PEOPLE AND SKILLS INVESTMENT PRIORITIES?

| | |
|------------|----|
| Yes | No |
|------------|----|

(If Yes) Describe the local voluntary provision at risk and your rationale for supporting it.

Inspira currently delivers three ESF-funded projects ('The Key', 'Launchpad' and 'The Link') throughout Cumbria, responding to either the DWP or ESFA as managing authority, on behalf of the Cumbria LEP. Inspira meets the terms of a voluntary organisation as set out in the UKSPF guidance.

'The Key' and 'Launchpad' respond to the People and Skills challenges that Carlisle faces, such as the barriers to the labour market which results in a relatively high proportion of individuals who are economically inactive, identified skill gaps and shortages which are likely to worsen as the potential labour pool contracts as a result of an ageing population, etc. NEET²⁰ issues feature; young people can become NEET as a result of many different factors reflecting a range of personal issues, labour market conditions, availability of appropriate provision and other background circumstances. NEET amongst 18-24 year olds is an increasing issue nationally, and we know that being NEET at this age presents serious implications for future outcomes. Failure to continue this provision would mean the loss of opportunities to address the structural barriers to labour market entry and improve employability of economically inactive people, negatively affecting especially young people's employment prospect and resulting in widening skills gap. The ESF funding end date for this current provision is 31st March 2023, however, active delivery of 'The Key' will cease by Autumn 2022 to enable outcome-based funding to be claimed.

'The Link' provision responds to the significant demographic threat ahead of the district, and the need to retain young people to meet current and future labour supply needs. It also facilitates a responsive skills supply, by equipping young people with the confidence and skills to meet employer demand. The loss of this provision would reduce employer engagement, contributing to less awareness among young people of the opportunities and needs of Carlisle's economy and a further widening of the skills gap. The ESF funding end date for this current provision is 31st March 2023, however, active delivery will cease by summer 2022 to enable outcome-based funding to be claimed.

Provide the European Social Fund Project Names and Project References for this voluntary and community provision at risk.

The Key: ESF-5002
 The Launchpad: ESF-07S20P04070
 The Link: ESF-07S20P04140

What year do you intend to fund these projects? Select all that apply.

| | | |
|-----------|------------------|------------------|
| 2022-2023 | 2023-2024 | 2024-2025 |
|-----------|------------------|------------------|

²⁰ NEET is an acronym for 'Not in Education, Employment, or Training', which refers to a person who is unemployed and not receiving an education or vocational training.

Describe the projects for 2022-2023 and 2023-2024, including how they fall under the People and Skills investment priority and the location of the proposed project.

'The Key' is a successful, high impact employability programme that helps people get into work quickly. It connects job seekers with local employers who have immediate job vacancies, provides essential industry skills and training, insights into workplace requirements, and expert practical coaching for applications and interviews. It meets the needs of both job seekers and employers. Inspira currently delivers 'The Key' across Cumbria, working with unemployed adults and employers of all sectors and sizes.

'The Launchpad' engages, develops and integrates young people in Cumbria who are not in education, employment and training (NEET), especially those from marginalised backgrounds or who face complex barriers. The project offers NEET young people across Cumbria a range of personalised support, tailored development opportunities, experiences and encounters with employers to help them progress into mainstream labour market opportunities. Inspira delivers 'The Launchpad' throughout Cumbria with young people aged 16-24 years.

'The Link' is a project that connects young people with employers throughout Cumbria. 'The Link' provides a single, managed route for employers to engage in career education activities, to inform their future workforce about local opportunities and articulate their skill needs; and coordinated activities that allow young people to encounter employers, gain insights into the workplace and learn about future career routes. Employers showcase growth opportunities, career routes and skill challenges to their potential future workforce, to inform and excite them about the local labour market. Inspira delivers 'The Link' throughout Cumbria targeting young people and SMEs.

These projects will be delivered in Carlisle and across the new Cumberland geography. They will respond to the selected intervention themes of E33: Employment Support for economically inactive people and E38: Support for local areas to fund local skills needs. Increased provision for digital skills training in these projects will deliver against intervention E36: Intervention to increase levels of digital inclusion.

Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity?

All bids must also consider how they will deliver in line with subsidy control as [set out in the guidance](#).

Yes

No

Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted.

We have not yet determined the final projects to receive support. As we do, we will consider whether there will be a subsidy for each project and choose the specific measures to make sure the subsidy is permitted on a case-by-case basis. The Council is aware of and understands its obligations in respect of subsidy control. The Council will consider in relation to each intervention whether the UKSPF investment will be used to provide a subsidy, and if so, whether the subsidy will contravene the UK's obligations on subsidy control, or the Subsidy Control Act 2022.

In order to comply with its obligations in respect of subsidy control, the Council will apply a combined approach of internal legal advice and external legal specialist advisory support to establish a process for managing subsidies in relation to UKSPF funded interventions. This process takes into account the risk of subsidies arising from different interventions and proposes an approach to establishing the subsidy control compliance of interventions based on a number of factors including the risk of a subsidy arising.

In some cases (deemed to be low to moderate subsidy control risk) applicants will be asked to explain their approach to subsidy control in respect of their proposed intervention. These responses

will be reviewed by the Council and any concerns will be escalated to external lawyers where necessary. High risk interventions will be reviewed directly by external lawyers, and lower risk interventions will be reviewed by the Council and any concerns will be escalated to external lawyers when required. This approach is intended to ensure that every intervention is reviewed for its subsidy control compliance, and that those interventions which are deemed to be more likely to give rise to a subsidy are subject to scrutiny by external specialist lawyers.

The Council will consider and apply appropriate routes to ensure subsidy control compliance. It is envisaged that a number of interventions will not give rise to subsidies (those involving public authorities carrying out pure public realm infrastructure projects, and those which only benefit individuals for example). Where an intervention does give rise to a subsidy, the Council may use the minimal financial assistance provisions for low value subsidies, or streamlined subsidy routes where these are available and appropriate. In each case the Council will comply with the specific requirements of the Subsidy Control Act and the Scheme in question (where relevant). Where no exemption applies, the Council will analyse a subsidy's compliance with the Subsidy Control Principles (and where appropriate the energy and environment principles) before deciding to make the subsidy.

The Council will use its standard grant agreement in connection with interventions. The Council's grant agreement contains provisions requiring recipients to comply with the subsidy control rules and to support the Council in complying with its obligations. However, additional project specific provisions will be inserted into grant agreements where this is considered necessary in order to appropriately manage subsidy control risk.

A collaborative approach to subsidy control is being developed by the constituent authorities of the new Cumberland Council to support transition in delivery.

| SCOTLAND, WALES & NORTHERN IRELAND ONLY | |
|--|----|
| HAVE YOU ALREADY IDENTIFIED ANY PROJECTS WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY? | |
| Yes | No |
| Describe the projects, including how they fall under the People and Skills investment priority and the location of the proposed project. | |
| | |
| Do you consider these projects may provide a subsidy to potential recipients of the funding under the proposed planned activity? | |
| All bids must also consider how they will deliver in line with subsidy control as set out in the guidance. | |
| Yes | No |
| Detail the assessment you undertook to consider whether the proposed projects constitute a subsidy and any specific measures you will take to make sure the subsidy is permitted. | |
| | |

Approach to delivery and governance

In this section, we will ask you about:

- Structures you have in place to support delivery
- Support you have from stakeholders and the local community
- How you've engaged with MPs as part of your investment plan
- Opportunities you have identified to work with other places

Places need to show how MPs that cover the lead local authority have been engaged on the investment plan and whether they support it. More detail on the role of MPs can be found here.

STAKEHOLDER ENGAGEMENT AND SUPPORT

Have you engaged with any of the following as part of your investment plan? Select all that apply.

Public sector organisations | **Private sector organisations** | **Civil society organisations**

Describe how you have engaged with any of these organisations. Give examples where possible.

Carlisle City Council has worked closely in conjunction with the other two district authorities (Allerdale Borough Council and Copeland Borough Council) that, alongside Carlisle, will make up the Cumberland authority from April 2023.

One large stakeholder workshop was held jointly with Carlisle, Allerdale and Copeland on the 18th July 2022. Stakeholders were presented information on:

- The objectives of UKSPF according to DLUHC guidance
- Emerging UKSPF needs and opportunities in Carlisle, Allerdale and Copeland identified by a review of local data and policy
- Potential interventions according to the assessment of needs and opportunities
- Potential critical success factors which would underpin the scoring of proposals

A total of 49 organisations attended the workshop and a feedback meeting to discuss plans and next steps will be held on the 3rd of September 2022. There were one-to-one discussions with stakeholder partners such as Multicultural Cumbria, University of Cumbria, etc, and local MPs. Cumbria County Council was involved in discussions on the management of the fund and learning from the Local Enterprise Partnership on delivery models.

Local stakeholders across public, private and civil society organisations were also given the opportunity to share details of potential UKSPF projects to be delivered in Carlisle by sharing potential projects with Carlisle City Council in the form of Expression of Interests. Proposals of prospective projects could be submitted to the Council through June and July 2022. A total of 53 responses applicable across all the Cumberland area were received and 10 additional responses were applicable to Carlisle only.

In response to UKSPF requirements, a Local Partnership Group was formed which includes: representatives from Carlisle City Council, Allerdale Borough Council and Copeland Borough Council, Cumbria County Council, local colleges and educational providers, Chamber of Trade, arts and culture representatives, Cumbria Local Enterprise Partnership, DWP/Job Centre Plus, Cumbria Police, local business representatives and Members of Parliament for the Cumberland area. The Cumberland Local Partnership Group will provide advice on strategic fit and deliverability of both the investment plan and constituent projects of the UK Shared Prosperity Fund (UKSPF)

programme for the Cumberland area. It will ensure it responds to the challenges and opportunities relevant to Cumberland in order to create a sustainable future for its communities, places, businesses, natural assets and people.

One Local Partnership Group meetings was held on 24th August 2022 prior to submission of the Investment Plan. The meeting was held face to face with the option to join online to enable members of the Local Partnership Group to attend. It set out the purpose of the group, the UKSPF process and timetable, the approach taken to building the investment plans for Carlisle, Allerdale and Copeland, and explored areas of need and opportunity to reach a view on emerging investment plan themes and priorities.

Summarise the governance structures you have in place, including how any advisory panels or associated partnership groups are made up

A Local Partnership Group has been formed. Composition of the group is wide and representative in nature, consisting of many of the groups on the suggested list in the UKSPF prospectus. Terms of Reference have been drawn up.

Carlisle, Allerdale and Copeland councils held a workshop with identified leads from across sectors and individual meetings have been held with MP's, senior politicians and key stakeholders across Cumberland.

Decision making on the Investment Plan is an Executive function and is currently delegated to the Chief Executive, Section 151 Officer, The Mayor and the Monitoring Officer.

As Carlisle City Council transitions into the new authority, the Cumberland Shadow Authority has provided oversight and approval in submitting this plan.

Confirm all MPs covering your lead local authority have been invited to join the local partnership group.

| | |
|------------|----|
| Yes | No |
|------------|----|

Are there MPs who are not supportive of your investment plan?

| | |
|-----|-----------|
| Yes | No |
|-----|-----------|

(If Yes) Who are the MPs that are not supportive and outline their reasons why.

Not applicable

PROJECT SELECTION

Are you intending to select projects in any way other than by competition for funding?

| | |
|------------|----|
| Yes | No |
|------------|----|

(If Yes) Describe your approach to selecting projects, and why you intend to do it this way.

Carlisle City Council intend to select projects by a mix of competition and direct commissioning, depending on the need to commence work on the project quickly, the scale of the investment required or the degree to which the project in question is a continuation of an existing and successful scheme. All projects will submit a formal expression of interest in response to a series of 'calls' structured to meet Year one, two and three deliverables. A Delivery Plan for UKSPF delivery in the district and across the Cumberland geography is currently in development and will establish a programme and process for undertaking project calls, appraisal and selection. This will include a project selection framework which provides a robust basis for appraising and scoring proposals. The framework will identify a set of objectives and Critical Success Factors such as strategic fit against identified local challenges and opportunities, affordability, deliverability and value for money. External support may be procured to independently assess these proposals. The LPG will be invited to comment on the findings and recommendations of this process. Final decisions will be made by the Executive.

Proposals for direct awards to meet the time imperative of Year one deliverables will be scrutinised in each respective case and a full business case will be required based on the size of the grant ask (e.g., potential exemption can be made to small grant projects), including provision of a service level agreement with the council.

DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE COMMUNITIES AND PLACE INVESTMENT PRIORITY?

| Which interventions do you intend to collaborate on? Select all that apply. | |
|---|---------------------------|
| Intervention | Tick if applicable |
| <i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i> | |
| E1: Funding for improvements to town centres and high streets , including better accessibility for disabled people, including capital spend and running costs. | |
| E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. | |
| E6: Support for local arts, cultural and creative activities. | |
| E8: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area . | ✓ |
| E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together. | |
| E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration . | |
| E14: Funding to support relevant feasibility studies . | |
| Describe any interventions not included in this list? | |
| N/A | |
| Who are the places you intend to collaborate with? | |
| As Carlisle transitions into the new authority, mechanisms are being put in place to support collaboration across the new Cumberland geography. For the development of this plan, there has been close working with Allerdale and Copeland to align intervention themes and approach. | |

DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY?

| Which interventions do you intend to collaborate on? Select all that apply. | |
|---|---------------------------|
| Intervention | Tick if applicable |
| <i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i> | |
| E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses. | |
| E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally. | ✓ |
| E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks. | |
| E26: Support for growing the local social economy, including community businesses, cooperatives and social enterprises. | |
| E30: Business support measures to drive employment growth, particularly in areas of higher unemployment. | |

Describe any interventions not included in this list?

N/A

Who are the places you intend to collaborate with?

As Carlisle transitions into the new authority, mechanisms are being put in place to support collaboration across the new Cumberland geography. In developing this plan, there has been close working with Allerdale and Copeland to align intervention themes and approach.

DO YOU INTEND TO WORK WITH OTHER PLACES ON ANY OF THE INTERVENTIONS WHICH FALL UNDER THE PEOPLE AND SKILLS INVESTMENT PRIORITY?
Which interventions do you intend to collaborate on? Select all that apply.

| Intervention | Tick if applicable |
|--|--------------------|
| <i>A full list of nation-specific interventions is available in the relevant annex to the Prospectus.</i> | |
| E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths (via Multiply) and ESOL) support where there are local provision gaps. | ✓ |
| E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online. | ✓ |
| E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision. | ✓ |
| | |

Describe any interventions not included in this list?

N/A

Who are the places you intend to collaborate with?

As Carlisle transitions into the new authority, mechanisms are being put in place to support collaboration across the new Cumberland geography. In developing this plan, there has been close working with Allerdale and Copeland to align intervention themes and approach. There is a potential that the Council may work with Westmorland and Furness on delivery of **E33: Employment support for economically inactive people**, as both authorities have selected to fund this intervention.

PUBLIC SECTOR EQUALITY DUTY
How have you considered your public sector equality duty in the design of your investment plan?

The design, implementation, and management of the Investment Plan will be governed by equality considerations in accordance with UK law and the Council's Equality policy detailed in the Equality for All in Cumbria framework. It will support the requirements of the Equality Act 2010 and the

Public Sector Equality Duty (2011) in relation to protecting people from discrimination in the workplace and in wider society. It will ensure, where it lies within its powers, that the project is undertaken without any form of discrimination in terms of age, disability, gender, marital status, maternity, race or ethnicity, faith/belief, or sexuality; and make sure that there are no barriers that would limit participation by under-represented groups. The project has been considered in relation to PSED protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation).

How will you consider your public sector equality duty when implementing your investment plan, including in the selection of projects?

Equality Impact Assessments will be undertaken alongside the production of delivery plans. Equality issues will be integrated into all aspects of project planning, and will also be incorporated into the development, implementation, monitoring, and evaluation of the project, reflecting the commitment to equality. This will include ensuring that:

- Equality concerns extend to the appointment of professional advisers and contractors during the design and construction stages of the project by confirming that appointed firms have appropriate equality policies and will abide by them. In addition, the appointed contractor would be expected to respect equality issues in relation to local employment and training including undertakings that may be negotiated;
- At the operational stage, the appointed operator will be required to demonstrate that it will operate under UK and EU equality provisions, in terms of both anti-discrimination practices and positive actions where possible; and
- In terms of monitoring and evaluation, equality issues will be included as part of factors taken into account in the assessment of the project.

RISKS

Have you identified any key risks that could affect delivery, for example lack of staff or expertise?

| | |
|------------|----|
| Yes | No |
|------------|----|

(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.

Risk Overview - A full risk assessment and live risk register is being developed based on the risks, implications and mitigations detailed below. This risk assessment and register will support the development and delivery of the respective investment plans as well as the associated joint working arrangements across the Cumberland area. This assessment will be based on standard scoring matrix of likelihood against impact and include a RAG rating to provide an early warning system as to any potential issues that need addressing.

1. **Risk:** Lack of project staff to help support development and delivery of projects
Implication: Delays to delivery and possible pressures on budgets
Mitigation: Involvement of ED team in development process, plus grant application review process will provide assurance on capability of applicants to deliver

2. **Risk:** Lack of technical expertise to support development and delivery of projects
Implication: Delays to delivery and possible pressures on budgets
Mitigation: Combined approach across districts becoming part of Cumberland authority to ensure deliverability

3. **Risk:** Complexity of local government review impacting on joined up approach across Cumberland area
Implication: Delays to delivery and loss of staff capacity and capability
Mitigation: Development of shared approach around governance, management and appointment of supporting consultants for years 2 and 3

4. **Risk:** Lack of expertise to support programme monitoring and assurance process
Implication: Negative impact on creditability of programme and potential clawback of funding from Government
Mitigation: Year 1 delivery to be managed by district council supported by external consultants. In readiness for delivery in Years 2 and 3, the four councils will combine resources for the new Cumberland Council, bringing together the capability and capacity supplemented by additional external support as required.

5. **Risk:** Unable to appoint delivery partners to take forward delivery interventions and associated outputs
Implication: Gaps in delivery which could undermine achievement of outputs, delivery of wider programme and any future funding support
Mitigation: The Expression of Interest process has demonstrated strong demand, and through the LPG we will keep partners engaged in order to receive good quality applications that are capable of delivering the outputs.

6. **Risk:** Unable to agree joint approach across Cumberland Councils to aid LGR transition
Implication: Fragmented approach impacting on costs, timeframes and overall delivery of outputs
Mitigation: Joined up approach being agreed by all four councils and towards ensuring that joint arrangements are put in place

7. **Risk:** Overspend of budgets due to inflationary pressures
Implication: Unable to deliver the level of outputs identified in Investment Plan
Mitigation: Budgets will need to be assessed at application stage and the cost risk for delivery will lie with the grant beneficiary.

8. **Risk:** Lack of support from local and strategic partners
Implication: This will underline credibility of programme and ability to develop sustainability approach for projects
Mitigation: Convene and run local partnership group (already in place) to help manage stakeholder input and support

9. **Risk:** Lack of awareness and support from the general public resulting in a lack of take up of proposed programmes by those targeted for support
Implication: Delays to programme and inability to spend funds and achieve outputs
Mitigation: Expressions of Interest indicate strong demand. The process for inviting project calls will be well publicised and will give people sufficient time to prepare good quality applications.

10. **Risk:** Insufficient funding to address local challenges and opportunities
Implication: Proposed outputs and outcomes are not met
Mitigation: Comprehensive project procurement, assessment and delivery arrangements put in place to ensure targeted delivery addresses challenges and targets the opportunities identified

11. **Risk:** Delay in the investment plan being approved by Government
Implication: Negative impact on ability to deliver in year one

| | |
|--|-----------|
| <p>Mitigation: Ongoing discussion with Government officials to understand and plan timeframes and early work on putting in place delivery arrangements</p> | |
| <p>12. Risk: Uncertainty regarding Cumbria wide continuation projects Implication: Negative impact on any potential economies of scale from provision across a wider geography Mitigation: Early engagement between the Shadow Authorities has explored joint working. Looking ahead, aligning project calls with Westmorland and Furness Council to enable applicants to prepare two matching bids that can be delivered as a single programme but with two grant agreements.</p> | |
| <p>13. Risk: Poor delivery arrangements Implication: Delay to delivery, increased costs and outputs and outcomes not met Mitigation: Establishment of joint working arrangements underpinned by shared governance and management and working practices underpinned by project management principles and disciplines</p> | |
| <p>14. Risk: Weak procurement processes Implication: Delay to delivery, increased costs, outputs and outcomes not met and reputational damage to councils Mitigation: Public Contract Standing Orders in place at district level with commissioning strategy to be developed to ensure district approaches are aligned prior to transition into Cumberland authority.</p> | |
| <p>15. Risk: Fraud Implication: Loss of funds, reputational damage to councils and potential claw back of funds Mitigation: Comprehensive assurance framework in place including due diligence checks of all those organisations and individual receiving funds</p> | |
| <p>16. Risk: Uncertainty created by Subsidy control Implication: Unable to secure delivery partners resulting in delays in delivery and outputs and outcomes not being met Mitigation: The Council will apply a combined approach of internal legal advice and external legal specialist advisory support to establish a process for managing subsidies in relation to UKSPF funded interventions.</p> | |
| <p>Have you identified any key fraud risks that could affect UKSPF delivery?</p> | |
| Yes | No |
| <p>(If Yes) Describe these risks or issues, including the contingency measures you have in place to mitigate them.</p> | |
| <p>No key fraud risks have been identified. All applications will be subject to independent assessment and due diligence prior to approval and may be subject to individual conditions of funding which must be cleared or complied with. Claims will be based on actual costs and appropriate evidence of expenditure provided and verified prior to approval to pay being made by the S151 Officer.</p> <p>Performance monitoring will be undertaken on a regular basis with evidence of outputs being provided in line with that specified in individual grant funding agreements.</p> <p>All grant funding agreements will include provision for the claw-back of grant in circumstances where the project has not been delivered as approved.</p> | |

Capacity and capability

In this section, we will ask you about:

- The capacity and capability of your team to manage funding

- The resources you have in place for work related to UKSPF

Your answers here will help us know how to support you with delivery. They will not affect the amount of funding you will get.

Answer as honestly as possible.

| TEAM RESOURCE | | | | | | | | | | | | | | | | | | | |
|--|-----|------|-----|--|-----|--|-----|----------------------|-----|---|-----|--|---|--|-----|-------------------|-----|-------------------------|-----|
| How many people (FTE) will be put in place to work with UKSPF funding? | | | | | | | | | | | | | | | | | | | |
| A core team of eight people have been allocated to work on this UKSPF. The total 2 FTE is disaggregated in the question below. | | | | | | | | | | | | | | | | | | | |
| Describe what role these people will have, including any seniority and experience. | | | | | | | | | | | | | | | | | | | |
| Within Carlisle City Council, the UKSPF Programme will be managed by: | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th style="text-align: center;">Role</th> <th style="text-align: center;">FTE</th> </tr> </thead> <tbody> <tr> <td>Senior Responsible Officer for the programme – Corporate Director for Economic Development</td> <td style="text-align: center;">0.1</td> </tr> <tr> <td>Programme Manager and Head of Regeneration</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td>Regeneration Officer</td> <td style="text-align: center;">0.5</td> </tr> <tr> <td>Corporate Director for Finance and Resources and S151 Officer</td> <td style="text-align: center;">0.1</td> </tr> <tr> <td>Programme Management in place comprising</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Head of Administration and Performance</td> <td style="text-align: center;">0.3</td> </tr> <tr> <td>Programme Officer</td> <td style="text-align: center;">0.3</td> </tr> <tr> <td>Programme Administrator</td> <td style="text-align: center;">0.2</td> </tr> </tbody> </table> | | Role | FTE | Senior Responsible Officer for the programme – Corporate Director for Economic Development | 0.1 | Programme Manager and Head of Regeneration | 0.5 | Regeneration Officer | 0.5 | Corporate Director for Finance and Resources and S151 Officer | 0.1 | Programme Management in place comprising | 0 | Head of Administration and Performance | 0.3 | Programme Officer | 0.3 | Programme Administrator | 0.2 |
| Role | FTE | | | | | | | | | | | | | | | | | | |
| Senior Responsible Officer for the programme – Corporate Director for Economic Development | 0.1 | | | | | | | | | | | | | | | | | | |
| Programme Manager and Head of Regeneration | 0.5 | | | | | | | | | | | | | | | | | | |
| Regeneration Officer | 0.5 | | | | | | | | | | | | | | | | | | |
| Corporate Director for Finance and Resources and S151 Officer | 0.1 | | | | | | | | | | | | | | | | | | |
| Programme Management in place comprising | 0 | | | | | | | | | | | | | | | | | | |
| Head of Administration and Performance | 0.3 | | | | | | | | | | | | | | | | | | |
| Programme Officer | 0.3 | | | | | | | | | | | | | | | | | | |
| Programme Administrator | 0.2 | | | | | | | | | | | | | | | | | | |
| <p>Carlisle City Council has considerable experience and capability in managing and commissioning funding for projects and programmes relevant to the Community and Place priority.</p> <p>This experience includes: being a Partner in the Borderlands Inclusive Growth Deal, delivery of Partnerships Schemes in Conservation Areas; Discover England Fund rounds 1 to 5 for major projects; Levelling up Fund applications for Tullie House. The Council has an extensive experience in delivering programmes including the Reopening High Streets Safely Funds, FHSF and Town Deal, public realm and capital projects. In addition, the teams have extensive partnership working experience with a range of business, community and cultural organisations through Carlisle Ambassadors, Carlisle Partnership and Cultural Carlisle etc.</p> <p>Carlisle City Council is well versed in community engagement to deliver place plans not only as part of the Local Plan for Carlisle, Neighbourhood Planning and the St Cuthbert's Garden Village masterplan but also community led planning including: the Borderlands Place Plan and community led parish planning place plans for parishes within the district.</p> <p>Carlisle City Council Regeneration Team have a strong track record in securing funding and delivering regeneration programmes, for example: £300m for the Borderlands Inclusive Growth Deal; £9.1m for Carlisle Future High Street Fund programme and £19.7m for Carlisle's Town Deal Programme, amongst others; all currently underway. In the past the Council has delivered for example schemes under European funding (ERDF); North West Regional Growth Fund, Discover England funding, Reopening the High Street Safely Fund. Carlisle City Council is accountable body for all but the Borderlands Initiative.</p> <p>The Regeneration Team is managed by the Head of Regeneration, who is supported by a wider team who have significant expertise in HMT Green Book principles and accountable body functions.</p> <p>In the development of the UKSPF Investment Plan the partnership approach adopted with Cumbria County Council, Carlisle City Council, Allerdale Borough Council and Copeland Borough Council,</p> | | | | | | | | | | | | | | | | | | | |

we are confident that the breadth of skills and expertise is in place to deliver the UKSPF programme successfully.

- Strong capability: Has extensive experience and/or a proven track record of delivery in this area.
- Strong capacity: High degree of confidence that there is enough staffing/resource to manage funding in this area.
- Some capability: Has previous experience of delivery in this area.
- Some capacity: Confident that there is enough staffing/resource to manage funding in this area.
- Limited capability: Does not have previous experience and/or no track record of delivery in this area.
- Limited capacity: Limited confidence that there is enough staffing/resource to manage funding in this area. Additional resource may be needed to support delivery.

CAPACITY AND CAPABILITY

How would you describe your team's current experience of delivering funding and managing growth funds?

| | | |
|-------------------------|-----------------|------------------------|
| Very experienced | Some experience | No previous experience |
|-------------------------|-----------------|------------------------|

How would you describe your team's current capability to manage funding for procurement?

| | | |
|--------------------------|-----------------|--------------------|
| Strong capability | Some capability | Limited capability |
|--------------------------|-----------------|--------------------|

How would you describe your team's current capability to manage funding for procurement?

| | | |
|-------------------|-----------------|--------------------|
| Strong capability | Some capability | Limited capability |
|-------------------|-----------------|--------------------|

How would you describe your team's current capacity to manage funding for procurement?

| | | |
|------------------------|---------------|------------------|
| Strong capacity | Some capacity | Limited capacity |
|------------------------|---------------|------------------|

How would you describe your team's current capability to manage funding for subsidies?

| | | |
|-------------------|------------------------|--------------------|
| Strong capability | Some capability | Limited capability |
|-------------------|------------------------|--------------------|

How would you describe your team's current capacity to manage funding for subsidies?

| | | |
|-----------------|----------------------|------------------|
| Strong capacity | Some capacity | Limited capacity |
|-----------------|----------------------|------------------|

COMMUNITIES AND PLACE CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the Communities and Place interventions you have select?

| | |
|------------|----|
| Yes | No |
|------------|----|

How would you describe your team's current capability to manage funding for Communities and Place interventions?

| | | |
|--------------------------|-----------------|--------------------|
| Strong capability | Some capability | Limited capability |
|--------------------------|-----------------|--------------------|

Describe the key capability challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.

Local Government Reorganisation is a key challenge in delivering Communities and Place interventions including: changes to working relationships with third sector bodies; changing funding streams; and the need to ensure that experienced staff are retained. The Councils that will form the new Cumberland authority have been working collaboratively to ensure that any issues going forward will be minimised.

A robust programme management and governance processes are in place based on a clear structure with lines of accountability running throughout the delivery team, connecting each part of the team to senior leadership within the Council, enabling monitoring of progress, accountability and the ability to escalate issues where required. The programme will be led by the council's highly experienced Project Management Office

In addition to thematic expertise within the council, our Local Partnership Group is highly engaged in the delivery of the programme which will provide additional expertise if required and will also ensure opportunities to complement and add value to other activities across the county are maximised.

Challenges will include the building on and continuing working relationships actors the new Cumberland footprint internally amongst teams within the authority and with partners working in the community and place sector.

Describe what further support would help address these challenges.

Collaborative working across the Programme and Project Management teams from Cumbria County Council, Carlisle City Council, Allerdale Borough Council and Copeland Borough Council to draw in resource and expertise.

Working collaboratively on a Cumbria wide basis (Cumberland with Westmorland and Furness) on the delivery of projects to meet common objectives.

Good communications and forging relationships with the wider stakeholders, partnership groups and third sector bodies to ensure continuity during transition to the new Cumberland authority.

Opportunities of learning through UKSPF good practice would be positive as delivered alongside the Reopening the High Street Safely Fund administered by DLUHC.

Flexibility in spend profile across the 3 years. This is particularly the case for Year one as due to LGR the Council is not able to undertake spend against projects at risk and activity commence one the UKSPF funding is secured.

How would you describe your team's current capacity to manage funding for Communities and Place interventions?

| | | |
|-------------------|------------------------|--------------------|
| Strong capability | Some capability | Limited capability |
|-------------------|------------------------|--------------------|

Describe the key capacity challenges (if you have any) for delivering Communities and Place interventions. This may include challenges within your local authority and/or your local/regional delivery system.

Local authority resources in regeneration and economic development have significantly reduced over recent years due to a reduction in local government funding resulting in a move away from delivery of transformational projects. The revival of capital regeneration funding streams has placed a great deal of strain on existing resources and replacing experienced staff has been difficult.

Describe what further support would help address these challenges.

Commitments to longer term funding programmes would enable councils to recruit regeneration professional with greater confidence. Capacity funding to bring in resources to develop and deliver transformational schemes. Project management is a competitive field (particularly in Cumbria with the nuclear sectors demands) and that can make short term recruitment difficult.

SUPPORTING LOCAL BUSINESS CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the Supporting Local Business interventions you have select?

| | |
|------------|----|
| Yes | No |
|------------|----|

How would you describe your team's current capability to manage funding for Supporting Local Business interventions?

| | | |
|--------------------------|-----------------|--------------------|
| Strong capability | Some capability | Limited capability |
|--------------------------|-----------------|--------------------|

Describe the key capability challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.

The Council has considerable experience of supporting local business interventions (e.g. ERDF, ESF, Towns Fund, RHSS, Leader). The council has a strategic commitment to supporting and engaging with businesses which will greatly assist within the delivery of the selected business interventions. This includes how the council supports and engages with the Carlisle Ambassadors, which is a business network made-up of a cross section of key local businesses. There will be a co-ordinated approach across Cumberland, and decisions will be taken by the Executive of the new Cumberland Authority in years 2 and 3.

Supporting Local Business interventions will be delivered on a locally and on Cumberland or Cumbria wide scale. This may present challenges in coordinating this approach across the whole geography, however, this can be mitigated by the close collaborative working between Cumberland and Westmorland and Furness as described earlier and there will be the advantages of economies of scale in delivery. Delivery partners would be required to demonstrate their capacity and capability which would be assessed by the Council.

The challenges to successful delivery include: lack of funding to deliver schemes; and lack of resource to deliver programmes of significant size or duration. Also, there will be a challenge in delivering these interventions in 2022/23 due to the short timeframe given to do this.

Describe what further support would help address these challenges.

Collaborative working across the Programme and Project Management teams from Cumbria County Council, Carlisle City Council, Allerdale Borough Council and Copeland Borough Council to draw in resource and expertise.

Working collaboratively on a Cumbria wide basis (Cumberland with Westmorland and Furness) on the delivery of projects to meet common objectives.

Flexibility in spend profile across the 3 years. This is particularly the case for Year one as due to LGR the Council is not able to undertake spend against projects at risk and activity commence once the UKSPF funding is secured.

How would you describe your team's current capacity to manage funding for Supporting Local Business interventions?

| | | |
|-------------------|-----------------|--------------------|
| Strong capability | Some capability | Limited capability |
|-------------------|-----------------|--------------------|

Describe the key capacity challenges (if you have any) for delivering Supporting Local Business interventions. This may include challenges within your local authority and/or your local/regional delivery system.

Local authority regeneration and economic development teams have significantly reduced over recent years as a consequence of reducing local authority resources but also a move away from regeneration based funds. This has placed a great deal of strain on existing resources especially the recent revival of capital regeneration based activity and replacing experienced staff has been difficult.

Describe what further support would help address these challenges.

Commitments to longer term funding programmes would enable councils to recruit regeneration professional with greater confidence. Project management is a competitive field (particularly in Cumbria with the nuclear sectors demands) and that can make recruitment difficult if that recruitment is to short terms projects.

PEOPLE AND SKILLS CAPACITY AND CAPABILITY

Does your local authority have any previous experience of delivering the People and Skills interventions you have select?

Yes **No**

How would you describe your team’s current capability to manage funding for People and Skills interventions?

Strong capability Some capability **Limited capability**

Describe the key capability challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.

The Council has limited experience of delivering people and skills programmes as for many years these have been delivered through ESF directly with delivering organisations or through intermediaries such as DWP.

Describe what further support would help address these challenges.

Commitments to longer term funding programmes would provide local authorities with the confidence and opportunity to recruit suitably qualified staff.

How would you describe your team’s current capacity to manage funding for People and Skills interventions?

Strong capability Some capability **Limited capability**

Describe the key capacity challenges (if you have any) for delivering People and Skills interventions. This may include challenges within your local authority and/or your local/regional delivery system.

Whilst capability to deliver activity within the system is strong locally, it is limited within the local authority. The key challenge has been having the resources to support this type of activity and the budgets to support staff.

Describe what further support would help address these challenges.

Commitments to longer term funding programmes would provide local authorities with the confidence and opportunity to recruit suitably qualified staff.

SUPPORT TO DELIVERY UKSPF

All lead authorities can use up to 4% of their UKSPF allocation to support the delivery of their chosen interventions but by exception, lead authorities will be able to use more than 4%. Are you planning to use more than 4%?

Yes **No**

(If Yes) Explain why you wish to use more than 4%.

Approvals

Before submitting your investment plan, you should have approval from your:

- Chief Executive Officer
- Section 151 Officer

- Leader of your lead authority

Do you have approval from your Chief Executive Officer for this investment plan?

- Yes
- No

Do you have approval from your Section 151 Officer for this investment plan?

- Yes
- No

Do you have approval from the leader of your lead authority for this investment plan?

- Yes
- No

If you do not have approval from any of these people, please explain why this is:

| |
|--|
| |
|--|

Additional documents

You will have received an email giving you access to a folder where you will need to upload supporting evidence to your investment plan. All applicants must complete and upload the following spreadsheet to the folder prior to submitting their investment plan:

- UKSPF Expenditure Profile spreadsheet
- UKSPF Indicative Deliverables spreadsheet

Your investment plan submission will be considered incomplete without the required documents.

Have you completed and uploaded the two spreadsheets to the SharePoint folder as requested?

- Yes
- No

Appendix 2: Carlisle City Council UKSPF Interventions and allocation of funding

| Investment Priority | UKSPF Allocation Annual Expenditure | | | |
|--|-------------------------------------|-----------------|-----------------|---------------------------|
| COMMUNITIES AND PLACE INVESTMENT PRIORITY | | | | |
| Intervention | 2022-23 | 2023-24 | 2024-25 | Annual Expenditure Totals |
| E1: Funding for improvements to town centres and high streets , including better accessibility for disabled people, including capital spend and running costs. | £42,000 | £100,000 | £259,200 | £401,200 |
| E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. | £57,600 | £115,200 | £163,200 | £336,000 |
| E6: Support for local arts, cultural and creative activities. | £72,000 | £67,200 | £101,040 | £240,240 |
| E8: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area . | £33,600 | £39,648 | £72,000 | £145,248 |
| E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together. | | | £288,000 | £288,000 |
| E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration . | £19,200 | £38,400 | £38,400 | £96,000 |
| E14: Funding to support relevant feasibility studies . | £94,320 | £44,000 | £72,000 | £210,320 |
| Total | £318,720 | £404,448 | £993,840 | £1,717,008 |
| SUPPORTING LOCAL BUSINESS INVESTMENT PRIORITY | | | | |
| Intervention | 2022-23 | 2023-24 | 2024-25 | Annual Expenditure Totals |
| E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses. | £77,892 | £95,977 | £191,994 | £365,863 |
| E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally. | £33,600 | £144,000 | £192,000 | £369,600 |
| E23: Strengthening local entrepreneurial ecosystems and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks. | | £72,000 | £96,000 | £168,000 |
| E26: Support for growing the local social economy, including community businesses, cooperatives and social enterprises. | | £48,000 | £72,000 | £120,000 |
| E30: Business support measures to drive employment growth, particularly in areas of higher unemployment. | £48,000 | £96,000 | £144,000 | £288,000 |
| Total | £159,492 | £455,977 | £695,994 | £1,311,463 |
| PEOPLE AND SKILLS INVESTMENT PRIORITY | | | | |

| Intervention | 2022-23 | 2023-24 | 2024-25 | Annual Expenditure Totals |
|--|-----------------|-----------------|-------------------|----------------------------------|
| E33: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths (via Multiply) and ESOL) support where there are local provision gaps. | | £48,000 | £288,000 | £336,000 |
| E36: Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online. | | | £48,000 | £48,000 |
| E38: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision. | | £48,000 | £480,000 | £528,000 |
| Total | £0 | £96,000 | £816,000 | £912,000 |
| Programme Total (exc. 4% management fee) | £478,212 | £956,425 | £2,505,834 | £3,940,471 |
| 4% management fee | £19,925 | £39,851 | £104,410 | £164,186 |
| GRAND TOTAL (including 4% Programme Management) | £498,138 | £996,276 | £2,610,244 | £4,104,659 |

Shared Prosperity Fund – Application Form 2022-23

Carlisle City Council is allocating £478,213 from the Shared Prosperity Fund for the year 2022/2023 for the delivery of projects under the two pillars of Communities and Place and Supporting Businesses.

[Please note: Funding under E14: Feasibility studies may support the development of either capital or revenue projects that meet the objectives of the key interventions set out in the attached Investment Plan Guidance Notes.]

In order to apply for funding, please complete the application form below

| | |
|-----------------------------|--|
| Name of organisation | |
| Contact name | |
| Contact details | |

| | | |
|---|--|--|
| 1. Project Title: | | |
| 2. SPF Pillar | Communities and Place <input type="checkbox"/> | Supporting Business <input type="checkbox"/> |
| 3. Primary Intervention supported by your Project (E number) | | |
| 4. Please state any additional interventions supported by your project (E numbers) | | |
| 5. Total project cost | £ <input type="text"/> | |
| 6. UKSPF funding ask | £ <input type="text"/> | |
| 7. Please confirm the type of UKSPF funding requested: | | |
| Amount of Revenue spend requested: | £ <input type="text"/> | |
| Amount of Capital spend requested | £ <input type="text"/> | |

Appendix 3

| | | |
|---|--------|--------|
| <p>8. Project description <i>Please describe your project in no more than 500 words</i></p> | | |
| | | |
| <p>9. Programme for delivery of project <i>Please provide an outline programme for the project (ie timeline and milestones)</i></p> | | |
| | | |
| <p>10. What are the projected outputs from the project which have been listed in Carlisle's UKSPF Investment plan? <i>Please ensure that these are linked to the outputs identified in the Investment Plan guidance note¹. Where outputs are quantifiable, please provide estimate figures</i></p> | | |
| Intervention (E number) | Output | Figure |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| <p>11. What are the additional projected outputs from the project (if any)? <i>Please list any additional outputs which have not been identified in the Investment Plan guidance note¹. Where outputs are quantifiable, please provide estimate figures</i></p> | | |
| Intervention (E number) | Output | Figure |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

¹ Please refer to Carlisle's UKSPF Investment Plan [\(LINK\)](#) and the guidance note provided.

Appendix 3

12. Why is the project needed? How does it address local problems, issues, challenges or opportunities set out in Carlisle's UKPSF Investment Plan? (Refer to guidance note)
Please describe how your project supports the delivery of Carlisle's UKPSF Investment Plan in no more than 500 words¹

13. Who will benefit from the project and how?
(e.g., the local business community, supply chains, local residents, visitors to the town - in no more than 250 words)

14. Would any other organisations be involved in project delivery?
Please provide details of any other organisations including contractors that would be involved in the delivery of the project with details of their role and availability - in no more than 250 words

15. Are there any plans for this project to be replicated across other local authorities?
If yes, please list local authorities and any additional information which may be relevant (such as funding requested)

Appendix 3

16. Details of identified supplier(s)

If you are requesting over £10,000 from the fund to procure external services, we require that you have undertaken quotes of works from 3 separate suppliers.

Please outline the quotes you have received, and which proposal(s) you want to select and why?

17. How far is the project developed?

Please provide details of the stage of development of the project

- Project already in delivery – SPF funding required to continue delivery**
- Project fully developed / costed – needs SPF funding/match to commence delivery**
- Project in development stage – further work needed to finalise**
- Project at concept stage – at initial development stage**

18. Project Risk and Mitigation

Are there any deliverability issues/risks related to the project, if so, can you put mitigation plans in place?

| Carlisle UKSPF Year One | | | |
|---|---|--|--|
| Programme Level Public Sector Equality Duty (PSED) Assessment | | | |
| Consideration | Response | | |
| Summary of the main findings of project-level assessments undertaken: | <p>The interventions / projects included in the Carlisle UKSPF Year 1 programme are both capital and revenue in nature. The majority are grant schemes and feasibility studies that do not require Equality Impact Assessment (EIA). However, there are some projects that will require EIA, such as the Uncovering Roman Carlisle and Heritage Trails projects</p> <p>For these projects, the main consideration relating to protected characteristics centres on disability and the need to ensure that inclusive access for all groups has been considered. It will also be important to ensure that young people are able to access and experience these projects.</p> <p>As this stage, it is proposed that EIA are undertaken during the project development and final approval process.</p> <p>The table below sets out the proposed approach:</p> | | |
| | E1: Funding for improvements to town centres and high streets , including better accessibility for disabled people, including capital spend and running costs. | High Streets Business Grants | <p>This is a grant scheme and therefore there are no direct EIA implications.</p> <p>Individual projects supported by the scheme, depending on their nature, may need buildings regulations approval, which will ensure that any accessibility issues are addressed.</p> |
| | E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. | Uncovering Roman Carlisle (Phase 3) | <p>This project does have EIA implications as the project involves a community archaeological dig.</p> <p>Therefore, a full EIA will be undertaken during the project development and final approval process.</p> |
| | E6: Support for local arts, cultural and creative activities. | Cultural events to be delivered by 31 March 2023 | This is a grant scheme and therefore there are no direct EIA implications. |

| Carlisle UKSPF Year One | | | |
|---|---|---|---|
| Programme Level Public Sector Equality Duty (PSED) Assessment | | | |
| Consideration | Response | | |
| | E8: Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area. | Develop branding, story, and content for Cumberland | This is a revenue project to develop a marketing brand for the new Cumberland Council and therefore there are no direct EIA implications. |
| | E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration. | Longtown Place Plan - development of the Borderlands Town Investment Plan | This is a revenue project to develop a business case for the Longtown Place Plan and therefore there are no direct EIA implications. |
| | E14: Funding to support relevant feasibility studies. | Grants for feasibility studies for capital and revenue projects | This is a grant scheme and therefore there are no direct EIA implications. |
| | E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses. | High Streets Business Grants Carlisle Enterprise Fund | This is a grant scheme and therefore there are no direct EIA implications. Individual projects supported by the scheme, depending on their nature, may need buildings regulations approval, which will ensure that any accessibility issues are addressed. |
| | E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours, and tourism products more generally. | Development of a heritage trail in the city centre | This project does have EIA implications and therefore, a full EIA will be undertaken during the project development and final approval process. |
| | E30: Business support measures to drive employment | Supporting existing activity delivered by Jobcentre Plus / DWP/ Inspira | The funding will be used to support activity delivered by other business |

Carlisle UKSPF Year One

Programme Level Public Sector Equality Duty (PSED) Assessment

Consideration **Response**

| | | | |
|--|---|--|---|
| | growth, particularly in areas of higher unemployment. | | support / skills provides and therefore there are no direct EIA implications. |
| | | | |

| Carlisle UKSPF Year One | |
|--|---|
| Programme Level Public Sector Equality Duty (PSED) Assessment | |
| Consideration | Response |
| Is there an additional cumulative impact at the programme level? <i>(e.g., whether the combined impact of more than one project on protected characteristic(s) has a different or more significant effect than when considered on a project-by-project basis)</i> | No clear in-combination / cumulative impacts have been identified. |
| Are there any other impacts of the Carlisle UKSPF programme which are not included elsewhere in the PSED assessment? | None |
| What actions (if any) have arisen from the assessment? | The following actions have arisen from the assessment <ul style="list-style-type: none"> • The need to ensure that local access and disability groups are involved in the scheme development to ensure that their needs are understood and considered at an early stage • The need to ensure that young people (future users and beneficiaries) to access and experience the projects |

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 24 OCTOBER 2022

EX.133/22 UK SHARED PROSPERITY FUND - YEAR ONE DELIVERY OF INVESTMENT PLAN

(Key Decision - KD.21/22)

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

Portfolio Economy, Enterprise and Housing

Relevant Scrutiny Panel Place Panel

Subject Matter

The Economy, Enterprise and Housing Portfolio Holder submitted a report regarding the UK Shared prosperity Fund (UKSPF) which had allocated funds to all local authorities in the UK to fund revenue and capital projects over a three-year period 2022-2025. (ED.26/22)

The Government had allocated £4.1 million for the Carlisle area. To draw it down, the Council had submitted an Investment Plan to the Department for Levelling Up, Homes and Communities setting out how it intended to use and deliver the funding. The submitted Investment Plan set out how that first year of the allocation would be managed and delivered by Carlisle City Council, whilst the second and third years of delivery would be managed and delivered by the new Cumberland Authority.

The Investment Plan for Carlisle was due to be approved in October 2022. However, there was a pressing need to confirm the delivery and spend for Year 1 of the programme, which had an allocation of £498,138. A number of projects had been identified through an expression of interest that can be delivered by the end of this financial year, 31 March 2023. The report sets out the proposed projects and grant programmes that would comprise the delivery programme for Year 1 of the programme.

The Economy, Enterprise and Housing Portfolio Holder moved the recommendations as set out in the report. The Leader seconded them.

Summary of options rejected Not to draw down the allocated funding for the Carlisle area

DECISION

That the Executive:

1. Approved the Council to be the accountable body for Year 1 of the Carlisle UKSPF programme.
2. Approved the projects and associated spend forming the first year of the delivery programme for the Carlisle UKSPF Investment Plan, set out in Section 7 of report ED.26/22.
3. Approved [for recommendation to Council] a budget of £49,920 be added to the Council's Capital Programme, according to the financial profile for 2022-23, as set out in Table 1 of report ED.26/22.
4. Approved [for recommendation to Council] a budget of £448,218 be added to the Council's Revenue Budget, according to the financial profile for 2022-23, as set out in Table 1 of report ED.26/22.
5. Delegated authority to the Corporate Director of Economic Development

following consultation with the Leader of the Council, Portfolio Holder for Economy Enterprise and Housing, the Corporate Director of Governance & Regulatory Services and Corporate Director of Finance and Resources, to:

- Approve the final details of the projects to be funded the first year of the delivery programme for the Carlisle UKSPF Investment Plan
- Enter into funding agreements and Memorandums of Understanding, as appropriate, with recipients of UKSPF grant funding to enable project delivery.
- The final terms of the contracts, funding agreements and Memorandums of Understanding to be agreed by the Corporate Director of Economic Development following consultation with the Corporate Director of Finance and Resources, Corporate Director of Governance and Regulatory Services, Portfolio Holder for Economy Enterprise and Housing and the Leader of the Council.

6. Delegated authority to the Corporate Director of Economic Development, following consultation with the Leader, the Chief Executive, the Corporate Director of Governance and Regulatory Services and the Corporate Director of Finance and Resources, to decisions relating to any Change Controls, reprofiling and redistribution of UKSPF funding.

7. Delegated authority to the Corporate Director of Economic Development, following consultation with the Leader, and the Corporate Director of Governance and Regulatory Services to enter into contract(s) with the preferred contractor(s) for the delivery of the

- Uncovering Roman Carlisle project
- Heritage Trails project
- Cumberland Visitor Economy branding project
- Longtown Place Plan project

Reasons for Decision

The Scheme would support the delivery of the vision set out in the Carlisle Plan, which was to enable Carlisle to grow and prosper as the capital of the Borderlands region. It also contributed directly to the priority of delivering inclusive and sustainable economic growth, by making Carlisle a more attractive place for investment, improving skills and drive key sector development.

Report details

Meeting Date: Tuesday 8 November 2022
 Portfolio: Communities, Health & Wellbeing
 Key Decision: No
 Policy and Budget Framework: Yes
 Public /Private: Public

Title: CHARITABLE AND OTHER BEQUESTS – LOCAL DISTRESS FUND; PARKER BEQUEST; AND THE DISTRICT NURSING AMENITY FUND

Report of: Deputy Chief Executive

Report Number: CS.34/22

Purpose / Summary: This paper proposes using the City Council's available charitable and other bequests monies to support three urgent needs across the communities of Carlisle District: Carlisle Food Bank; Prism Arts; and North Cumbria Integrated Care NHS Foundation Trust.

The Executive considered and approved the proposed use of the available monies, as detailed in Section 2 of Report CS 32/22.

Delegated detailed decision making was given to the Deputy Chief Executive to take final decisions about fund allocations to the Integrated Care NHS Foundation Trust.

Recommendations:

- It is recommended that Council release the funds to be utilised as set out in the report.

Tracking

| | |
|------------|-------------------------------|
| Executive: | 10 th October 2022 |
| Scrutiny: | |
| Council: | 8 th November 2022 |

1. Background

1.1 The Council holds a number of bequests for use by the Council:

- **Local Distress Fund (225500)** – established in 1914 to aid the relief of distress in the City and immediate district i.e. the prevention or relief of poverty. The available balance is: £10,055.29
- **Parker Bequest (225394)** – established in 1954 to benefit disabled children and other young residents of the city in ways not normally covered by the Health Service. The available balance is: £1,356.28
- **District Nursing Amenity Fund (225395)** – established to provide amenities for nurse's homes and retirement allowances to nurses. The available balance is: £7,231.12

1.2 These funds can only be released with the full approval of the Council under the terms set out when the bequest was given. In the first instance it is the responsibility of the Executive to consider proposals for the use of the bequest prior to submission of the request to Council. This was considered and approved by the Executive on 24th October 2022.

1.3 Funds can be spent so long as the spending is consistent with the governing document and the money is spent on the charity's purpose.

1.4 If closing any of the funds, there is also the option of donating the remaining money to other charities with similar purpose. A charity closure form would need to be completed to remove a charity from the register but only after the funds have been spent.

1.5 We have considered options for making best use of these funds. We could have developed, publicised and run an open application process, but this was ruled out on grounds of (i) cost versus value; and (ii) limited available timescale with context of LGR. The preferred option has therefore been to target appropriate Charities using internal expertise.

2. Proposals

2.1 The City Council's Healthy City Team has an overview of needs across different sections of Carlisle District's communities and, on this basis, is recommending the following proposals as being the best fit with the purposes of the respective bequests:

- 2.2 The £10,055.29 balance of the Distress Fund should be offered to Carlisle Food Bank. The Food Bank has submitted an application, detailing immediate needs, which is attached as **Appendix 1**.
- 2.3 The £1,356.28 balance of the Parker Fund should be offered to Prism Arts, to support the arts-based therapy that they offer to target groups across the District. Prism Arts have submitted an application, detailing how they would use the money, which is attached as **Appendix 2**.
- 2.4 The £7,213.12 balance in the District Nursing Amenity Fund should be offered to North Cumbria Integrated Care NHS Foundation Trust to deliver benefits for nursing staff impacted by the pressures of responding to nurses and nursing staff suffering from hardship. Initial discussions have been held with Mark McCready, Clinical Operational Lead – Carlisle & District ICCs, to start to identify how benefits from this funding can be maximised. The Executive delegated detailed decision making to the Deputy Chief Executive and the Healthy City Team Manager, to continue these discussions and to take final decisions about fund allocations to the Integrated Care NHS Foundation Trust.

3. Risks

- 3.1 The main risk that we foresee is that there may be other deserving causes that could make equally good use of the money that we are not immediately aware of. However, we are confident that priority communities across the District will benefit from the increased support that these funds will allow the respective Charities to deliver.

4. Consultation

- 4.1 The City Council's Finance Team approached other internal Teams to invite expressions of interest and has subsequently held discussions with the Healthy City Team to agree the most appropriate approach to allocating the funding for best effect.
- 4.2 The Healthy City Team has subsequently held discussions with prospective applicants, to verify need and discuss priorities.
- 4.3 No external/public consultation has been considered necessary.

5. Conclusion and reasons for recommendations

- 5.1 It is recommended that Council release the funds to be utilised as set out in the report.

6. Contribution to the Carlisle Plan Priorities

6.1 The Carlisle Plan's Health and Wellbeing section states that "We will continue to prioritise the current response to and rapid recovery from the health and wellbeing impacts of Covid-19 pandemic.". All three of the selected Charities directly relate to this commitment.

Contact details:

Contact Officer: Darren Crossley Ext: 7120

Appendices attached to report:

- Appendix 1 – Carlisle Foodbank Proposal
- Appendix 2 - Prism Arts & Case for Support

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 – Please see the Finance comments which deals with legal issues as well as the financial ones.

Property Services –

Finance - The Council holds a number of bequests for use by the Council. These funds can only be released with the full approval of the Council under the terms set out when the bequest was given. In the first instance it will be the responsibility of the Executive to consider a report outlining proposals for the use of the bequest prior to submission of the request to Council.

Funds can be spent so long as the spending is consistent with the governing document and the money is spent on the charity's purpose.

If closing any of the funds there is also the option of donating the remaining money to other charities with similar purpose. A charity closure form would need to be completed to remove a charity from the register but only after the funds have been spent. The District Nursing Amenity Fund was removed from the charities register on 25th April 1991.

The balance of funds available is confirmed in the table below.

| <u>Balance as at 31/03/2022</u> | Revenue Balance | Capital Balance | Total |
|---------------------------------|--------------------|--------------------|------------------|
| Local Distress Fund | 10,055.29 | 0.00 | 10,055.29 |
| Parker Bequest | 856.28 | 500.00 | 1,356.28 |
| District Nursing Amenity Fund | 5,533.68 | 1,679.44 | 7,213.12 |
| | 16,445.25 | 2,179.44 | 18,624.69 |

Equality –

Information Governance-

Carlisle Foodbank Proposal

Summary

Proposal for funding to cover additional opening hours to meet increasing demand over the winter period.

Background

2022 looks like it will be a year of increasing demand for the support of Carlisle Foodbank. In the previous 3 years there has been between 2500 - 3800 referrals in each year. We are now over 2600 referrals in the first 7 months of 2022. The expectation is that this continues, particularly through winter months, leading to 5000 referrals over the year.

Fig1: Use of Carlisle Foodbank. The table below shows how referrals this year are looking to be the highest since 2019

| Year Referrals | |
|----------------|-----------------------|
| 2022 | 2676 (Jan - Jul 2022) |
| 2021 | 2489 |
| 2020 | 3375 |
| 2019 | 3855 |
| 2018 | 3296 |

We currently run a 3 day a week service which includes stocking, packing, and distribution with 2 part time staff who manage the service, ensure appropriate referrals and support volunteers. In the past year the increased needs have pushed the limits on how many households we can support in our current hours of opening.

An often overlooked, but important part of the Foodbank service is the trusting relationship that develops between our staff and the people who access the service. This helps when signposting to other support, or understanding specific needs to be able to work collaboratively with partner agencies. The increasing number of referrals has meant there is less time for this informal relationship building.

We work on a referral system and all the households who access Carlisle Foodbank do so through referral from a recognised welfare support organisation.

Working with the welfare support agencies is important as we know that the households accessing this emergency support are the people who need it the most. This evidence based approach provides us, and those who donate to us, with assurance that the food donated is going to people in crisis situations. This system also confirms that the people accessing Carlisle Foodbank are also accessing additional services who may be able to provide them with the support they need into food security.

We work with over 50 referral agencies which include: Carlisle City Council, Citizens Advice Carlisle and Eden, Recovery Steps, Probation services, Ways to Welfare,

Gateway, Cumbria County Council, Housing schemes, Schools, and Mental Health services.

We are an organisations that relies on volunteers, donations and our own fundraising activities to be able to deliver what we do. The Carlisle community have been incredibly generous in supporting what we do through donations of time, food, and funding. We also have good links with local supermarkets and businesses which are also incredibly important to provide food donations. However we know these are challenging times for all and that it can be increasingly difficult to donate.

Our key requirement is the donation of food that can be placed in to parcels to supported households accessing our service. However we have found that there is a reducing amount of food donations, while at the same time as there is an increasing number of people needing support. This has meant we have had to increasingly purchase additional food from our funds to make up the short fall in donations. We currently spend an additional £1,200 a month of our funds to supplement the food donations we receive. We are grateful for the recent additional funding from Cumbria County Council of £9,600 towards the costs of purchasing food for emergency food parcels but we are now looking at how best to be able to distribute this emergency food and meet the increasing needs. In order to do so we are looking at additional resources and increasing what we currently do.

Proposal and costs

We are proposing to open an additional day in order to meet the expected increasing needs over the winter period (4 days instead of 3 between October 22 to Mar 23). This will incur costs towards for additional staffing, volunteer expenses and utilities.

We also want to maximise the positive relationship we have with households who access our service and signpost them to additional spaces that they can get informal support, especially the Space's to Talk project which also includes potential links to wider health and wellbeing services. This will incur costs towards materials to signpost to Spaces to Talk as well as the additional costs for Spaces to Talk volunteers (which would include accessing training).

This additional funding would also enable us to develop our partnership with Fuelbank and support people most in need to access emergency energy support in a similar way to emergency food support. There is a registration fee to become a Fuelbank partner and once a partner Carlisle Foodbank would be able to support referrals to access support.

The costs of this proposal for additional and enhanced support is £10,055

Regarding the bequest of *“Parker Bequest (225395) – established 1954 to benefit disabled children and other young residents of the city in ways not normally covered by the Health Service. - Revenue 856.28 & Capital £500 = Total £1356.28*

Prism Arts is a charity that exists to develop opportunities for disabled adults, young people and children to engage in high quality arts programmes. Our vision is Art without Barriers. The charity has been operating in Carlisle for 35 years, over this time we have supported young people and children to access creative opportunities and to develop skills and confidence over this time.

www.prismarts.org.uk

We would like to apply for the Parker Bequest funding to support 2 key programmes of work 22/23.

1. Capital equipment £500: Harvey Tye’s Exhibition at Carlisle Cathedral Fraternity. Harvey Tye is a young person with life limiting condition and learning disability. He has been working with Prism Arts for over 8 years. In October we will be presenting a solo exhibition of Harvey Tye’s work at Carlisle Cathedral Fraternity. This is the first time an artist with a learning disability will be holding a solo exhibition in Carlisle. We will use £500 capital funding to support framing, interpretation and hanging costs.
Exhibition Date: 18 – 29th October
<https://carlislecathedral.org.uk/900years/>
2. Annual programme of work £856.25: Working with James Rennie School we will deliver a programme of creative engagement and learning for young people with disability and autism. The purpose of this programme is to raise confidence and enable young people to think about what they might like to do after they leave school. By working with artists over the year, across a range of artforms, children and young people will be able to explore their identity through engagement in creative arts. We will work with artists specialising in theatre, visual arts and movement. This funding will enable us to enrich the programme by engaging professional artists and also to bring the work together at the end of the year as part of a sharing. September – July 2022/23. 8 x freelance artist sessions. The objective of this work will be to develop an ongoing annual programme of work for young people in partnership with James Rennie and also to develop a new Studio Programme strand that specialises in working with young people with learning disability and autism from Sept 2023.



Prism Arts
Art Without Barriers
Registered Charity Number 1159797

Executive Summary

Prism Arts uses artistic activity to empower people with learning disabilities and autism in Cumbria. For more than 35 years, our charity has created opportunities for participants to make excellent art, develop skills, and showcase their talents, all while boosting their confidence and wellbeing.

While disability is common in the UK, **there remains a significant inequality of opportunity for the 14.1million people living with physical or learning difficulties.** In Cumbria alone there are more than 100,000 people living with a disability, yet services and support for these people is few and far between. Despite the growing knowledge that access to cultural activity can deliver huge benefits such as increased wellbeing, reduced isolation, skills development and confidence building, cultural provision in Cumbria (and across the UK) is very limited.

At Prism Arts we work hard to counter these challenges by providing vital opportunities for those with disabilities, additional needs, or learning disabilities, helping over 4,500 people each year. Unfortunately, with the growing number of people in need and the impact of Covid-19, **our core programmes are operating at full capacity, with long waiting lists of people needing our help.**

We are now excited to be launching a three-year strategy - **Art Without Barriers** - which will combine organisational development with the delivery of strategic projects that reach even more people in need and do more to support our communities.

The first year of this strategy will see us **consolidate** our activity, expand the core programme, and conduct extensive community **consultation** across Cumbria, enabling us to get to know and address local need better. Years Two and Three will then see Prism Arts **change and grow**, applying learning from community consultation to launch of new strategic projects that better serve local need.

The Arts Without Barriers strategy will better engage individuals with learning disabilities and autism from across Cumbria, providing them with meaningful progression routes that use artistic tools to build essential skills and relationships for life.

As such, we are now looking to partners, stakeholders and our communities to help us to meet this bold vision.

About Prism Arts

Founded in 1987 by a group of artists developing opportunities for excluded people, Prism Arts is a leading inclusive-arts charity based in Carlisle in Cumbria that provides creative opportunities for people aged 14 to 25 with learning disabilities, autism, or additional needs every year.

We create spaces that empower people with learning disabilities or autism to make excellent art, allowing them to drive their own creative journey as artists, leaders, and advocates for change.



In the last year, we helped more than 4,500 individuals define their own goals and ambitions through a series of creative projects across a range of artforms, leading to a growth in independence, confidence, and improved wellbeing.

The Need for Prism Arts

Rooted in Cumbria, Prism Arts makes a transformational difference to the lives of individuals with learning disabilities and autism across the county. We aim to provide a meaningful route into cultural participation so that everyone can enjoy the wellbeing, community, and skills development that art provides.

Across the UK, there is not enough access to culture for those with disabilities. In England, 14.1 million people report having a disability, of which 1.5 million report a learning disability. In Cumbria there are over 100,000 people with a disability, accounting for approximately 20% of the population in the county, of which c.10,000 have a learning disability¹.

Whilst public attitudes are increasingly supportive of those with learning disabilities², these communities remain isolated, with almost a third of 18–35-year-olds with learning disabilities spending less than 1 hour a day outside their home³ (even before Covid-19).

Arts Council England research has also found that disabled audiences' participation in the arts is largely dictated by practical factors, with negative experiences in cultural settings creating a vicious circle that stops participation. Organisations don't understand the needs of these groups, leading to a lack of support and cultural engagement for individuals with disabilities, learning difficulties or autism.⁴

“When I say how I feel, others here actually understand what I mean”
Prism Arts Participant

Individuals with learning disabilities face distinct challenges⁵. Only 7% of people with learning disabilities have a job, and young people with learning disabilities are three times more likely to be not in employment, education, or training (NEET) than their peers.

More than 93% of people with learning disabilities indicate they regularly feel lonely and isolated, with social networks often limited to family⁶. This has a detrimental impact on self-esteem, confidence, wellbeing, and independence.

People with disabilities have also been disproportionately impacted by Covid-19, in terms of their wellbeing (65% reported a worsening vs 50% of non-disabled people) and an inability to access essentials (27% vs 12%). Looking specifically at those with learning difficulties, research found that 58% felt lonelier due to Covid-19, and 64% had their support services removed or reduced⁷. This included vital services such as day centres, GP access, respite care, healthcare provision, and community activities that are crucial for positive mental health.

¹ <https://cumbria.gov.uk/elibrary/Content/Internet/536/671/467/41/7217/1/7220/4311261159/PDF#--:text=In%20Cumbria%2C%20in%202015%2D16,Framework%2C%202015%2D16.>

² <https://www.mencap.org.uk/press-release/first-depth-research-public-attitudes-towards-learning-disability-30-years-reveals>

³ <https://www.mencap.org.uk/press-release/almost-1-3-young-people-learning-disability-spend-less-hour-day-outside-homes-survey>

⁴ <https://www.artscouncil.org.uk/sites/default/files/download-file/ACE206%20MAKING%20A%20SHIFT%20Report%20FINAL.pdf>

⁵ <https://www.qcs.co.uk/wp-content/uploads/2016/05/1-The-challenges-facing-people-who-have-a-learning-disability.pdf>

⁶ <https://www.mencap.org.uk/learning-disability-explained/research-and-statistics/friendships-research-and-statistics>

⁷ <https://www.scid.org.uk/the-impact-of-coronavirus-on-people-with-learning-disabilities/>

Unfortunately, access to support is worsened in disparate locations such as Cumbria. As the second most sparsely populated county in the UK, Cumbria faces challenges such as a lack of funding for services⁸, poor transport links and under provision for cultural activity – all of which has a detrimental impact on access to healthcare, social isolation, mental health, and skill development⁹.

Carlisle, where Prism is based, ranks in the bottom 40% of local authorities in terms of engagement with cultural activity, and while there is support for disabled people in Cumbria – through Carlisle Mencap, and Youth Ability – Prism Arts is the only creative provision for specifically disabled participants in the county.

There is an opportunity for culture to have a significant benefit for individuals with learning disabilities. Research has shown that participation in cultural activity not only develops skills, confidence, and friendships for those with learning disabilities, but also challenges negative attitudes towards these people, and gives them a sense of belonging¹⁰.



“My genuine hope is that through events like these [a Prism Arts exhibition], Carlisle becomes a city that lives and breathes art that is enjoyed by and stimulates all of its people.”

Pam Birks, Carlisle City Mayor

Accessible cultural opportunities are key to the future of the local area. The Carlisle Strategy (for which Prism Arts is a consortium member) sets out plans to establish Carlisle as a hub for culture in the wider region, delivering opportunities and helping to minimise the challenges faced locally. It recognises culture as key for the economic prosperity in the region, and highlights the importance of inclusion, ensuring that *“local cultural opportunities are diverse, reflective of and inclusive of people’s needs”*.

Prism Arts has a central role to play in Cumbria’s cultural future, as the leading organisation bringing together arts engagement with inclusion.

Responding to Need: Activities and Impact

Our programmes have been designed to address this need, enabling each individual we work with to define their own goals and ambitions, leading to a growth in independence, confidence, and improved wellbeing.

Our activity is made up of two core pillars:

Regular Programme

We run weekly creative arts programmes for adults (19+) and young people (14-25) with additional needs, learning difficulties and autism, allowing regular engagement with visual or performing arts, the creation of new work, and the development of friendships and community. Our regular programmes run during term times (36 weeks a year):

- On Mondays, our **Studio Art** group of 12 adults with learning disabilities comes together to create visual art. Participants work with professional artists to develop a range of skills, including print making, painting, clay work and textiles, which are then showcased in exhibitions around the county. These

⁸ https://www.basw.co.uk/system/files/resources/basw_111815-1_0.pdf

⁹ https://www.basw.co.uk/system/files/resources/basw_111815-1_0.pdf

¹⁰ <https://www.mencap.org.uk/learning-disability-explained/research-and-statistics/friendships-research-and-statistics>

sessions are participant led, giving each person the opportunity to direct their own creative development, make new friends, build confidence, develop skills, and gain independence.

- On Fridays, our **Studio Theatre** group convenes to develop new live pieces for skills development, production and performance to the local community and schools. Across the sessions, 12 participants get the opportunity to act, write, build theatre sets, make costumes and props, and perform on stage at Cumbria venues including Theatre by the Lake and the Old Fire Station. Participants gain a huge range of benefits from the sessions, including talent development, team building and socialisation.



“The great thing about Prism is that they focus on my son’s abilities & not his disabilities”
Parent of a member of the Studio Theatre group

- On Thursdays, we run a **Youth Theatre** with the James Rennie School, for 10 young people (aged 14 – 19) with learning disabilities, autism, and additional needs. These sessions help participants explore identity and shared experiences through theatre techniques, including movement, and voice. The Youth Theatre is focused on skills development, with regular showcases to family and friends.

Special Projects

Designed in response to local need, our Special Projects reach new audiences and provide new opportunities for our beneficiaries to develop their creative skills. Examples include:

- **Picture of Me:** responding to isolation due to Covid-19, and the difficulties faced by disabled people in accessing high quality art activity, we are currently piloting a story telling project with individuals who are new to Prism Arts’ activity. Working with 30 people from Cumbria, we are running a series of workshops with a facilitating artist, who will help them create their own high-quality piece of work that engages local audiences.

Through the project, each person will create a story that helps build their own confidence and reflects their personal journey. These stories will then be developed into public displays, either through street art, dance, and film, or as an audio trail through West Cumbria.

This pilot involves a robust evaluation, which will assess engagement levels, impact on participants, and long-term connection to Prism Arts and the community.

“At Prism Arts, we use creativity to inspire those with learning disabilities to lead empowered, independent lives.”

Catherine Coulthard, Creative Strategic Director

- **Step Up:** delivered in partnership with the University of Cumbria and funded by the Esmee Fairbairn Foundation, this project explores models for supporting Prism Arts participants into professional roles or higher education courses. Developed as an action research programme, Step Up offers 10 participants:
 - The chance to work with freelance printmakers and technicians at the University and develop an annual exhibition at Carlisle Cathedral.
 - A collaboration with a neurodivergent fine-art graduate from the University of Cumbria to create collaborative art two days a week over a year, culminating in a public sharing of the work.
 - Participation in formal learning routes such as foundation degrees and individual modules. This includes access to online lectures, taster sessions for modules, and one to one support.
 - Access to a series of workshops to learn new creative techniques including photography, ceramics, printmaking, metalwork, and textiles.

Step Up is being continually evaluated to help us better understand how to provide a clear progression pathway into the creative industries for individuals with learning difficulties, disabilities, or autism.

Catherine and Amber

Catherine is a young adult with learning difficulties who has a passion for art and a strong desire to develop her work as an artist.

Amber is a recent graduate of the Fine Art course at Cumbria Institute of the Arts and received a bursary to work with Prism Arts as part of the Step-Up project.

Together they are developing creative work, learning from each other, in the University studios and workshops to experiment with new skills and ways of working. They will produce pieces to exhibit in the university gallery and will share their experience at a symposium in July 2022.



All of our programmes are operating at full capacity, with long waiting lists of those wanting to access this activity.

Prism Arts is a vital charity that is embedded in the communities of Carlisle and Cumbria, with our impact recognised by Arts Council England as a National Portfolio Organisation. In 2019/20, our impact included:

- Delivering 700 workshops and projects reaching 9,500 participants (80% come from Carlisle).
- Working with 50 adults and young people with learning disabilities on a weekly basis.
- Engaging 1,000 children aged 5 to 11 by working directly with schools.
- Supporting 20 children with learning disabilities who attended the Prism Arts Youth Theatre.
- Reaching more than 4,400 people through a Prism Arts production and more than 400,000 people through exhibitions.

As a result of our work, our participants and communities' benefit from:

- Improved resilience and wellbeing
- Enhanced artistic skills and a stronger platform on which to showcase them
- Changed perceptions around people with disabilities and their creative skills
- A stronger, more collaborative, and inclusive arts sector

“Prism Arts provides a safe space to try out, practice, and learn new skills. It provides a happy place to engage with others.”

Parent of Prism Arts Participant

Our work is led by experts in inclusive arts, including Catherine Coulthard as Creative & Strategic Director. With a small staff team of just 5 FTE, Prism Arts is supported by a team of freelancers providing specialist insight and skills, and a Board of Trustees bringing together expertise in inclusivity, the arts and charity sectors, strategy, and the local community.

While Prism Arts plays a significant local role, we also have a national impact. By sharing expertise through online case studies, networking, mentoring, and at conferences, as well as working with partners to address the lack of opportunity for disabled people in society, we showcase best practice for supporting artists and audiences with additional needs.

Our representation on the boards of Carlisle Culture, Creative Minds' North Network and LCEP West Cumbria, West Coast Creative People and Places and Carlisle, enables us to raise awareness of the importance of accessibility in the arts and advocate for our beneficiaries.

Alongside this, our partnerships with bodies such as Arts Council England, the Esmee Fairbairn Foundation, the National Lottery Heritage Fund, Theatre by the Lake, Tullie House, University of Cumbria, and English Heritage, help us play a strategic role locally and nationally.



We aim to build skills, raise aspirations, and foster community for individuals with learning disabilities in Cumbria. This often leads to further employment, creative projects, or education, and are always vital for improving health, wellbeing, and quality of life.

Harvey

Harvey is a young adult who attends our Studio Arts and Studio Theatre programmes. He has a life limiting condition and joined the programmes to grow his love of theatre and visual arts.

“Over the past five years at Prism Arts I have spent more and more time drawing and developing my own style. Since the Studio Arts programme began in 2016 I have chosen to focus more on the visual arts. I’d like the chance to experiment a bit more with different media and develop my style further.”

The team at Prism Arts works closely with Harvey to help him realise his aspirations. He has acted in several productions which have toured the main theatres in Cumbria, and his artwork has been enjoyed by over 10,000 people in regional exhibitions, boosting his confidence and developing his creative skills.

Recently, Harvey and two other members of Studio Arts worked with Claire Sleightholm, the Project Curator at Tullie House to curate their own exhibition. The exhibition, Culture Collide, is a year-long display of art from Tullie House’s collection, which gave them the opportunity to learn about curating as well as learning about the objects in Tullie’s collection.

“As Harvey completes each project and commission, we see how his confidence grows and his anxieties reduce.” – Anne Timpson, Project Manager

As part of the Step-Up programme, Harvey will be supported to produce professional quality limited edition prints of his work that will be displayed in a solo exhibition at the new Fraternity Gallery at Carlisle Cathedral.



Supporting Participants during Covid-19

From March 2020, we moved to a model that supported beneficiaries through digital delivery, before slowly re-introducing small group activity and the normal programme.

This included Zoom workshops, YouTube videos providing workshops and masterclasses in artistic practice and supporting at-home creativity through resources and guidance packs. Since March 2020:

- 73 people have participated in 41 Zoom calls and 280 people have watched 15 YouTube videos introducing them to a new element of artistic practice, helping those with learning disabilities to explore new disciplines and use creativity to support wellbeing. Video topics have included Vocal Warm-Ups, Using Paper Maquettes for Visual Arts, and a Performance Character Workshop.
- We delivered Zoom workshops engaging 84% of our usual programme attendees by listening and responding to their needs, boosting wellbeing, supporting the feeling of community created by in-person workshops and reducing isolation.
- We sent out 802 at home-creativity packs, reaching 42 households and supporting individuals who are less able to use technology to continue to experience the benefits of creativity. Over 1,800 meaningful points of contact have been achieved.

We will continue to support those unable to attend in person through **Bespoke Remote Delivery**. These six-week courses offer activity that develops creative skills whilst addressing the individual needs and creative interests of participants. For example, one young person receives a weekly home visit to facilitate

creative activity and rebuild her confidence to return to Studio Arts; while another attends half a day of Studio Arts in person and then has a weekly Zoom session to catch up missed activity.

Prism Arts is an expert organisation, with the skills, expertise, and partnerships to deliver significant impact. However, our charity is already operating at full capacity, with the growing need for our core programmes not matched by a growth in funding or staff time.

With the challenges faced by people with learning disabilities exacerbated by the effects of Covid-19, our work is needed now more than ever.

We now want to streamline and expand our programmes in order to better support local need, creating a pathway for participants that not only focuses on engagement, but also supports progression into the creative industries.

Art Without Barriers

Covid-19 prompted a period of significant reflection for Prism Arts, as we sought to identify how we could adapt our programme so that it is more informed by need and directly addresses the ongoing challenges faced by individuals with learning disabilities and autism.

As such, we are excited to launch a new strategy – Art Without Barriers - which will combine organisational development with the delivery of strategic projects that do more to support our communities.

This strategy will see us **consolidate** our activity by expanding the core programme and conducting extensive community consultation across Cumbria; and then **change and grow** by applying learning from community consultation to launch new strategic projects that better serve local need.

Consolidate and Consult

Our initial focus will be on relaunching our core programmes that provide a backbone of support for people in Cumbria living with learning disabilities, autism, or additional needs. By first focussing on welcoming back communities to normal activity after a time of significant disruption, we will ensure that transformational change in the future starts from a position of stability and trust.

As well as supporting participants through Studio days, the Step-Up programme, and Story Crafting across Cumbria, we will:

- Consult with participants, families, stakeholders, and partners to better understand local need and help inform the work we do and changes we could make going forward. This will take place through surveys, individual conversations, focus groups, and outreach through partners, to really understand the impact Prism Arts is having and how we might adapt our programmes moving forward.

Alongside this in-depth engagement exercise, we will conduct a thorough Audience Development Plan to enable us to better understand the changing context in which we operate, and identify existing audiences, audience gaps and community need.

- Introduce additional capacity to the Studio programme, with a new cohort recruited in West Cumbria and an additional day offered in Carlisle, engaging 24 new regular participants (artforms to be confirmed in line with consultation). To expand this programme, we will recruit new artistic facilitators who will support people with learning disabilities to access creative education, skills development, and

community building. These new groups will also help us to forge new communities across the county, helping those with learning difficulties to recover from the significant impact of Covid-19 within a safe environment.

- Develop and implement a new impact and evaluation framework that allows us to better understand the change that takes place as a result of our work. This will include the creation of tailored personal progression plans for all participants and journey maps that track data such as skills development, wellbeing, confidence, and progression.



This transformation will be crucial for informing our advocacy role across the region, impacting conversations with funders and key stakeholders including Cumbria County Council, Carlisle City Council, Carlisle Culture, and the Local Cultural Education Partnerships in West Cumbria and Carlisle.

We now need support from a collective of funders to enable us to focus on consolidation, consultation, and capacity building. This vital work will provide us with the much-needed launch pad from which to deliver ambitious new projects.

Change and Grow

While the exact design of future programmes will respond to community consultation, key elements will include:

- **Welcoming:** establishing programmes that introduce new beneficiaries to the impact of artistic participation, including an annual **week-long summer school** that allows new participants to work with established disabled artists and expert teachers to create personal artwork across a range of creative forms.

We will also launch a **Youth Programme for 10 young people with learning disabilities** (aged 14 to 19) initially working with Jane's Rennie SEND School in Carlisle, helping participants explore identity and shared experiences through theatre techniques, including movement, and voice. Supporting those in SEND education, Studio Lift Off will focus on skills development (including the option to gain an Arts Award Qualification), confidence building through regular showcases to family and friends, as well as trips to see local productions to raise aspirations. We aim to expand Studio Life Off to West Cumbria.

We also intend to widen access by **investing in technology that supports creativity for those with learning difficulties and mobility issues**. This will include purchasing two PCEye machines that allow participants to create art by tracking eye movements and embedding accessible formats across our social media and website, including Alternative Text, Easy Reads and Audio Description.

- **Progressing:** we will build on learning from Step-Up to **embed a new model that allows participants to progress to wider opportunities**, including higher education (in artistic and non-artistic disciplines) and professional placements delivered by partner companies. The new pathway will engage young people at four partner schools across Cumbria (starting from the age of 15), and support them towards more independent adult life, while also supporting existing participants to progress, and reaching out to those who have fallen through the gaps of existing provision. Activities will include diplomas in the arts, summer schools, accreditation for individual university modules and accessible routes into courses.

We will also run a **series of masterclasses and workshops** in partnership with professional disabled-led organisations who will support our participants to develop skills in theatre, visual arts, or dance. Throughout the year, we will also host two residencies, welcoming artists to share their learning and co-create work that inspires and uplifts our participants over an extended period of time.

Alongside this, our **Artistic Opportunity Fund** will support the progression of participants who want to create and showcase new work to develop their skills and find a pathway into the creative industries. The first award is being given to Harvey (above), who will create professional prints and tour them in our partner venues across the county.

- **Advocating:** We will **expand the advocacy role that the charity plays on a national stage**, with a focus on addressing the lack of opportunity for disabled people in cultural, education and community settings, and sharing learning on solutions to this systemic problem. This will include hosting annual symposiums in partnership with the University of Cumbria, showcasing the work of our participants, sharing their stories, providing advice and guidance for the sector, and raising awareness of our research findings.

The Impact of Art Without Barriers

Through this strategy, we will have a significant impact on beneficiaries, communities, and partners, across Cumbria and beyond:

Individuals

- The number of people with learning disabilities and autism that engage in our work will increase to 200 per year. All individuals will develop their creative skills alongside skills in communication, relationship building and problem solving, with an active route into the creative industries.
- 30 individuals each year will be supported to move into independent artistic practice that continues to stretch and challenge them. These individuals will have increased independence and will act as role models for wider Prism Arts participants.
- 10 additional young people with learning difficulties Cumbria will enjoy the benefits of our new Youth Theatre, developing their talents and giving them a qualification, as well as raising their aspirations.
- An additional 24 people with learning disabilities and autism each year will access regular support through the new Studio programme days, allowing sustained skills development that improves wellbeing, reduces isolation, and creates opportunity for those we support.
- Our targeted support projects will support our participants, helping them to develop skills and showcase their talents, raising their aspirations and improving their sense of pride and wellbeing. These participants will also be given the networks and support needed to develop creative careers.
- Individuals with significant mobility issues will enjoy the benefits of cultural engagement, helping them feel empowered and uplifted as they use our state-of-the-art technology.

Communities and Partners

- Across Carlisle and Cumbria, more than 10,000 people will attend Prism Arts events, exhibitions, and performances, changing perceptions of people with learning disabilities and autism in society, and inspiring the community through excellent artistic output.
- Cumbria will benefit from a better connected and less isolated community of individuals with learning disabilities and their families and friends, improving knowledge sharing and embedding a peer support network.
- We will have an approach to programme design that is regularly informed by its beneficiaries, their families, and the wider community. This will ensure the offer is relevant, impactful, and accessible for all who could benefit from it.
- By scaling up advocacy work, organisations nationwide will benefit from Prism Arts' expertise in inclusive ways of supporting artists to excel. There will be more opportunities for individuals with disabilities to participate in culture across England, and more understanding of the benefits for those who do through our research and symposium.

Monitoring and Evaluation

We will put in place a robust Monitoring and Evaluation framework that will better help us understand our impact. This data will not only improve our support for communities but will be crucial for our communication to partners and funders.

The new framework will focus on personal progression plans, using a journey map to track the progress of participants. This will enhance existing methods of reporting, rather than replacing them. Data used will include:

- Participant feedback, collected in person at live sessions, through videos and social media, and in 1:1 meetings with staff
- Parent / carer feedback, collected in person before and after live sessions, through feedback forms and social media, and in 1:1 meetings with staff
- Staff observation of participants during sessions, collated in reflective journals, registers, and photo / video formats
- Case studies developed from in depth conversations and reflections with participants
- Feedback from partner and stakeholder reviews, and focus groups, allowing peer reflections on Prism Arts development and for two-way knowledge sharing
- Digital and accessible data collation using a video survey and film to record responses alongside conversations and written evidence
- Research partnership with University of Cumbria around participation and progression



EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 24 OCTOBER 2022

EX.139/22 CHARITABLE AND OTHER BEQUESTS – LOCAL DISTRESS FUND; PARKER BEQUEST; AND THE DISTRICT NURSING AMENITY FUND

(Non Key Decision)

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

Portfolio Communities, Health and Wellbeing

Relevant Scrutiny Panel People Panel

Subject Matter

The Communities, Health and Wellbeing Portfolio Holder submitted proposals to use Carlisle City Council's available charitable and other bequests monies to support three urgent needs across the communities of Carlisle District: Carlisle Food Bank; Prism Arts; and North Cumbria Integrated Care NHS Foundation Trust.

The Council held a number of bequests for use by the Council:

- Local Distress Fund (225500) – established in 1914 to aid the relief of distress in the City and immediate district i.e. the prevention or relief of poverty. The available balance was: £10,055.29

- Parker Bequest (225394) – established in 1954 to benefit disabled children and other young residents of the city in ways not normally covered by the Health Service. The available balance was: £1,356.28

- District Nursing Amenity Fund (225395) – established to provide amenities for nurse's homes and retirement allowances to nurses. The available balance was: £7,231.12

Funds can be spent so long as the spending was consistent with the governing document and the money was spent on the charity's purpose. If closing any of the funds, there was also the option of donating the remaining money to other charities with similar purpose. A charity closure form would need to be completed to remove a charity from the register but only after the funds had been spent.

The Communities, Health and Wellbeing Portfolio Holder moved the following amended recommendations:

- to consider and approve the proposed use of the available monies, as detailed in Section 2 of Report CS.32/22.
- delegate detailed decision making to the Deputy Chief Executive to take final decisions about fund allocations to the Integrated Care NHS Foundation Trust;
- that Council be recommended to release the funds under the terms set out when the bequest was given.

The Culture, Heritage and Leisure Portfolio Holder seconded the amended recommendations.

Summary of options rejected Not to allocate the bequests to the chosen charities

DECISION

That the Executive:

- considered and approved the proposed use of the available monies, as detailed in Section 2 of Report CS.32/22.
- delegated detailed decision making to the Deputy Chief Executive to take final decisions about fund allocations to the Integrated Care NHS Foundation Trust;
- recommended to Council the release the funds under the terms set out when the bequest was given.

Reasons for Decision

To release funding into the local community in line with terms set out in bequests.



Carlisle City Council Report to Council

Item
16.

Report details

| | |
|-----------------------------|---|
| Meeting Date: | 8 November 2022 |
| Portfolio: | Cross-cutting |
| Key Decision: | Not applicable |
| Policy and Budget Framework | Not applicable |
| Public / Private | Public |
| Title: | OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY |
| Report of: | Corporate Director of Governance and Regulatory Services |
| Report Number: | GD.65/22 |

Purpose / Summary:

To report on the operation of call-in and urgency since the previous report to Council on 19 July 2022.

Recommendations:

That the position be noted.

Tracking

| | |
|------------|-----------------|
| Executive: | |
| Scrutiny: | |
| Council: | 8 November 2022 |

1. Background

1.1 Rule 15(i) of the Overview and Scrutiny Procedure Rules deals with the procedure in respect of occasions where decisions taken by the Executive are urgent, and where the call-in procedure should not apply. In such instances the Chair of the Council (i.e. the Mayor) or in her absence the Deputy Chair of the Council must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.

The record of the decision and the Decision Notice need to state that the decision is urgent and not subject to call-in. Decisions, which have been taken under the urgency provisions, must be reported to the next available meeting of the Council together with the reasons for urgency.

Furthermore, Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 prescribes that the intention to hold a meeting in private must be published at least 28 clear days prior to that meeting.

Where the date by which a meeting must be held makes compliance with the regulation impracticable, the Chair of the relevant Scrutiny Panel or the Chairman of the Council may agree that the meeting is urgent and cannot reasonably be deferred.

2. Operation of the Provisions Relating to Call in and Urgency

2.1 The Executive, at their meeting held on 24 October 2022, considered the following reports:

ED.26/22 – UK Shared Prosperity Fund – Year One Delivery of Investment Plan

CS.32/22 - Charitable and Other Bequests – Local Distress Fund; Parker Bequest; And The District Nursing Amenity Fund

All Members will have received copies of the reports and minutes with the Summons for the Council meeting and will have the opportunity to consider the item at the Council meeting on 8 November 2022.

It was considered that any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matters. The Mayor therefore agreed that the above decisions were urgent and, for the reasons set out above, that the call-in process should not be applied to the decisions.

3. Conclusion and reasons for recommendations

3.1 That the position be noted.

Contact details:

Contact Officer: Rachel Plant

Ext: 7039

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:

- Carlisle City Council's Constitution
<https://www.carlisle.gov.uk/Council/Council-and-Democracy/Constitution>
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Corporate Implications:

Legal - Report is by the Corporate Director of Governance and Regulatory Services and legal comments are included.

Property Services – Not applicable

Finance – Not applicable

Equality – Not applicable

Information Governance- Not applicable

