

**CARLISLE
CITY COUNCIL**



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ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 8th September 2011

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS.25/11

Summary:

This report provides an overview of matters related to the Environment and Economy O&S Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note and/or comment on the content within the report.
- Note and/or amend the Panel's work programme (Appendix 4).

Contact Officer: Nicola Edwards

Ext: 7122

1. Forward Plan Items

The Forward Plan of the Executive covering the period 1st September – 31st December 2011 was published on 18th August 2011.

The following items fall within the remit of this Panel and full details are provided at Appendix 1:

KD.022/11 Botchergate Conservation Area Appraisal - This report is available to be considered on 20th October 2011

KD.015/11 Parking Connect – decision is to be taken at the Executive on 26th September and report is available for Panel on 20th October. Update report is to be provided at this meeting of the panel.

KD.019/11 Highways Claimed Rights - decision is to be taken at the Executive on 26th September and report is available for Panel on 20th October.

KD.026/11 Denton Holme to Castleway Cycleway – construction of final section - decision is to be taken at the Executive on 26th September and report is available for Panel on 20th October.

KD.027/11 Sustainable Energy Project at Civic Centre, Carlisle - decision is to be taken at the Executive on 26th September and report is available for Panel on 20th October.

KD024.11 Budget Process 2012-13 – available to be considered at Panel on 1st December 2011.

2. References from the Executive

The following references have been received from the Executive and full details can be found at Appendix 2.

- EX.086/11 – Cumbria Strategic Waste Partnership's Enhanced Partnership Working Project –
- EX.087/11 – Sustainable Energy Projects
- EX.092/11 – Development of Carlisle's Visitor Economy – Project Initiation and Update

3. Enterprise Centre Task and Finish Group

The Task Group held their initial meeting to scope the review on 22nd July 2011. The scoping document which includes the Terms of Reference are attached at Appendix 3. Panel Members are requested to formally endorse the agreed Terms of Reference for this review.

Arrangements have been made for the Task Group to have a site visit to the Enterprise Centre on 15th September 2011.

4. Work Programme

The current work programme is reproduced in Appendix 4 for consideration and/or amendment.

Scrutiny Review Scoping Document

Title of Review	Review of Carlisle Enterprise Centre
Outline reasons and purpose of Review	<p>To determine the efficiency, effectiveness and value for money of the current provision of managed workspace and allied services at the City Council owned Enterprise Centre.</p> <p>To produce a report setting out the findings against the prescribed evaluation criteria including detailed financial analysis, implication on staffing, implications for asset management, and overall contribution to the ongoing City Council Transformation Plan.</p>
Scrutiny Panel(s)	Environment & Economy O&S Panel
Task Group Members	<p>Cllr B Craig (Lead Member)</p> <p>Cllr N Farmer</p> <p>Cllr C Rutherford</p> <p>Cllr T Vasey</p>
Consideration of Co-optees	None
Link to Corporate Plan	Links to Key Action 9 – Review the role of the Carlisle Enterprise Centre and work with key partners to provide start up and Small Medium Enterprise business space and support.
Terms of Reference	<p>To review the current provision of managed workspace and allied activities at the Enterprise Centre against the criteria of:</p> <p>Rationale – why do we provide the service</p> <p>Efficiency – outputs and cost</p> <p>Economy – benchmarking</p> <p>Effectiveness – Achievement of objectives and customer satisfaction</p> <p>Impact – Effect on strategic objectives and wider community</p>
Expected outcomes	To put forward for consideration options for future

	provision of managed and business start up workspace in Carlisle, and the role of the City Council going forward.
Timescale for Review (including indicative milestones)	Draft report to E&E Scrutiny Panel – 1 st December 2011
Research required	<ul style="list-style-type: none"> • Number of units • Sizes/capacity of Units • 5 year movement details • Payment details • Running costs • Facilities available • Staffing • Copy of agreement/contract with occupant • Benchmarking
Possible witnesses (for written or oral evidence)	Enterprise Centre Manager Enterprise Centre Business Representatives Portfolio Holder – Economic Development
Possible sources of information	See research required above
Budget Information	The Task Group have requested budget information regarding the Enterprise Centre.
Risk Issues	There is a risk that the review will give cause for concern by those businesses within the Centre.
Potential Site Visits	Site visit to Enterprise Centre to be arranged for early September 2011
Support Officers and role	Nicola Edwards, Scrutiny Officer Kerry Martin, Economic Development Officer Chris Pearson, Economic Development Manager
What will not be included	
Publicity Requirements	None at present time

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 26 August 2011



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		23 Jun 11	28 Jul 11	08 Sep 11	20 Oct 11	01 Dec 11	19 Jan 12	23 Feb 12	05 Apr 12
THIS MEETING 8th September 2011														
Parking Connect Cllr Bloxham Angela Culleton		✓				Update on response from County Council			✓					
City Centre Partnership Cllr Bowman Darren Crossley				✓		Provide the Panel with an update on the changes to the Partnership	✓		✓		✓			
Radio One Big Weekend						A presentation showing the economic impact of the event			✓					
Performance Monitoring Reports Cllr Ellis/Bloxham/Bowman Steven O'Keefe	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
Claimed Rights Cllr Bloxham Angela Culleton		✓				To hold workshop to consider options for future of Claimed Rights in Carlisle			W/Shop 8/9/11					

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 26 August 2011



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		23 Jun 11	28 Jul 11	08 Sep 11	20 Oct 11	01 Dec 11	19 Jan 12	23 Feb 12	05 Apr 12
TASK AND FINISH GROUPS														
Enterprise Centre			✓			Scoping Review and Evidence Gathering			✓					
Area Working			✓			To monitor Task Group Recommendations	✓						✓	
Car Parking Cllr Bloxham			✓			Update on implementation of Task Group Recommendations				✓				
FUTURE MEETINGS														
Sustainable Energy Strategy		✓				Awaiting feasibility study for sustainable energy projects		✓						
Core Strategy		✓				To consider issues and options paper as part of consultation		✓						
Cumbria Waste - Enhanced working		✓				To consider conclusions of Stage 1 of CSWP Project		✓			Workshop TBC			

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 26 August 2011



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		23 Jun 11	28 Jul 11	08 Sep 11	20 Oct 11	01 Dec 11	19 Jan 12	23 Feb 12	05 Apr 12
Transformation Programme of Carlisle City Council Cllrs Bloxham/Bowman Angela Culleton/Jane Meek		✓				Monitoring of Transformation of Directorates under the remit of the Panel				✓				
Economy of Carlisle Cllr Bowman Jane Meek				✓		Special session to be arranged to invite stakeholders			Special Sept/Oct					
Control of Seagulls Cllr Bloxham Angela Culleton			✓			12 month update							✓	
Budget Cllrs Mallinson /Bloxham/Bowman Peter Mason/Darren Crossley		✓	✓			To consider budget proposals for 2011/12				✓				
Waste Services Cllr Bloxham Angela Culleton			✓	✓	✓	Annual update								✓

ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 26 August 2011



Issue Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/ External Agency	Monitoring		23 Jun 11	28 Jul 11	08 Sep 11	20 Oct 11	01 Dec 11	19 Jan 12	23 Feb 12	05 Apr 12
Scrutiny Annual Report			✓		✓	Draft report for comment before Chairs Group								✓
Environmental Performance of the Council Cllr Bloxham Arup Majhi			✓		✓	Regular monitoring of performance, including progress updates on Climate Change Strategy, Carbon Trust and Green Travel Plan.					✓			
						Area Working recommendation re monitoring of complaints etc								✓

FORWARD PLAN
Index of Active Executive Key Decisions relevant to:
Environment and Economy Overview and Scrutiny Panel

Key Decision Ref Nos:	Subject:	Date of Executive Meeting
KD.015/11	Parking Connect - Options for Parking Enforcement in Carlisle and potentially Cumbria	26 September 2011
KD.019/11	Highways Claimed Rights	26 September 2011
KD.022/11	Botchergate Conservation Area Appraisal	26 September 2011 31 October 2011
KD.024/11	Budget Process 2012-13	21 November 2011 (a), (b), (c), (d), (e), (f) and (g) on 21 November 2011 (h) on 12 December 2011 (i), (j), (k), and (l) on 19 December 2011 (m), (n), (o) (p) and (q) on 16 January 2012
KD.026/11	Denton Holme to Castleway Cycleway - construction of final section	26 September 2011
KD.027/11	Sustainable Energy Project at Civic Centre, Carlisle	26 September 2011

FORWARD PLAN

Active Executive Key Decisions relevant to: Environment and Economy Overview and Scrutiny Panel

Ref: KD.015/11

Portfolio Area Environment and Housing

Subject Parking Connect - Options for Parking Enforcement in Carlisle and potentially Cumbria

Key Decisions:

To decide how parking should be carried out in Carlisle and potentially Cumbria

To be considered initially by Executive:

Decision to be taken at Executive on: 26 September 2011

Responsible or Lead Overview and Scrutiny Panel:

Environment and Economy Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Will be available to be considered by the Environment and Economy Overview and Scrutiny Panel on 20 October 2011

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available:

The Assistant Director (Local Environment) report will be available five working days before the meeting

Further Information From:

Assistant Director (Local Environment), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.019/11

Portfolio Area Environment and Housing

Subject Highways Claimed Rights

Key Decisions:

To continue to claim the right to provide Highways Services or not

To be considered initially by Executive:

Decision to be taken at Executive on: 26 September 2011

Responsible or Lead Overview and Scrutiny Panel:

Environment and Economy Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Will be available for consideration by the Environment and Economy Overview and Scrutiny Panel on 20 October 2011

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available:

The Assistant Director (Local Environment) report will be available five working days before the meeting

Further Information From:

Assistant Director (Local Environment), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.022/11

Portfolio Area Environment and Housing

Subject Botchergate Conservation Area Appraisal

Key Decisions:

To refer the draft Botchergate Conservation Area Appraisal to Council for adoption as part of the Local Development Framework

To be considered initially by Executive: 26 September 2011

Decision to be taken at Executive on: 31 October 2011

Responsible or Lead Overview and Scrutiny Panel:

Environment and Economy Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget Framework matter which will be available for consideration on 20 October 2011 by Environment and Economy Overview and Scrutiny Panel.

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available:

The Assistant Director (Economic Development) report will be available five working days before the meeting

Further Information From:

Assistant Director (Economic Development), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Subject Budget Process 2012-13

Key Decisions:

To consider strategic financial issues arising from the budget setting process:

- (a) Budget Update - Revenue Estimates
- (b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement)
- (c) New Revenue Spending Proposals
- (d) New Savings Proposals
- (e) New Capital Spending Proposals and Provisional Capital Programme
- (f) Repair and Maintenance
- (g) Treasury Management and Prudential Borrowing Implications
- (h) Consideration of Overview and Scrutiny Consultation feedback
- (i) Draft Revenue Support Grant Settlement (if available)
- (j) Summary Overall Revenue and Capital Position
- (k) Draft Treasury Management and Investment Strategy including MRP Strategy
- (l) Executive Draft Budget Proposals for consultation
- (m) Final Revenue Support Grant and Final Revenue Budget Summary
- (n) Provisional Capital Programme
- (o) Treasury Management and Investment Strategy including MRP Strategy
- (p) Consideration of Final Budget Consultation
- (q) Executive's Final Budget Proposals

To be considered initially by Executive: 21 November 2011

Decision to be taken at Executive on: (a), (b), (c), (d), (e), (f) and (g) on 21 November 2011
(h) on 12 December 2011
(i), (j), (k), and (l) on 19 December 2011
(m), (n), (o) (p) and (q) on 16 January 2012

Responsible or Lead Overview and Scrutiny Panel:

Resources Overview and Scrutiny Panel for all budget issues except the detailed service estimates. Community and Environment and Economy Overview and Scrutiny Panels for New Spending Proposals, Savings and Charges pertaining to their individual areas of responsibility.

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget matters which will be available as follows:

- (a), (b), (c), (d), (e), (f) and (g) - Community Overview and Scrutiny Panel on 24 November 2011, Environment and Economy Overview and Scrutiny Panel on 1 December 2011 and Resources Overview and Scrutiny Panel on 6 December 2011
- (i), (j) and (k) Resources Overview and Scrutiny Panel on 5 January 2012

Consultees: Overview and Scrutiny Panels, Business Community, Trade Unions, Citizens and Staff

Date for Consultees' comments: Consultation Period 19 December 2011 to 16 January 2012

Relevant reports/background papers which are available:

The Assistant Director (Resources) report will be available five working days before the meeting

Further Information From:

Assistant Director (Resources), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.026/11

Portfolio Area Environment and Housing

Subject Denton Holme to Castleway Cycleway - construction of final section

Key Decisions:

To seek approval to waive standing orders to facilitate construction of a cycleway link

To be considered initially by Executive:

Decision to be taken at Executive on: 26 September 2011

Responsible or Lead Overview and Scrutiny Panel:

Environment and Economy Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Will be available for consideration by the Environment and Economy Overview and Scrutiny Panel on 20 October 2011

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available:

The Assistant Director (Local Environment) report will be available five working days before the meeting

Further Information From:

Assistant Director (Local Environment), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.027/11

Portfolio Area Environment and Housing

Subject Sustainable Energy Project at Civic Centre, Carlisle

Key Decisions:

Release of funding in excess of £70,000 for the Sustainable Energy Project at the Civic Centre, Carlisle.

To be considered initially by Executive:

Decision to be taken at Executive on: 26 September 2011

Responsible or Lead Overview and Scrutiny Panel:

Environment and Economy Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Will be available for consideration by the Environment and Economy Overview and Scrutiny Panel on 20 October 2011

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available:

The Assistant Director (Local Environment) report will be available five working days before the meeting

Further Information From:

Assistant Director (Local Environment), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 26 JULY 2011

EX.086/11 CUMBRIA STRATEGIC WASTE PARTNERSHIP'S 'ENHANCED PARTNERSHIP WORKING PROJECT' – CONCLUSIONS OF STAGE 1
(Key Decision)

(With the consent of the Chairman, and in accordance with Rule 15 of the Access to Information Procedure Rules, this item was included on the Agenda as a Key Decision, although not programmed within the Forward Plan for consideration at this meeting)

Portfolio Environment and Housing

Subject Matter

The Assistant Director (Local Environment) submitted report LE.13/11 concerning the Cumbria Strategic Waste Partnership's 'Enhanced Partnership Working Project'.

The Assistant Director (Local Environment) outlined the background to the matter, reminding Members that they had on 14 March 2011 approved the Council's participation in the project as detailed in Report LE.02/11. She added that Stage 1 of the Project had produced the following:

- (i) Project Plan (including Risk Register and Communications Strategy);
- (ii) Vision Statement: 'Working in partnership with our communities we will provide the residents of Cumbria with reliable, environmentally friendly services that deliver value for money';
- (iii) Project elements: In effect these represented the substance of the EPW project and were the result of the original CIEP funded project and the 'one to one' meetings recently conducted between the EPW Project Manager and the Leader of the Council, Environment Portfolio holder, Chairman of Environment and Economy Overview & Scrutiny Panel and senior officers of the Council. The individual project elements would be appraised in Stage 2 of the EPW project and were listed in Appendix 2;
- (iv) Memorandum of Understanding (MoU): A MoU for Stage 2 of the EPW project had been produced and circulated to each of the participating authorities for their respective Chief Executives to sign. The MoU was attached as Appendix 3 and included the following elements:

- provided a link back to the CSWP;
- defined the parties involved;
- outlined the partnering ethos;
- detailed the vision;
- summarised the governance, reporting and communication requirements.

The Assistant Director (Local Environment) further reported that Stage 2 of the Project would appraise and evaluate the project elements listed in Appendix 2 to her report against 4 key criteria, and that the conclusions of that work would be reported to a future meeting of the Executive.

The Environment and Housing Portfolio Holder highlighted the interesting nature of the Enhanced Partnership Working Project so far, commenting that a meeting would take place next week to discuss Stage 2. He added that Cumbria County Council and the District Councils were looking at how this area of work could be undertaken more favourably to benefit the community as a whole. The attendance of Overview and Scrutiny Chairmen from Barrow Borough Council and the City Council at the EWP Project Board had been particularly helpful in terms of progressing the matter through Council procedures. In conclusion, the Portfolio Holder moved the recommendations as detailed in the Assistant Director's report.

Summary of options rejected None

DECISION

(1) That the Executive received the conclusions of Stage 1 of the Cumbria Strategic Waste Partnership's Enhanced Partnership Working Project, as detailed in Report LE.13/11.

(2) That the conclusions of Stage 2 of the Cumbria Strategic Waste Partnership's Enhanced Partnership Working Project be reported to a future meeting of the Executive.

Reasons for Decision

To ensure that the Council was properly appraised of the progress of a project which would have a major impact on the future development of municipal waste management in Cumbria

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 26 JULY 2011

EX.087/11 SUSTAINABLE ENERGY PROJECTS
(Key Decision)

(With the consent of the Chairman, and in accordance with Rule 15 of the Access to Information Procedure Rules, this item was included on the Agenda as a Key Decision, although not programmed within the Forward Plan for consideration at this meeting)

Portfolio Environment and Housing

Subject Matter

The Assistant Director (Local Environment) submitted report LE.12/11 informing Members that opportunities had arisen, for a limited time, which may assist the City Council in the achievement of some of its objectives in relation to climate change, energy conservation and 'invest to save' projects. She explained that the main driver for those opportunities was the Government's Feed-in Tariff Scheme and the Renewable Heat Incentive, which was an incentive scheme to encourage property owners to invest in renewable energy and micro-generation projects.

The feed in tariff was available for solar photovoltaic, hydro power and wind power schemes. The renewable heat incentive scheme applied to biomass and solar thermal projects. The tariff was guaranteed for 25 years once a project had been accepted. It should be noted, however, that once the quota for renewable energy production had been reached it was likely that the scheme would be stopped or the tariff reduced. The current micro-generation scheme would run until April 2012 and therefore prompt action was advisable, particularly for solar photo voltaic projects.

The Assistant Director (Local Environment) added that the Council's Asset Review would identify assets where income had stagnated and seek to re-invest in more productive schemes. The liquidation of those assets would provide a funding opportunity for the renewable energy projects.

The Community Engagement Portfolio Holder welcomed submission of the report. Officers had undertaken a great deal of work in connection with the Holme Head Bay hydroelectric project and she could see real benefits for the local community. The Portfolio Holder added that the projected financial return of 8% or higher was very encouraging and would provide real stability.

The Environment and Housing Portfolio Holder concurred with the Assistant Director, indicating that the sustainable energy projects could make a real difference to

communities and areas of the Council's work. He further commented upon the exciting nature and potentially superb financial returns from the Holme Head Bay hydroelectric project, and looked forward to the feasibility study coming forward. Accordingly, the Portfolio Holder moved the recommendations set out in the report.

Summary of options rejected None

DECISION

(1) That the Executive approved funding for initial feasibility reports on solar photovoltaic (PV) installations for 18 Nr of the Council's properties at a cost of £2,500.

(2) On completion of the feasibility studies, PV installation projects, expected to give a financial return of 8% or higher, would be selected up to a maximum value of £500,000. A further report with recommendations including costs and benefits would be brought back to the Executive for further consideration and determination of the way forward. The funding to be found from the Asset Review.

(3) The Executive approved the Council's involvement as a partner with Denton Holme Green Group to assist in development in the Holme Head Bay hydroelectric project and to investigate the feasibility of the project.

(4) On completion of the investigation, subject to there being an acceptable level of return to the authority, a further report with recommendations including costs and benefits be brought back to the Executive for further consideration and determination of the way forward. The funding to be found from the Asset Review.

(5) That the Assistant Director (Local Environment) be requested to investigate the feasibility of biomass heating at Longtown Community Centre.

Reasons for Decision

To take advantage of the feed in tariff for micro-generation as an invest-to-save project;
To assist in meeting the Council's target for carbon emissions reduction (15% reduction on 2008 consumption by 2013);

To contribute towards action on climate change; and

To help building users reduce on-site electricity consumption and energy costs

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 26 JULY 2011

**EX.092/11 REFERENCE FROM THE ENVIRONMENT AND ECONOMY OVERVIEW
AND SCRUTINY PANEL – DEVELOPMENT OF CARLISLE’S VISITOR
ECONOMY – PROJECT INITIATION AND UPDATE**
(Non Key Decision)

Portfolio Economic Development

Subject Matter

Pursuant to Minute EEOSP.40/11, consideration was given to a reference from the Environment and Economy Overview and Scrutiny Panel following their consideration of a report by the Strategic Director (SD.04/11) providing an update on the proposals to bring together the Carlisle Tourism Partnership and the City Centre Partnership to form a new 'not for profit' company limited by guarantee. The Panel had resolved:

- "1) In order that the Panel could monitor progress and timescales update reports would be presented at the Panel meetings on 8 September 2011 and 1 December 2011.
- 2) That consideration be given by the Executive to cross-party representation when the Board was set up."

A copy of the Minute Excerpt had been circulated.

In response, the Economic Development Portfolio Holder thanked the Environment and Economy Overview and Scrutiny Panel for their consideration of the matter and their support.

Summary of options rejected None

DECISION

That the Executive had considered the reference from the Environment and Economy Overview and Scrutiny Panel and thanked the Panel for their support.

Reasons for Decision

To respond to a reference from the Environment and Economy Overview and Scrutiny Panel