



# **ENVIRONMENT & ECONOMY OVERVIEW AND SCRUTINY PANEL**

## ***Panel Report***

### **Public**

**Date of Meeting:** 2<sup>nd</sup> August 2012

**Title:** Overview Report and Work Programme

**Report of:** Overview and Scrutiny Officer

**Report reference:** OS 21/12

### **Summary:**

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

### **Recommendations:**

Members are asked to:

- Decide whether the items on the Leader's Forward Plan should be included in the Panel's Work Programme for consideration. (para 1 & Appendix 1)
- 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 1<sup>st</sup> August – 30<sup>th</sup> November 2012 was published on 18<sup>th</sup> July 2012. The following issues contained in this Forward Plan that fall into the remit of this Panel are as follows and full details can be found at **Appendix 1**:

**KD.025/12 Local Environment Enforcement Policy** – this item is to be considered by the Executive on 6<sup>th</sup> August 2012. Details of the draft policy are detailed within the Clean up Carlisle report and the Panels comments will be forwarded to this Executive meeting.

**KD.026/12 Public Realm Works (as referred to in Sainsbury Section 106-687 document)** – the Executive are to consider this report at their meeting on 3<sup>rd</sup> September 2012. The decision is to agree the release of funds and include the project in the Capital Programme.

## 2. References from the Executive

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

- **EX.073/12 Botchergate Conservation Area Appraisal**
- **EX.076/12 Events Guidance Document 2012-2017**

## 3. Scrutiny Chairs Group

The first meeting of the Scrutiny Chairs Group was held on 3<sup>rd</sup> July 2012. The notes of this meeting are attached at **Appendix 3** for information.

## 4. Tourist Information Centre Task and Finish Group

The Panel agreed to set up a Task and Finish Group to look at the future of Tourist Information Centres. An email was circulated to Panel Members and Substitutes to request volunteers to be involved in this work. Cllrs Bainbridge, Bowditch, Franklin and Nedved all volunteered and arrangements have been made for the Task Group to hold their initial meeting and scope the review. If available this will be tabled at the meeting for Panel Members to formally approve the Terms of Reference.

## 5. Carlisle Business Improvement District (BID)

The ballot will now take place between 26<sup>th</sup> July and 23<sup>rd</sup> August 2012 with the result to be announced on 24<sup>th</sup> August. An update will be provided to the Panel at the next meeting on 13<sup>th</sup> September. Members can view the final version of the BIS Business Plan on the Carlisle BID Website [www.carlislebid.co.uk](http://www.carlislebid.co.uk).

## 6. Work Programme

Members of the Panel held a session on the rise of their meeting on 21<sup>st</sup> June to consider the work programme for the current Civic Year. The following items were discussed and consideration was given to placing these on the Work Programme:

- **Small Scale Grants Project for Councillors** – this has been referred to Resources O&S Panel as the issues falls within their remit.
- **Economic Partnership Report** – the draft Potential of Carlisle report will be made available for comments from this Panel.
- **Tourist Information Centre** Task Group set up (see above)
- **Transformation of Local Environment and Economic Development**
- **Implementation of new Local Environment database**
- **Use of Green Infrastructure** – discussed by Members but no definite outcome on how the Panel wish to look at this further.

The Panel's work programme has been amended accordingly and can be found at **Appendix 4**.

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

---

<b>Key Decision Ref Nos:</b>	<b>Subject:</b>	<b>Date of Executive Meeting</b>
KD.013/12	Air Quality Action Plan 2012	2 July 2012
KD.017/12	Botchergate Conservation Area Appraisal (EX.066/12 on 1 June 2012)	1 June 2012 2 July 2012
KD.020/12	North West Coast Connections Project - Consultation on Strategic Options	2 July 2012
KD.025/12	Local Environment Enforcement Policy	6 August 2012

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

---

**Ref:** KD.013/12                      **Portfolio Area:** Environment and Housing

**Policy and Budget Framework Matter:**      No

**Subject** Air Quality Action Plan 2012

**Key Decisions:** To approve the Air Quality Action Plan which considers actions for reducing transport pollution in the Council's six Air Quality Management Areas

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:** Defra Statutory consultees will be consulted with a minimum 8 week period

**Date for Consultees' comments:**

**Relevant reports/background papers which are available**

Air Quality Action Plan 2012

The Director of Local Environment's report will be available five working days before the meeting

**Further Information From:**

Director of Local Environment, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

---

**Ref:** KD.017/12

**Portfolio Area:** Economic Development

**Policy and Budget Framework Matter:** Yes

**Subject** Botchergate Conservation Area Appraisal (EX.066/12 on 1 June 2012)

**Key Decisions:** To approve changes to the Botchergate Conservation Area and its appraisal

**To be considered initially by Executive:** 1 June 2012

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:** Consultation has taken place and responses are contained within the report

**Date for Consultees' comments:**

**Relevant reports/background papers which are available**

Report ED.22/12 - Botchergate Conservation Area Appraisal (at Executive 1 June 2012)  
The Director of Economic Development's report will be available five working days before the meeting

**Further Information From:**

Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

---

**Ref:** KD.020/12

**Portfolio Area:** Economy and Enterprise

**Policy and Budget Framework Matter:** No

**Subject** North West Coast Connections Project - Consultation on Strategic Options

**Key Decisions:** To respond to the consultation by the National Grid

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 2 July 2012

**Consultees:** City Council response to consultation required by 19 July 2012

**Date for Consultees' comments:**

**Relevant reports/background papers which are available**

The Director of Economic Development's report will be available five working days before the meeting

**Further Information From:**

Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

---

**Ref:** KD.025/12

**Portfolio Area:** Environment and Transport

**Policy and Budget Framework Matter:** No

**Subject** Local Environment Enforcement Policy

**Key Decisions:** To agree the Enforcement Policy that will provide enforcement options available to the City Council to address Enviro Crime affecting our local neighbourhoods. Enviro Crime includes offences such as littering, fly tipping, graffiti, fly posting and dog fouling. The policy will provide a range of proportionate sanctions to apply as appropriate.

**To be considered initially by Executive:**

**Decision to be taken at Executive on:** 6 August 2012

**Consultees:**

**Date for Consultees' comments:**

**Relevant reports/background papers which are available**

The Director of Local Environment's report will be available five working days before the meeting

**Further Information From:**

Director of Local Environment, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

---

**EXCERPT FROM THE MINUTES OF THE  
EXECUTIVE  
HELD ON 2 JULY 2012**

**EX.073/12     \*\*BOTCHERGATE CONSERVATION AREA APPRAISAL**  
(Key Decision – KD.017/12)

(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 and Enterprise

**Relevant Overview and Scrutiny Panel**     Environment and Economy

**Subject Matter**

Pursuant to Minute EX.066/12, it was with pleasure that the Economy and Enterprise Portfolio Holder presented report ED.25/12 concerning the Botchergate Conservation Area Appraisal, which set out a clear vision and expectation for the area.

The Economy and Enterprise Portfolio Holder reminded Members that a ‘design workshop’ event had taken place at Greystone Community Centre on 20 January 2012. Attendees had been very interested in ensuring that improvements were made to the Botchergate area, and a good range of comments had been received as part of the consultation exercise, including a will to redress years of decline in the area.

The Executive had, on 1 June 2012, resolved that Report ED.22/12 be made available for consideration by the Environment and Economy Overview and Scrutiny Panel on 21 June 2012. As the Panel had already considered the draft document in depth, a small Task Group comprising the Chairman of the Panel, Councillors Bowditch and Nedved, had met on 13 June 2012 to consider the responses to the consultation. Those Members then presented a short report to the Panel for approval, which informed this response to the Executive.

A copy of Minute Excerpt EEOSP.37/12 had been circulated.

The Economy and Enterprise Portfolio Holder thanked the Task Group for what was a very good piece of work. He further paid tribute to the work undertaken by staff to improve cleanliness, which work would be ongoing and make a real difference to Botchergate. If the City Council was to improve the environment in terms of public realm, it was important that businesses also took responsibility for improvements to their own properties and he hoped that local people would come on board. He added that highways formed part of the longer term ambitions, which aspect fell within the remit of the County Council.



The Economy and Enterprise Portfolio Holder stated that the Executive considered the Appraisal to be an active document, including the development of an Action Plan. He looked forward to working with Overview and Scrutiny in that regard.

Following consultation, it was proposed that the boundary of the Conservation Area be modified as detailed at section 1.5 of the report.

The Chairman of the Environment and Economy Overview and Scrutiny Panel indicated that Members had welcomed the opportunity to look at the results of the consultation exercise. The meeting of the Task Group had proved to be extremely positive. Whilst mindful of the current economic climate, Members had raised a number of points for referral to the Executive:

- Historical buildings outside of the boundary being taken into consideration
- Concerns about the City Council's capacity to undertake enforcement action on breaches of planning control or the neglect of Listed Buildings
- Members would like to see positive action within the action plan, which would be produced should the document be adopted by the Council, to address the issue of signage and hoardings to the impromptu car park opposite Tait Street junction
- The area could be substantially enhanced with improved streetscape
- Members noted that instances of poor design made the area look inconsistent and shabby and small enhancements would improve the area
- Members agreed that the consultation period was robust and following scrutiny of the responses to the consultation, agreed with the changes included in the revised document to address any views or concerns.

In response, the Economy and Enterprise Portfolio Holder welcomed the comments expressed by the Scrutiny Panel and looked forward to the Action Plan being considered by the Panel. He then recommended that the revised Botchergate Conservation Area Appraisal and Management Plan be referred to Council for adoption on 17 July 2012, which was duly seconded by the Leader.

**Summary of options rejected**      None

## **DECISION**

That the Executive had considered the revised Botchergate Conservation Area Appraisal and Management Plan, as appended to Report ED.25/12, and recommended the paper to Council on 17 July 2012 for adoption.

## **Reasons for Decision**

To ensure that the Conservation Area boundary and appraisal was up-to-date for use by those interested in future proposals for Botchergate.

**EXCERPT FROM THE MINUTES OF THE  
EXECUTIVE  
HELD ON 2 JULY 2012**

**EX.076/12      EVENTS GUIDANCE DOCUMENT 2012 – 2017**

(Key Decision – KD.011/12)

**Portfolio**      Environment and Transport

**Relevant Overview and Scrutiny Panel**      Environment and Economy

**Subject Matter**

Pursuant to Minute EX.064/12, the Environment and Transport Portfolio Holder presented report LE.17/12 concerning the Events Guidance Document 2012 -2017.

The Environment and Transport Portfolio Holder reminded Members that there was a need to review and update the City Council's approach to hosting and running events, the intention being to create clear and consistent guidance in relation to events promoted or supported by the authority and / or permitted on its property. She stressed that the document was not designed to promote events and did not cover the City Centre area.

The Executive had on 1 June 2012 referred the draft Events Guidance Document to the Environment and Economy Overview and Scrutiny Panel for further consideration. The Panel had on 21 June 2012 considered the matter and resolved:

- “1. That Report LE.14/12 be noted.
2. That the Panel were satisfied that the document covered issues such as car parking and costs.
3. That an ongoing assessment of the process would be appreciated by the Panel.”

A copy of Minute Excerpt EEOSP.39/12 had been circulated.

The Environment and Transport Portfolio Holder said that the Panel had questioned the Executive's plans with regard to employment of an Events Manager. Whilst there were no plans to appoint an Events Manager, a group of Officers, who were familiar with the process, were in post and the situation would be monitored over the year.

The Chairman of the Environment and Economy Overview and Scrutiny Panel explained that initially Panel Members had been concerned as to whether sufficient Officer time would be available to assist people with completion of the necessary forms, and that some of the smaller organisations may be put off organising events. Charges for charities and not for profit organisations were also a

concern. However, Members' questions had been answered and the Panel reassured that the Events Guidance Document would facilitate and improve matters. The Chairman added that the Panel would like to be involved as matters progressed.

In conclusion, the Environment and Transport Portfolio Holder recommended that the Events Guidance Document 2012 – 2017 be approved, which was duly seconded by the Culture, Health, Leisure and Young People Portfolio Holder.

**Summary of options rejected**      None

## **DECISION**

That the Events Guidance Document 2012 – 2017 be approved.

## **Reasons for Decision**

To enable the Events Guidance Document 2012 – 2017 to be approved

**SCRUTINY CHAIRS GROUP MEETING****3 July 2012 at 10.00am**

**Attended:** Councillor Mrs Luckley, Chairman of the Community Overview and Scrutiny Panel  
Councillor Mrs Prest, Vice Chairman of the Community Overview and Scrutiny Panel  
Councillor Layden, Chairman of the Environment and Economy Overview and Scrutiny Panel  
Councillor Whalen, Vice Chairman of the Environment and Economy Overview and Scrutiny Panel  
Councillor Watson, Chairman of the Resources Overview and Scrutiny Panel  
Councillor Betton, Vice Chairman of the Resources Overview and Scrutiny Panel  
Nicola Edwards, Scrutiny Officer  
Rachel Rooney, Lead Committee Clerk  
Darren Crossley, Deputy Chief Executive

**08/12 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of the Town Clerk and Chief Executive and the Director of Community Engagement.

**09/12 SCRUTINY CHAIRS GROUP LEAD**

AGREED – That Councillor Whalen would Lead the meetings of the Scrutiny Chairs Group for 2012-13.

**10/12 MINUTES OF PREVIOUS MEETINGS**

AGREED – That the minutes of the Scrutiny Chairs Group held on 1 February 2012 be agreed as a correct record of the meeting.

**11/12 SCRUTINY CHAIRS GROUP – TERMS OF REFERENCE**

AGREED – That the Terms of Reference for the Scrutiny Chairs Group as circulated be agreed.

**12/12 SERVICE STANDARDS 2012/13**

The Policy and Communications Team had submitted a list of the Service Standards by which the Council could compare its performance against other Local Authorities as well as being held to account by its customers. The Service Standards would be agreed on 5 July by JMT and would be published monthly in the Council foyer and on the Council website.

The Deputy Chief Executive advised the Group that the Service Standards were simpler and gave greater transparency for the public. The Group were asked to give consideration to how the standards should be presented to Overview and Scrutiny.

The Group considered how the Standards would be presented to Overview and Scrutiny and expressed their satisfaction that the Performance reports would no longer contain matrices and RAG

ratings but would have clear standards that could be scrutinised and understood by everyone. They noted that each Scrutiny Panel could receive management information on Standards that were relevant to the Panel and would allow them to scrutinise the reasons for the Standards performance in more detail.

The Group felt that the Standards for Overall Satisfaction with Council Services and Staff Satisfaction were extremely important and it was vital to have input from staff on how they saw performance within the authority.

The Group asked for a completed report so they could consider the layout of the report and information provided to ensure the report met the requirements of Overview and Scrutiny.

The Group highlighted the Welfare Reform and asked that the changes to the authority and the impact of the changes to the local community were monitored closely and reported to Scrutiny. They also felt that the monitoring of Partnership Working was vital in the present climate and to assist with the changes Welfare Reform would bring.

AGREED – That a draft Performance Report with the nine new Service Standards be submitted to the Scrutiny Chairs Group for their consideration.

### **13/12 SCRUTINY OF WELFARE REFORM**

The Scrutiny Officer informed the Group that the Revenue and Benefits Service came under the remit of the Resources Panel but it was understood that the impact on the public of the current welfare reform was of interest to the Community Panel. The Shared Services Partnership Manager had given a presentation to both the Resources and Community Panel and there had been some duplication of scrutiny at the time. The Group were asked to consider which Panel should lead on the scrutiny of Welfare Reform and in what format the Scrutiny should take.

The Group agreed that there were many issues arising from the Welfare Reform Bill and there was argument that each of the Panels could take the natural lead dependent on the focus of the scrutiny.

AGREED – That consideration needed to be given to holding a joint meeting of the three Overview and Scrutiny Panels depending on the issues which was to be scrutinised. This should not stop each Panel scrutinising specific issues.

### **14/12 BUDGET SCRUTINY**

Councillor Layden reminded the Group of the successful Budget Workshop which the Resources Overview and Scrutiny Panel had run in 2011. Officers, Executive Members and interested members were all invited to the Workshop. He felt that it would be beneficial to run the workshop again this year as there was a new administration and several new Members on the Council.

AGREED – That a budget Scrutiny Workshop would be held before the start of the 2012/13 budget process.

## **15/12 HOW CAN SCRUTINY BE PRO-ACTIVE**

Councillor Layden felt that Overview and Scrutiny had been reactive to the decisions taken by the Executive and hoped that, under the new administration, scrutiny would become more pro active and assist in the decision making process. He added that there had been some discussion with the Leader of the Council and he was reassured that the Leader was taking the necessary steps to involve Scrutiny at an earlier stage.

A Member highlighted a passage in the Scrutiny Annual report which asked for the Forward Plan to be amended to allow Scrutiny to become more pro active. She also reminded the Group that it had been agreed that the Scrutiny Chairs Group should meet with Executive as soon as possible. Members were keen to reintroduce the meetings between scrutiny chairs and the relevant Portfolio Holders and the Scrutiny Officer agreed that arrangements would be made as soon as possible.

The Scrutiny Officer confirmed that the amendments had been made to the Forward Plan and were in use and that some reports were being considered by Scrutiny before they went to the Executive. She added that Scrutiny Chairman would need to discuss items with the relevant Portfolio Holders to agree which items should be considered by Scrutiny first. It was highlighted that scrutiny should not insist in scrutinising every report that the Executive considers and therefore more consideration needs to be given as to where scrutiny can add value.

The Deputy Chief Executive suggested that the Work Programme for each of the Overview and Scrutiny Panels be considered by SMT to ensure that important items that may be coming up are included in the Work Programmes.

AGREED – That arrangement be made for an initial meeting between each of the Scrutiny Chairs and Vice Chairs and their appropriate Portfolio Holder(s).

## **16/12 ANY OTHER BUSINESS**

There was no other business submitted.

## **17/12 DATE OF NEXT MEETING**

AGREED – That the next meeting of the Scrutiny Chairs Group will take place on 1 November 2012 at 10.00am.

(The meeting ended at 11.00am)

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 23 July 2012



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		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>THIS MEETING 2<sup>nd</sup> August 2012</b>														
<b>Business Improvement District</b> Darren Crossley/Cllr Glover			✓			Update on current position (to be included in Overview Report)		✓	✓					
<b>Cleaning Up Carlisle</b> Angela Culleton/Cllr Martlew						To consider report detailing Cleaning up Carlisle and also to consider the Local Environment Enforcement Policy		✓						
<b>TASK AND FINISH GROUPS</b>														
<b>How will T.I.C look in the future?</b>			✓			To scope review - Cllrs Nedved/Bainbridge/Franklin/Bowditch		✓						
<b>Enterprise Centre</b>			✓			To receive update on position of the Enterprise Centre		✓						

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 23 July 2012



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		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>FUTURE MEETINGS</b>														
<b>Economic Potential of Carlisle</b>				✓		To consider draft Economic Potential of Carlisle report from Carlisle Economic Partnership								
<b>Performance Monitoring Reports</b> Steven O'Keefe	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
<b>Local Plan</b> Cllr Glover/Jane Meek		✓	✓			To consider report detailing the Preferred Options prior to public consultation				✓				
<b>Waste Services</b> Cllr Martlew/Angela Culleton			✓	✓	✓	Current position of Strategic Waste Partnership projects and Governance review Annual update - June 13	✓			✓				
<b>Botchergate Conservation Area Appraisal</b>						To receive action plan once Council agree revised Conservation Area	✓		?					



# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 23 July 2012



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		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>Environmental Performance of the Council</b> Arup Majhi/Cllr Tickner			✓		✓	Annual Monitoring of performance.						✓		
<b>Budget</b> Peter Mason/Darren Crossley/All Portfolio Holders		✓	✓			To consider budget proposals for 2013/14					✓			
<b>Car Parking</b> Angela Culleton/Keith Poole/Cllr Martlew			✓			To receive update of Car Park use and income following implementation of changes				✓				
<b>Scrutiny Annual Report</b>			✓		✓	Draft report for comment before Chairs Group								✓
<b>COMPLETED ITEMS</b>														
<b>Events Policy</b>						To consider new Policy	✓							