

<b>Report to Executive</b>	Agenda Item:  <b>A.4</b>
----------------------------	-----------------------------------

Meeting Date: 8th April 2013  
 Portfolio: Communities and Housing  
 Key Decision:  
 Within Policy and  
 Budget Framework YES  
 Public / Private Public

Title: PARISH CHARTER  
 Report of: The Director of Community Engagement  
 Report Number: CD 25/13

**Purpose / Summary:**

The Parish Charter and its Formal Agreements set out the arrangements for how Parishes and the City Council will work together. The Formal Agreements support the Charter and each cover an area of work. They contain written commitments on what is expected by both the Parishes and the City Council and named officers who are responsible for seeing that the agreements are carried forward.

The Parish Charter and the Agreements have been consulted on with the Parishes. The Executive have approved the Charter and its Working Agreements on 11th March; the Charter has also been to Community Overview and Scrutiny Panel on 28th March. The Charter has also been discussed at a meeting of CPCA on 19th March.

**Recommendations:**

The Executive is asked to note the progress of the Charter and the consultation process. It is also asked to approve the formal press launch of the Parish Charter following the Executive on 8th April.

**Tracking**

Executive:	<b>11<sup>th</sup> March 2013</b>
Overview and Scrutiny:	<b>28<sup>th</sup> March 2013</b>
Council:	

## **1. BACKGROUND INFORMATION**

- 1.1 In 2012, the City Council and the Parishes agreed a draft Charter, which was consulted on. However this document could not be formally agreed and was consequently revised to reflect both the comments from the Parishes and the need for further changes reflecting re-organisation within the City Council.
- 1.2 The revised Charter and its Formal Agreements were agreed at the Joint City Council and Parish meeting on 5th December. They were then sent out for formal consultation which finished on 20th February.
- 1.3 Parishes responded positively and there have been no revisions made to the original agreed draft.
- 1.4 The Planning Agreement, it was agreed, will remain its current form, but will be subject to an ongoing review process, due to the large number of significant changes as a result of both legislation and locally such as the agreement of a Local Plan, which will shortly be going out for consultation.
- 1.6 The final agreed Parish Charter and its Formal Agreements are attached at Appendix 1.
- 1.5 The Executive approved the Charter and its Working Agreements on 11th March 2013. It was also discussed at Community Overview and Scrutiny Panel on 28th March. The Charter has also been discussed at a meeting of CPCA on 19th March.
- 1.6 The Parish Charter is due to be formally launched on 8th April following the Executive meeting.

## **2. CONSULTATION**

- 2.1 Consultation to Date.

Consultation carried out from 5th December 2012 to 20th February 2013.

- 2.2 Consultation proposed.

None

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

- 3.1 The Executive is asked to note the progress of the Charter and the consultation process. It is also asked to approve the formal press launch of the Parish Charter following the Executive on 8th April.

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

- 4.1 The agreement of the Parish Charter will contribute to the Carlisle Plan priority to work more effectively with partners to achieve the City Council's priorities.

**Contact Officer: Keith Gerrard**

**Ext: 7120**

**Appendices None**  
**attached to report:**

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

- **CD 21/13**
- **CD 17/13**

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

**Chief Executive's** - The Charter has been agreed by those officers responsible for each of the areas of work covered by the Formal Agreements in terms of staffing and resources. The Charter will improve the Council's communication and consultation of Parishes on changes to corporate policy.

**Community Engagement** – The Charter will improve and formalise the partnership working between the City Council and the Parishes, enabling key issues to be taken forward.

### **Economic Development –**

**Governance** – The Local Government Act 2000 (Section 2) provides that the Council has the power to do anything which it considers likely to achieve the promotion or improvement of the economic, social or environmental well-being of its area. The power

may be used in relation or for the benefit of the whole or any part of the community or all or any persons present or resident in the Council's area. The power enable the Council to enter into Agreements such as contained in this Report but, in exercising the power, the Council must have regard to its Community Strategy. The Parish Charter is not a legally binding contract but it is one which sets the framework as to how the parties involved will operate.

### **Local Environment –**

**Resources** - The Parish Charter has no direct financial implications for the Council. Where any subsequent collaborative working, external/grant funding arrangements occur as a result of the charter the Council will be required to comply with the Council Constitution, Contracts Procedure Rules, Financial Procedure Rules and related Grant Funding and Partnership Policies.

## **The Carlisle District Parish Charter**

*This Charter supports and informs partnership working between Carlisle City Council (“The District Council”) and Parish Councils and Meetings (“The Parish Councils”). It is recognised in this Charter that both tiers of Local Government are equal partners.*

**Successful partnership working can only be achieved if both Partners understand and respect each other’s roles and work to complement each other. It is recognised in this Charter that both the District and Parish Councils are important partners in representing the communities and groups that they serve.**

*This Charter sets out shared principles and expected behaviours in general terms but these constitute only the broadest of expectations. The Charter is supported by a series of*

*“Formal Agreements” which define specific commitments on services, mutual support and interaction.*

### ***Shared principles***

- We will commit ourselves to working in partnership, bringing together the strengths that each of us have for the good of communities throughout Carlisle District.
- We will respect and promote the role of both the District and Parish Councils.
- We will maintain appropriate and effective channels of communication and consultation between our Councils on new initiatives and in the provision of local services.
- We will recognise the importance of issues and ideas raised at all levels of local government and from within communities themselves.

### ***Shared purpose***

We recognise that the District and Parish Councils share objectives to further the interests of the people of the Carlisle District. This charter and its supporting Formal Agreements aim to provide a clear and mutual understanding of roles and responsibilities. They will build on the good working relationships between us and promote co-operation and partnership within and beyond the statutory frameworks.

### ***Co-operation***

Both the District and Parish Councils recognise that each may have views on proposed changes in service provision, and will make reasonable efforts to consult each other on such proposals.

Both the District and Parish Councils will explore mutually acceptable ways of devolving responsibility for some services or of entering into agency agreements for the delivery of these. Both the District and Parish Councils will have regard to the effect of such arrangements on service delivery locally and elsewhere, and also on the need to provide the best value for money for all the residents of Carlisle District.

### ***Agreed Expectations***

#### **Parish Councils can expect the following from the District Council:**

- Comprehensive and relevant information on issues about which they are asked to form views.
- Realistic time periods for consultation.
- Real and meaningful processes for Parish Council views to be represented and taken into account when decisions which may affect them are to be taken.
- Prompt notification of decisions taken, together with written explanations of decisions at variance from their views, where this is requested.

- The availability of appropriate officers or members to assist them in discussions on significant issues.
- A shared commitment to hosting and attending biannual joint meetings between the District Council's Executive and the Parish Councils.
- A willingness to seek mutually satisfactory solutions in areas of difficulty.
- A willingness to engage Parish Councillors in training and development opportunities provided by the District Council and to explore joint training needs and opportunities.

***The District Council can expect the following from Parish Councils:***

- An appropriate response to the matter being considered, taking into account relevant statutory and policy considerations.
- A considered and timely response during the consultation period.
- Sharing of information on issues of common interest.
- Opportunities for local District Councillors to attend their meetings and to receive minutes, agendas and any other relevant information.
- A shared commitment to hosting and attending biannual joint meetings between the District Council's Executive and the Parish Councils.
- A willingness to seek a mutually satisfactory solution in areas of difficulty.
- A willingness to participate in training and development opportunities provided by the District Council and to explore joint training needs and opportunities.

***Managing the Charter***

This Charter (and any amendments to it) will be approved at the respective Executives of both the District Council and the Carlisle Parish Council Association.

Its effectiveness will be reviewed annually as a standing agenda item at one of the joint meetings of the District Council's Executive and the Parish Councils.

While working to the headings and principles agreed in this document, the Charter will be supported by the adoption of jointly developed Formal Agreements.

These Formal Agreements will make specific commitments from both sides with regard to service delivery, support and interaction. They will be developed in partnership and agreed at one of the joint meetings of the District Council's Executive and the Parish Councils. They will be reviewed at least annually at one of these joint meetings and any subsequent revisions will also be approved at this forum.

Parish Councils may at any time raise any issue in connection with the operation of the Charter with their local District Councillor or with the relevant Director at the District Council.

The District Council may at any time raise any issue in connection with the operation of the Charter with the Chair of Carlisle Parish Council Association; or if the matter relates to an individual Parish Council with the clerk or Chairman of the parish.

**Undertaking**

We the undersigned declare our commitment to the Carlisle District Parish Council Charter and in so doing, embrace the spirit of the agreement and assent to its principles.

Leader, Carlisle City Council

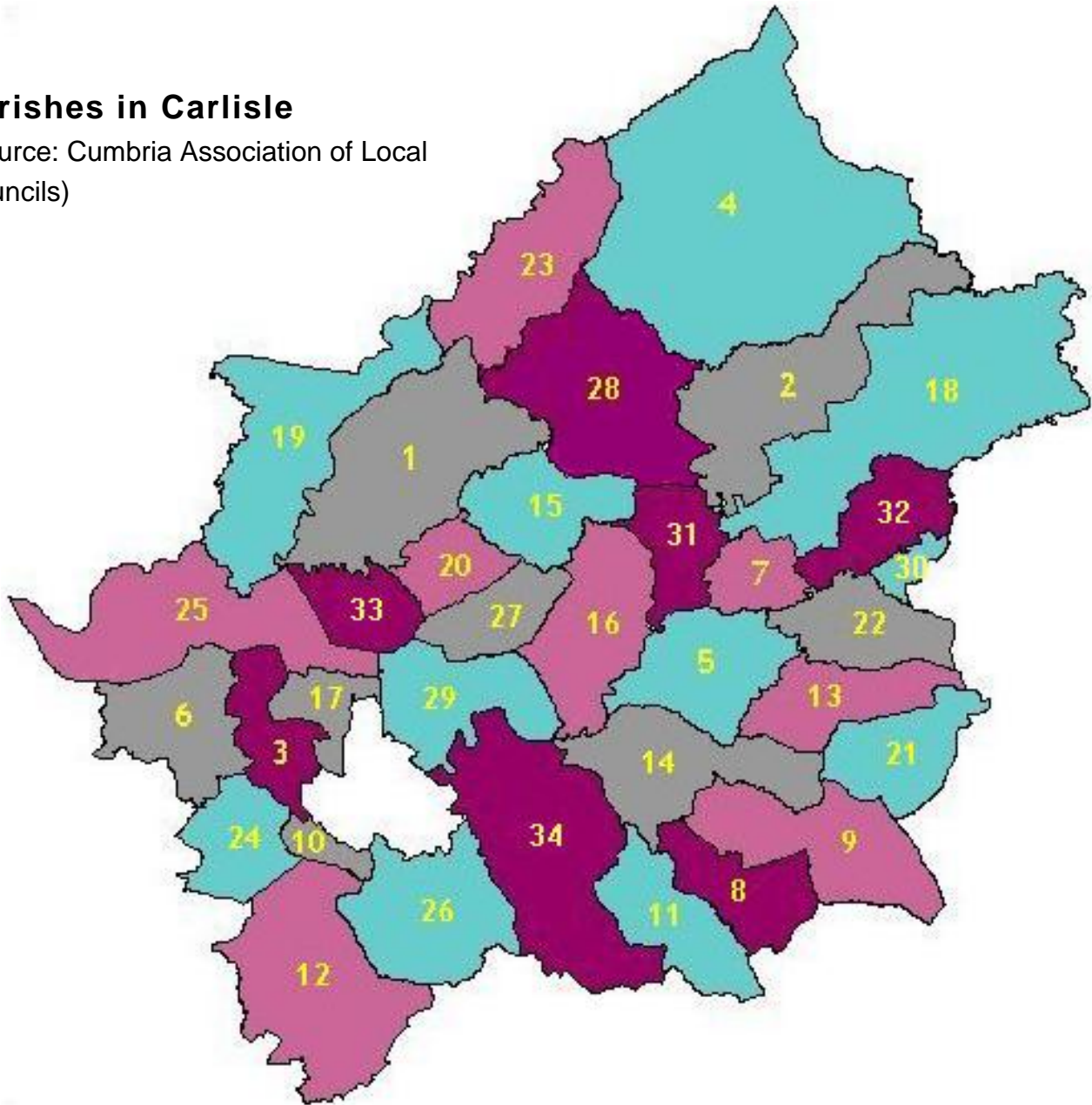
Chairman, Carlisle Parish Councils Association (Note: signing on behalf of CPCA member Parish Councils and Parish Meetings)

Chairman, ..... Parish Council/ Parish Meeting (Note: those non CALC member Parish Councils/ Parish Meetings who want to sign up to the Charter)



## Parishes in Carlisle

(Source: Cumbria Association of Local Councils)



- |                               |                          |
|-------------------------------|--------------------------|
| 01 Arthuret                   | 18 Kingwater             |
| 02 Askerton                   | 19 Kirkandrews-on-Esk    |
| 03 Beaumont                   | 20 Kirklington Middle    |
| 04 Bewcastle                  | 21 Midgeholme            |
| 05 Brampton                   | 22 Nether Denton         |
| 06 Burgh-by-Sands             | 23 Nicholforest          |
| 07 Burtholme                  | 24 Orton                 |
| 08 Carlattan & Cumrew         | 25 Rockcliffe            |
| 09 Castle Carrock & Geltsdale | 26 St. Cuthbert Without  |
| 10 Cummersdale                | 27 Scaleby               |
| 11 Cumwhitton                 | 28 Solport and Stapleton |
| 12 Dalston                    | 29 Stanwix Rural         |
| 13 Farlam                     | 30 Upper Denton          |
| 14 Hayton                     | 31 Walton                |
| 15 Hethersgill                | 32 Waterhead             |
| 16 Irthington                 | 33 Westlinton            |
| 17 Kingmoor                   | 34 Wetheral              |

# Carlisle District Ward Map

## Carlisle Urban Wards

- 1 Belah
- 2 Belle Vue
- 3 Botcherby
- 4 Castle
- 5 Currock
- 6 Denton Holme
- 7 Harraby
- 8 Morton
- 9 St Aidans
- 10 Stanwix Urban
- 11 Upperby
- 12 Yewdale



Not to scale. Produced by Carlisle City Council, Policy and Communications, 2011.

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Carlisle City Council LA 0100024459. 2005.

## Formal Working Agreements

**Title:** Monitoring the effectiveness of the Parish Charter and related Working Agreements

**Purpose:** This document details how the Parish Charter and related Formal Agreements will be monitored in order to ensure that they remain relevant and are adhered to by all parties.

**Developed by:** Emma Dixon (Local Partnership Manager, Carlisle City Council) and Claire Rankin (Parish Liaison Officer, CALC)

**Date:** 12/11/2012

**Review Date:** 12/11/2013

---

### Commitment(s):

- 1) **Commitment:** The Charter itself will be considered as a standing Agenda item at the Carlisle City Council hosted bi-annual Joint Meeting of the City and Parish Councils. All parties will have the opportunity to raise issues around compliance and / or suggest revisions to the charter.

**Frequency:** Annually

**District Responsibilities:** Prepare and table report on the Charter; raise issues/suggest revisions.

**Parish Responsibilities:** Raise issues/suggest revisions.

.....

**2) Commitment:** A list of the current Formal Agreements which support the Parish Charter will be tabled (alongside the Charter) at the Carlisle City Council hosted bi-annual Joint Meeting of the City and Parish Councils. All parties will have the opportunity to raise issues around compliance and / or suggest revisions to existing Formal Agreements (inline with the process in commitment 3 below). They will also have the opportunity to suggest the development of new Formal Agreements.

**Frequency:** Annually.

**District Responsibilities:** Prepare and table report for the meeting listing current formal agreements;  
Raise issues/suggest revisions or new formal agreements.

**Parish Responsibilities:** Raise issues/suggest revisions or new formal agreements by Parish Clerks writing to Local Partnership Manager.

.....

**3) Commitment:** A summary report outlining how effectively/completely the individual commitments within Formal Agreements will be tabled at one of the bi-annual Joint Meetings of Carlisle City Council and the Parish Councils.

**Frequency:** Annually.

**Responsibility:** Local Partnership Manager (Carlisle City Council).

.....

**4) Commitment:** The Formal Agreements which support the Charter

will be developed and drafted by representatives of both Carlisle City Council and CALC or the CPCA. They will be formally ratified at the one of the bi-annual Joint Meetings of Carlisle City Council and the Parish Councils.

**Frequency:** Annually or as necessary.

**District Responsibility:** The relevant City Council Director will nominate a development lead from Carlisle City Council.

**Parish Responsibility:** The CPCA Chair will nominate a development lead from the Parish Councils.

**Shared Responsibilities:** The nominated leads will develop, monitor and review the Formal Agreements. They will actively encourage the development of the Charter to keep it relevant and current. These agreements will be ratified at Joint Meetings of Carlisle City Council and the Parish Councils.

.....

5) **Commitment:** All Formal Agreements will be reviewed annually by the development leads at a specified review date. A summary of how effectively commitments have been met will be produced at this review. These will be collated into a single report tabled at one of the bi-annual Joint Meetings of Carlisle City Council and the Parish Councils (as stated in Commitment 3 – above)

**Frequency:** Annually

**Responsibility:** Relevant Formal Arrangement Development Leads

**Title:** Planning

**Purpose:** This document details the core agreements and mechanisms used to ensure active partnership working by the Planning Authorities and Parish Councils to ensure community interests are properly served. Outlining the opportunities to become involved in the town and country planning system are of keen interest to most Parish Councils. Planning policies and decisions can have a substantial impact on the future of local communities.

**Developed by:** Christopher Hardman (Planning Manager)

**Date:** 12/11/12

**Review Date:** 12/11/13

---

**Commitment(s):**

6) **Commitment:** Assist Parish Councils' participation in the statutory planning system.

**Frequency:** As necessary.

**District Responsibilities:** All statutory consultations are sent to Parish Councils. Officers are available to discuss issues with Parish Council's. To ensure that information is available and clear timescales set for consultation responses.

**Parish Responsibilities:** Respond to consultations in the relevant timescales. Where several planning applications are regularly

received in a particular parish, to consider a sub-group of parish councillors to deal with planning matters.

.....

7) **Commitment:** Ensure that Parish Councils are given full opportunities to participate in the preparation of the Local Plan (statutory Development Plan)

**Frequency:** As necessary

**District Responsibilities:** All consultation stages of planning policies are sent to Parish Councils. Officers are available to discuss issues with Parish Councils.

**Parish Responsibilities:** To respond to consultations during the statutory consultation periods

.....

8) **Commitment:** To enable Parish Councils to undertake Neighbourhood Development Planning in accordance with the Neighbourhood Planning (General) Regulations 2012 No. 637.

**Frequency:** As necessary

**District Responsibility:** Support and give guidance in the preparation of Neighbourhood Development Plans (beyond statutory minimum requirements, where possible). Give guidance on alternative planning tools to assist Parish Councils where appropriate e.g. Neighbourhood Development Orders or supplementary Village Design Statements

**Parish Responsibility:** Consider the necessity of producing a Neighbourhood Plan for their parish and where it is deemed of use commit to producing a plan.

.....

.....



**Title:** Communication

**Purpose:** This document details the core agreements and mechanisms used to ensure effective communication between the District and Parish Councils.

**Developed by:** Steven O’Keeffe (Policy and Communication Manager, Carlisle City Council); Claire Rankin (Parish Liaison Officer, CALC)

**Date:** 12/11/2012

**Review Date:** 12/11/2013

---

**Commitment(s):**

1) **Commitment:** The District and Parish Councils will commit to two joint meetings per year to discuss corporate aims and other matters of mutual concern. Each party will host and administer one of these meetings including the preparation and distribution of agendas and papers. The host will proactively seek agenda input from the other party and where necessary arrange an agenda planning meeting involving the City Council Leader / Portfolio Holder and Chief Executive and the CPCA Chair.

**Frequency:** Bi - Annually

**District Responsibilities:** Host one joint meeting per year including the preparation and distribution of agendas and papers; Ensure appropriate representation and attendance at both Joint Meetings.

**Parish Responsibilities:** Host one joint meeting per year including the

preparation and distribution of agendas and papers;  
Ensure appropriate representation and attendance at  
both Joint Meetings.

.....

**2) Commitment:** All parties will seek to provide written responses to written communication (including emails) from the other within 10 working days or provide a holding reply saying when a full reply will be available.

As neither side has full formal means of monitoring such arrangements, both sides will have the opportunity to log failures (where necessary) with the appropriate Director from Carlisle City Council, or with the CPCA Chair, who will ensure action is taken. These logs will then form the basis of monitoring reports to the Joint Meeting.

**Frequency:** As necessary.

**District Responsibilities:** All Officers and Elected Members.  
**/ Lead(s)**

**Parish Responsibilities:** Parish Clerks / Chairs.  
**/ Lead(s)**

.....

**3) Commitment:** All parties will seek to encourage participation of District Councillors in Parish Council Meetings.

**Frequency:** As necessary

**District Responsibility:** Parish Council Meeting Dates will be published and promoted through the City Council’s electronic Civic Calendar.

**Parish Responsibility:** Parish Clerks will ensure the District Councillors within their Parish receive invitations, agendas and minutes for Parish Meetings and receive copies of Parish Newsletters where these are produced.

.....

4) **Commitment:** All parties will encourage and support articles from Parish Councils and those with a specific rural interest in the Carlisle Focus publication.

**Frequency:** Biannual

**District Responsibility:** Carlisle City Council’s Communication Team will contact all Parish Clerks in advance of the publication of the Focus Magazine to invite contributions and provide copy / production deadlines etc.

**Parish Responsibility:** Parishes will give appropriate consideration to articles and respond in a timely fashion and inline with proposed deadlines.

.....

.....

**5) Commitment:** All parties will support the Rural Section of Carlisle City Council's website recognising the increased importance of the internet for rural communities.

**Frequency:** Ongoing

**District Responsibility:** The Council will manage and maintain the rural web-pages.

**Parish Responsibility:** The CPCA Chair (and other representatives) and the CALC Parish Liaison Officer will work with the Council to provide appropriate content and information for inclusion on the web-pages.

.....

**6) Commitment:** All parties will commit to mutual consultation on issues which will directly affect or are of clear interest or relevance to the other. All parties will respond promptly and fully to such consultations.

**Frequency:** As necessary.

**District Responsibility:** The District Council will consult on all policies and service developments which will have a clear impact on the Parishes and rural communities. The District Council will conduct all such consultations inline with their corporate consultation policy or with statutory guidance on consultation where such guidance exists. The District Council will also work with the CPCA to try and identify and implement consultation mechanisms which will be most effective for Parishes and rural communities.

**Parish Responsibility:** The Parishes will respond inline with given schedules to all formal consultations – even where it is a nil response. The Parishes and the CPCA will work the District Council to identify and implement consultation mechanisms which will be most effective for Parishes and rural communities – and will help support and administer such mechanisms where appropriate.

**Title:** Partnerships and Representation

**Purpose:** This document details the commitment both sides make to supporting and attending key meetings, the provision and attendance of dedicated groups, and the representation and presence both sides will hold on partnership bodies.

**Developed by:** Emma Dixon (Local Partnerships Manager, Carlisle City Council); Claire Rankin (Parish Liaison Officer, CALC)

**Date:** 12/11/2012

**Review Date:** 12/11/2013

---

**Commitment(s):**

1) **Commitment:** As outlined in the communication Working Agreement the District and Parish Councils will commit to two joint meetings per year.

**Frequency:** Bi - Annually

**District Responsibilities:** Host one joint meeting per year and ensure appropriate attendance at both Joint Meetings.

**Parish Responsibilities:** Host one joint meeting per year and ensure appropriate attendance at both Joint Meetings.

.....

2) **Commitment:** A Rural Support Group will be convened on a regular

basis, bringing together agencies providing rural focussed support and services to discuss key issues. The group will also fulfil a consultative 'rural proofing' role – providing feedback on the work of the Carlisle Partnership's working groups and key City Council policies and service developments. At least twice a year the meeting will take place out in a rural community, and the invitation will be extended to clerks and councillors from surrounding parishes, offering a further direct mechanism for dialogue with the District Council and other key service providers.

**Frequency:** Bi-monthly

**District Responsibilities:** The District Council will provide secretariat and administrative support to the group (including convening meetings, and the distribution of agendas and papers) through the Local Partnership team. The Local Partnership Manager will liaise with colleagues to ensure attendance from District Council Officers appropriate to agenda items.

**/ Lead(s)**

**Parish Responsibilities:** The CPCA will nominate and provide a Chair for the group. The Chair will work with the Local Partnership Manager to determine the agenda for meetings. The CPCA will liaise with Parishes to determine and book the venues for meetings that occur in rural communities, and will work to encourage attendance from Parish Clerks and Councillors at these meetings.

**/ Lead(s)**

.....

- 3) **Commitment:** To promote the importance of better working between the District and Parishes, the Carlisle Partnership's Executive body will include representation from the District Council and a seat for the CPCA Chair

(or Chair of the Rural Support Group where they are different.

**Frequency:** Bi-Monthly

**District Responsibility:** Parish Council Meeting Dates will be published and promoted through the City Council's electronic Civic Calendar.

**Parish Responsibility:** Parish Clerks will ensure the District Councillors within their Parish receive invitations, agendas and minutes for Parish Meetings and receive copies of Parish Newsletters where these are produced.

.....

4) **Commitment:** All parties will recognise and support the value of the Carlisle Parish Council's Association Executive meetings. The CPCA will welcome input and attendance from the District Council. The District Council will ensure attendance from an appropriate representative.

**Frequency:** Quarterly

**District Responsibility:** Carlisle City Council's Executive will nominate a lead officer for attendance at CPCA executives. Where they can't attend a substitute will be sent, or apologies will be issued in advance of the meeting.

**Parish Responsibility:** The CPCA will ensure that invitations, agendas and papers are sent to the relevant District Council representative and will provide this representative with the opportunity to submit agenda items for consideration.



.....

**5) Commitment:** The District Council will seek to proactively and constructively involve Parish representatives in the democratic vehicles of the City Council where appropriate. This will include seeking Parish involvement in Community Overview and Scrutiny Panels and Task and Finish Groups where rural issues / policies are being considered; and Parish Representation on the Standards Committee in accordance with statutory requirements.

**Frequency:** As necessary.

**District Responsibility:** Through the Community Overview and Scrutiny Chair and supporting officers, Carlisle City Council will seek representation at COSP meetings where rural issues are central via the CPCA Chair. Through the Democratic Services Team the City Council will ensure Parish representation on the Standards Board is sought. The City Council will ensure that such representatives receive all invitations, agendas and papers in a timely manner.

**Parish Responsibility:** The CPCA Chair will ensure that appropriate representation at such meetings is identified and achieved, and that representatives are able to offer constructive and appropriate input.

.....

**Title:** Financial Arrangements and Support for Parish Councils and Village Halls

**Purpose:** This document details the financial arrangements and relationships between the District Council and Parishes – specifically around support to CALC for the Parish Liaison Officer Post; the provision and administration of parish and village hall grants; and the collection and payment of parish precepts.

**Developed by:** Emma Dixon (Local Partnerships Manager, Carlisle City Council); Claire Rankin (Parish Liaison Officer, CALC)

**Date:** 12/12/2012

**Review Date:** 12/11/2013

---

**Commitment(s):**

1) **Commitment:** All parties will work together to ensure that Parishes receive their respective precepts as quickly and efficiently as possible.

**Frequency:** Annually

**District Responsibilities:** Collect and pay over by the end of April in the relevant financial year any precept levy requested by Parish Councils.

**Parish Responsibilities:** Make any precept requests according to the timescales requested by the District Council.

.....

2) **Commitment:** Meet the election expenses of Parish Councils where the timing of these coincide with Carlisle City Council elections.

**Frequency:** As required

**Responsibilities:** The District Council will incorporate Parish elections into other elections administered by them whenever timings facilitate this.

.....

3) **Commitment:** To jointly operate a Parish Council and Village Hall Capital Grant Scheme which offers annual capital support to projects within parishes. Funding will be made available from the District Council.

**Frequency:** Annually

**District Responsibility:** The District Council will make grant funding available, this will be reviewed annually as part of the budget review. A nominated City Council Officer will administer the scheme in accordance with agreed grant guidelines.

**Parish Responsibility:** Parishes will submit and administer applications for the parish and on behalf of the Village Halls. The CPCA will nominate representatives to attend the grant recommendations panel for approval at a CPCA meeting for all parishes. A formal report on this will be tabled annually at one of the joint meetings of Carlisle City Council and the Parish Councils.

.....

4) **Commitment:** To support the funding and operation of a Parish Liaison Officer for Carlisle through CALC.

**Frequency:** Annually / ongoing

**District Responsibility:** The District Council will make a specific grant allocation to CALC to help support the funding of the Parish Liaison Officer – for 2012-13 this will amount to £3k. The District Council will provide desk space and facilities for the Parish Liaison Officer to work within the Civic Centre. District Council Officers and Members will work directly with the Parish Liaison Officer to support and develop the role and improve relations between the District Council and Parishes.

**Parish Responsibility:** CALC will provide all additional funding to support the Parish Liaison Officer's Role. Parishes both directly and through the CPCA will support the Parish Liaison Officer, being responsive to the needs of the post-holder, and using them as a conduit to the District Council.

.....

**Title:** Issue Based Locality Working

**Purpose:** This document details the arrangements for developing issue based locality working between the District Council and Parishes and measures to ensure agreed prioritisation and mechanics to deliver a consistent approach.

**Developed by:** Emma Dixon (Local Partnerships Manager, Carlisle City Council); Claire Rankin (Parish Liaison Officer, CALC)

**Date:** 12/11/2012

**Review Date:** 12/11/2013

---

**Commitment(s):**

- 1) **Commitment:** A list of shared 'key issues' will be developed and maintained by Parishes. All parishes will have the opportunity to feed into this process.

**Frequency:** Annually

**District Responsibilities:** The District Council will also contribute issues as appropriate. They will do so by feeding their issues in via the CPCA Executive.

**Parish Responsibilities:** The CPCA will co-ordinate and manage the process of establishing this shared 'key issues' list with the Parishes. They will produce a list of issues in a democratic and inclusive way. Parishes will all take part, putting forward their individual areas of concern.

.....

2) **Commitment:** Issues will be prioritised jointly.

**Frequency:** Quarterly

**District Responsibilities:** The District Council will facilitate a meeting between a CPCA Executive representative and the City Council’s Director of Community Engagement. At this meeting the issues on the list will be prioritised – with a view to identifying one issue and proactively addressing it over the following three months.

**Parish Responsibilities:** The CPCA will nominate a representative(s) to attend these quarterly meetings and prioritise issues. This representative will seek the views of Parishes before the meeting and be in an informed position to prioritise one issue at a time.

.....

3) **Commitment:** A jointly managed response will be developed.

**Frequency:** Quarterly

**District Responsibility:** The District Council will facilitate working groups to develop solutions / approaches to the unique issues. The District Council will take the lead in convening the meetings and inviting such representatives, from any agency, as may have a positive contribution to identifying appropriate solutions / approaches. The District Council will ensure appropriate attendance and input at such working groups from its own officers.

**Parish Responsibility:** Parishes will take part positively and actively in working groups aimed at finding solutions / approaches to issues raised. They will accept that in some cases, attendance and their preferred action may be beyond the direct control of the District Council. Equally, they will

understand that any agreed responses will be informed by the resources available to the District Council and will wherever possible take a proactive role in delivering identified solutions.

.....

**Title:** Development and Training

**Purpose:** This document details the arrangements for identifying and delivering joint training opportunities; and for supporting parishes to access the District Councils Member Development programme.

**Developed by:** Emma Titley (Organisational Development Manager, Carlisle City Council); Claire Rankin (Parish Liaison Officer, CALC)

**Date:** 12/11/2012

**Review Date:** 12/11/2013

---

**Commitment(s):**

- 1) **Commitment:** The District Council and Parishes will work together to ensure that Parish Councillors understand and are informed around the District Council's statutory functions.

**Frequency:** As required.

**District Responsibilities:** Provide training events and or briefings, working in partnerships, for Parish Councils on topics that relate to the Principal Authority's statutory functions, particularly where legislation around such topics changes.

**Parish Responsibilities:** To support and attend such training as and when it is provided. To proactively request such education / events through the City Council's Director of Community



Engagement – but understanding that such events may need to be arranged inline with available time and resources.

.....

**2) Commitment:** To ensure that Parish Councillors and Clerks have the opportunity to take part in and benefit from the City Council’s internal training and member development programmes.

**Frequency:** Ongoing

**District Responsibilities:** The District Council’s Organisational Development Manager will ensure that Parish Clerks receive the City Council’s training directory and schedule when it is produced – and ensure that Clerks and Councillors have the opportunity to take part in such training.

**Parish Responsibilities:** The CPCA will promote take-up of this opportunity and all parishes support and attend such training as far as possible. If places are booked on any event and cannot be fulfilled delegates will formally cancel their attendance giving the District Council’s Organisational Development Manager as much notice as possible.

.....

