

# AGENDA

## Executive

**Monday, 08 April 2013 AT 16:03**

**In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG**

### **Apologies for Absence**

To receive apologies for absence and notification of substitutions.

### **Declarations of Interest**

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

### **Public and Press**

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

**Decisions made at this meeting, if not subject to call-in, will become live on 18 April 2013**

### **PART A**

**To be considered when the Public and Press are present**

- A.1 VEHICLE AND PLANT REPLACEMENT PROVISION 2013-14** **5 - 12**
- (Key Decision KD.03/13)
- The Director of Resources to submit a report seeking the release of capital budget provision for 2013/14 to provide vehicles and plant replacements in accordance with the five year plan.  
(Copy Report RD.02/13 herewith)
- A.2 PLANNED ENHANCEMENTS TO COUNCIL PROPERTY** **13 - 16**
- (Key Decision KD.05/13)
- The Director of Resources to submit a report seeking the release of capital funding for planned enhancements to Council properties.  
(Copy Report RD.01/13 herewith)
- A.3 DRAFT CARLISLE PLAN 2013-16** **17 - 42**
- (Key Decision KD.037/12)
- Pursuant to Minute EX.10/13, the Policy and Communications Manager to submit a report presenting the Carlisle Plan 2013 - 2016, including the new vision and priorities for the City Council. The matter was considered by Overview and Scrutiny Panels on 14, 21 and 28 February 2013.  
(Copy Report PC.08/13 and Minute Excerpts herewith)  
Background Papers - Report PC.01/13 - Draft Carlisle Plan 2013/16 is available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>
- A.4 PARISH CHARTER** **43 - 76**
- (Key Decision - KD.045/12)
- Pursuant to Minute EX.23/13, the Director of Community Engagement to submit a report on the Parish Charter and its Formal Agreements, which set out the arrangements for how Parishes and the City Council will work together. The matter was considered by the Community Overview and Scrutiny Panel on 28 March 2013.  
(Copy Report CD.25/13 herewith / Minute Excerpt to follow)  
Background Papers - Reports CD.17/13 and CD.21/13 - Parish Charter are available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>

## **A.5 CSP PARTNERSHIP PLAN**

**77 - 82**

(Key Decision)

(The Leader has agreed to this Key Decision item being considered at this meeting, although not in the Notice of Executive Key Decisions)

The Director of Community Engagement to submit a report concerning the Carlisle and Eden Community Safety Partnership's draft Partnership Plan for 2013/14.

(Copy Report CD.28/13 herewith)

Background Papers - Report CD.20/13 - CDRP Partnership Plan is available on the Council's website - <http://cmis.carlisle.gov.uk/cmis/>

## **A.6 NOTICE OF EXECUTIVE KEY DECISIONS**

### **(Non Key Decision)**

The Notice of Executive Key Decisions, published on 8 March 2013, is submitted for information.

The Director of Community Engagement was scheduled to report on the Scheme of Housing Assistance (Empty Properties and Disabled Facilities Grants) (KD.041/12). The matter has been deferred due to a material change of circumstances which will impact on the overall Scheme of Assistance.

## **A.7 SCHEDULE OF DECISIONS TAKEN BY OFFICERS**

**83 - 84**

(Non Key Decision)

A Schedule of Decisions taken by Officers under delegated powers is attached for information.

(Copy Schedule herewith)

## **A.8 JOINT MANAGEMENT TEAM**

**85 - 88**

(Non Key Decision)

The Minutes of the meetings of the Joint Management Team held on 30 January and 11 February 2013 are submitted for information.

(Copy Minutes herewith)

## **PART B**

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

**B.1 RELIEFS AND DISCOUNTS: APPLICATION FOR HARDSHIP**

**RELIEF - BUSINESS RATES (NNDR)**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

**Enquiries to:** Morag Durham ext 7036

**Notes to Members:** Decisions made at this meeting, if not subject to call-in, will become live on 18 April 2013

# Report to Executive

Agenda  
Item:

**A.1**

Meeting Date: 8<sup>th</sup> April 2013  
 Portfolio: Finance, Governance and Resources  
 Key Decision: Yes: Recorded in the Notice Ref:KD.03/13  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: VEHICLE AND PLANT REPLACEMENT PROVISION 2013/14  
 Report of: DIRECTOR OF RESOURCES  
 Report Number: RD.02/13

**Purpose / Summary:**

This report seeks approval from the Executive, for the release of Capital scheme monies, in the sum of £259,000, for the Vehicle & Plant replacement programme for 2013/14.

**Recommendations:**

The Executive is asked to approve the release of the Capital budget provision for 2013/14, of £259,000, to provide for vehicle & plant replacements, in accordance with the 5 year plan.

**Tracking**

Executive:	8 <sup>th</sup> April 2013
Overview and Scrutiny:	n/a
Council:	n/a

## **1. BACKGROUND**

- 1.1 In 2011/12, a revised 5 year vehicle replacement programme/plan was produced, based on historical knowledge and experience of the Transport Co-ordinator. The result of this exercise was the budget provision requirement for delivery.
- 1.2 These were presented within the Proposed Capital Programme, forming part of the Executive Budget Proposals 2013/14 in February 2013.
- 1.3 These budgets were approved by Council on 5<sup>th</sup> February, subject to additional reports to Executive before expenditure is committed.
- 1.4 In respect of 2013/14 vehicle replacements, there are now 13 vehicles scheduled for replacement from the original 16 planned in 2011/12. 3 Vehicles associated with Highways Claimed Rights and their associated budgets, have been removed from this years replacement programme.
- 1.5 It is opinion of the Managers responsible for vehicle provision, that the 5 year vehicle replacement plan represents the minimum requirements to maintain a safe efficient operational fleet, whilst also ensuring the maintenance revenue budget is kept to a minimum.
- 1.6 Internal consultation has taken place with the principle user group (Local Environment) and continuous dialogue will be maintained with user groups/Directors to ensure delivery requirements are met, and reflect any ongoing restructures.
- 1.7 The process of vehicle replacement always includes a final consultation with user groups and more recently with Directors, prior to ordering vehicles, to ensure any changes in resource requirements through efficiency/ restructures are accommodated.
- 1.8 For information of vehicles involved, please see attached **Appendices A & B**

## **2. PROPOSALS**

- 2.1 The Executive is asked to approve the release of the Capital budget provision for 2013/14, of £259,000, to provide for vehicles & plant replacements, in accordance with the 5 year plan.

### **3. CONSULTATION**

None

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

- 4.1 To ensure the City Council's fleet is of a safe and well maintained adequate condition to provide service delivery.
- 4.2 To ensure those vehicles within our operational licence provision are of an operational standard.
- 4.3 To comply with the 5 year replacement plan.

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

- 5.1 To ensure council services are adequately resourced.

**Contact Officer: Mike Swindlehurst Ext: 7292**

**Appendices Appendix A – 5 year replacement programme  
attached to report: Appendix B – 2013/14 replacements**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None**

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

#### **Chief Executive's -**

The Replacement Plan will ensure that the City vehicle & plant resources are replaced to provide safe and efficient service delivery and that the plan contributes to ensuring that vehicles are of a safe standard and adequate/fit for purpose to comply with the Council's risk management policies.

**Community Engagement – not applicable**

**Economic Development – not applicable**

#### **Governance –**

Any purchase must be subject to the usual procurement rules and appropriate contractual terms.

**Local Environment –**

The replacements provide adequate and quality of vehicles for a raft of Carlisle City Council service provision including refuse collection/ street cleaning/green spaces maintenance which in turn contributes to Healthy City provision; and through the Council's initiative of maintaining cleaner streets, may discourage vandalism/ graffiti.

**Resources –**

There is £259,000 within the 2013/14 Capital Programme for Vehicle and Plant replacements. Appendix A & B to the report provides the detailed replacement programme and any purchases will be subject to ongoing discussions with the appropriate Director, especially given the timing of any necessary procurement processes and the lead in time for the acquisition of specialist items. Option appraisals will need to be undertaken for replacements of a specialist nature to ensure the optimum use of resources is achieved. This is delegated to the Director of Resources. The budget agreed by Council in February 2013 identified a borrowing requirement in order to finance the vehicle replacements. However, borrowing (either internal or external) will only need to be undertaken should the whole of the capital programme be fully expended and if no additional capital receipts or additional capital grants be generated throughout the year. Final financing of the programme will only be undertaken when preparing the outturn position in April 2014.



**Capital Programme - Vehicles & Plant**

**Appendix A**

DESCRIPTION	Code	2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
<b><u>Abandoned Vehicles</u></b>	-					
Replacement for NJ05 HXN	V0370					
<b><u>Building Cleaning</u></b>	-					
Replacement for WP11 FZX	V0439					
<b><u>Building Maintenance</u></b>	-					
Replacement for PX06 PNF	V0341					
Replacement for NX55 EUK	V0322	17,000				
Replacement for PV55 JXJ	V0336	17,000				
Replacement for PV55 JXK	V0337	17,000				
Replacement for PX56 SPV	V0348	12,000				
<b><u>Car Parks</u></b>	-					
Replacement for PV55 HBU	V0333					
Replacement for PX07 XRC	V0357	12,000				
Replacement for PX07 XRE	V0356	12,000				
Replacement for PX55 VAD	V0286	11,000				
<b><u>Environmental Services</u></b>	-					
Replacement for PX08 XZM	V0378					
Replacement for PX07 XRD	V0353					
Replacement for PX08 XZN	V0380					
Replacement for SD55 EWS	V0327					
Replacement for PX55 VAM	V0285					
<b><u>Garage</u></b>	-					
Replacement for PX59 BUA	V0413				27,000	
<b><u>Green Spaces</u></b>	-					
Replacement for PX12 AYV	V0433				13,000	
Replacement for PX58 YTC	V0386		16,000			
<b><u>Highways</u></b>	-					
Replacement for NX06 BJV	V0295					
Replacement for YJ58 OWO	V0424					
Replacement for YJ58 AYP	V0425					
Replacement for PO53 KJF	V0264					
Replacement for NX07 DWP	V0365					
Replacement for PX05 EYA	V0315					
Replacement for PY59 FYD	V0411					
Replacement for NX08 CCA	V0383					
Replacement for NX07 DWE	V0366					
Replacement for PX53 BFF	V0257					

Replacement for NX08 BZJ	V0372				
Replacement for PX05 CCE	V0368				
Replacement for SN55 FZL	V0349				
Replacement for NX07 DWF	V0364				
Replacement for PX53 BDY	V0263				
Replacement for NX08 CCD	V0382				
<b>Grounds</b>					
Replacement for NX07 DWD	V0358	27,000			
Replacement for NX07 DWG	V0362	27,000			
Replacement for NX07 DWV	V0352		31,000		
Replacement for NX08 BYN	V0381	27,000			
Replacement for PX10 CMV	V0421				
Replacement for PX10 CMY	V0422				
Replacement for NK12 GZO	V0438				
Replacement for PK12 KSZ	V0431				
Replacement for PX09 XDR	V0389		16,000		
Replacement for PY07 BKK	V0361	16,000			
Replacement for NX08 CHV	V0407				28,000
Replacement for SJ07 HCK	V0363				
Replacement for PN09 LMO	V0391				18,000
Replacement for PX10 CLF [Hayter Mower]	V0418			40,000	
Replacement for PX10 CLJ [Hayter Mower]	V0414			40,000	
Replacement for PX10 CLN [Hayter Mower]	V0415			40,000	
Replacement for PX10 CLO [Hayter Mower]	V0416			40,000	
Replacement for PX10 CLU [Hayter Mower]	V0417			40,000	
Replacement for PX08 DXO [Hayter Mower]	V0375				
Replacement for Hayter TM749 Gang Mower	V0374				
Replacement for Hayter 7 Gang Mower	V0419			28,000	
Replacement for PX09 AEZ	V0394			41,000	
Replacement for PX62 CHH	V0448				
Replacement for PN09 LMM	V0392				18,000
Replacement for PX07 XWA	V0355	12,000			
Replacement for NX08 FAO	V0390		25,000		
Replacement for PN09 LML	V0393				18,000
Replacement for John Deere Electric Gator	V0379				
Replacement for PX12 AYL	V0445				12,000
Replacement for Gravemaster	V0395		19,000		
Replacement for Timberwolf Chipper	V0420			25,000	
Replacement for Jumbo Leaf Vacuum	V0205				
Replacement for Wright Stander 48	V0434				9,000
Replacement for Jupiter Cylinder Grinder	N/A				
<b>Planning</b>					
Replacement for PX55 VAA	V0290				
<b>Plastics and Cardboard Recycling</b>					
Replacement for NX56 DDF	V0351				
Replacement for NX07 DXH	V0359				
Replacement for PX61 SNF	V0430				
Replacement for VN58 GFY	V0387		160,000		

<b>Recycling</b>	-					
Replacement for NX62 EUH	V0452			18,000		
Replacement for PV55 HBO	V0331					
<b>Green Waste</b>	-					
Replacement for PX09 RCZ	V0398			170,000		
Replacement for PX09 RDV	V0401			170,000		
<b>Refuse Collection</b>	-					
Replacement for PX09 RCY	V0397			170,000		
Replacement for PX09 RFJ	V0405			170,000		
Replacement for PX09 RDY	V0400			170,000		
Replacement for VU59 JNO	V0408			170,000		
Replacement for VU59 JNV	V0410			170,000		
Replacement for VU59 JNX	V0409			170,000		
Replacement for PX09 RFK	V0406					
Replacement for PX09 REU	V0404			170,000		
<b>Special Collections</b>	-					
Replacement for NX08 BZK	V0373	40,000				
<b>Street Cleansing</b>	-					
Replacement for PX12 AYN	V0443					
Replacement for PX12 AXG	V0442					
Replacement for NX06 BTF	V0344					
Replacement for NX06 BTO	V0345					
Replacement for PY59 FYE	V0412		12,000			
Replacement for PX12 AYM	V0444				12,000	
Replacement for SN62 CVX	V0449					
Replacement for KX12 LKK	V0436					
Replacement for BV62 DLN	V0446					
Replacement for RJ12 HZZ	V0435					
Replacement for BK62 TKO	V0447					
Replacement for NK12 GZP	V0437			20,000		
Replacement for Pressure Washer	V0202					
Replacement for PX12 AXF	V0441					
<b>Stores</b>	-					
Replacement for X354 SRM	V0314					
<b>IT</b>	-					
Replacement for WP11 GNV	V0440					
<b>Revenues and Benefits</b>	-					
Replacement for BT60 ZRN	V0427			13,000		
Replacement for BT60 ZRO	V0426			13,000		
Replacement for BT60 ZRP	V0428			13,000		
<b>Housing Services</b>	-					
Replacement for PY09 AEA	V0423					
Balance to be allocated		12,500			45,000	200,000
<b>TOTAL</b>		<b>259,500</b>	<b>279,000</b>	<b>1,901,000</b>	<b>200,000</b>	<b>200,000</b>

**APPENDIX B**

**Vehicle Replacement list indicated in column 2013/14 of Appendix A**

Directorate	Service	Description	Year of Purchase	2013/14 Budget
Resources	Building	Iveco Daily Van	2005/06	17,000
Resources	Building	Citroen Relay Van	2005/06	17,000
Resources	Building	Citroen Relay Van	2005/06	17,000
Resources	Building	Citroen Dispatch Van	2006/07	12,000
L E	Car Parks	Citroen Picasso	2005/06	11,000
L E	Car Parks	Citroen Dispatch Van	2006/07	12,000
L E	Car Parks	Citroen Picasso	2006/07	12,000
L E	Special Collections	Iveco 3.5t Pickup	2007/08	40,000
L E	Grounds	Iveco Daily 35C Tipper	2007/08	27,000
L E	Grounds	Ford Ranger pickup	2007/08	16,000
L E	Grounds	Iveco Daily 40 C Tipper	2007/08	27,000
L E	Grounds	Iveco 35C Tipper	2008/09	27,000
L E	Grounds	Citroen Berlingo Van	2006/07	12,000

# Report to Executive

Agenda  
Item:  
  
**A.2**

Meeting Date: 8<sup>th</sup> April 2013  
 Portfolio: Finance, Governance and Resources  
 Key Decision: Yes: Recorded in the Notice Ref:KD.05/13  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: PLANNED ENHANCEMENTS TO COUNCIL PROPERTY  
 Report of: DIRECTOR OF RESOURCES  
 Report Number: RD.01/13

**Purpose / Summary:**

This report seeks approval from the Executive to release funding in the sum of £300,000 for the Planned Enhancements to Council Properties previously approved and included in the 2013/14 Capital Programme by Council at its meeting on 5th February 2013.

**Recommendations:**

The Executive is asked to approve the release of capital funding of £300,000 for the Planned Enhancements to Council Properties to be spent as detailed at paragraph 2.1 of the report.

**Tracking**

Executive:	8 <sup>th</sup> April 2013
Overview and Scrutiny:	Not Applicable
Council:	Not Applicable

## **1. BACKGROUND**

The Capital funded enhancements to council properties programmes aims to improve the condition of property assets and to maintain and improve operational facilities. Priority is given to projects that have an impact on Health and Safety, efficiency and avoidance of consequential repairs.

## **2. PROPOSALS**

2.1 The Projects proposed for inclusion in the 2013/14 programme are:

### **i. Tullie House – Re-cover flat roof over paintings store (£80k)**

This roof is part of the Victorian wing of Tullie House and has an asphalt covering. The covering is around 50 years old and is degraded by exposure. The store below the roof houses a very important part of the Tullie House collection which is at risk from damage from water ingress through the degraded roof.

### **ii. Civic Centre – Refurbishment and re-wiring programme (£90k)**

This ongoing refurbishment has been continuing since 2005 and upgrades services, finishes and fire precautions. One floor has been refurbished each year. The work proposed will upgrade the committee and executive suite on floor 1 and part of floor 3.

### **iii. Civic Centre – Re-pave the flagged areas to the frontal approach (25k)**

The pedestrian and vehicle access areas at the front and sides of the building are paved with concrete flags. There are the original pavings and are now 50 years old. In poor condition and require replacement. The project will improve the appearance of the building - creating a better first impression for visitors - and will level up the surfaces to reduce the risk of trips and slips. The vehicle areas will be paved with Macadam surface and the pedestrian areas with block paving.

### **iv. Enterprise Centre – Re-cover main flat roof (£50k).**

The roof of the centre has been subject to persistent leaks for several years. This project will renew the covering to part of the roof and resolve some of these issues. A further project will be required to complete the replacement of the covering

### **v. West Walls – Stone repairs and re-pointing of historic city wall (£20k).**

This is an ongoing project to restore and preserve the major surviving part of the ancient city walls. The works are required to prevent the stone work deteriorating further and to maintain the structural stability of the wall.

**vi. Talkin Tarn – Underpin the tea room wall foundation (£20k).**

This project will repair a collapsing foundation to the tea room and maintain the structural stability of the building.

**vii. Various Properties – Asbestos Removal (10k).**

The council has a legal duty to manage asbestos material in its buildings. This project is to carry out surveys, sealing and removal work to meet the requirements of the regulations and keep staff safe in the workplace.

**3. CONSULTATION**

**3.1 Consultation to Date**

The property manager has been consulted with reference to the Asset Management Plan and performance indicators for property. The programme will have the effect of reducing the maintenance backlog figure and improving the condition scores for council property.

**3.2 Consultation proposed;**

Carlisle CC Conservation Officer / Planning Officer  
Structural Engineering Consultant  
Tullie House Trust Director

**4. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

**4.1 The Executive is asked to approve the release of capital funding of £300,000 for the Planned Enhancements to Council Properties to be spent as detailed at paragraph 2.1 of the report.**

- To fulfil the Council's responsibilities for providing safe operation facilities for staff and the public
- To protect the Council's investment in property assets
- To improve the operational efficiency of the Council's property assets and reduce running costs
- To protect Carlisle's heritage for future generations

**5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

**5.1 The project will allow service delivery to continue and achieve compliance with legislation and health and safety responsibilities.**

**Contact Officer: David Kay**

**Ext: 7230**

**Appendices**  
attached to report:

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None**

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's** – No impact

**Community Engagement** – Will be involved in the roofing project at Tullie House

**Economic Development** – Will be involved in the roofing project at the Enterprise Centre

**Governance** – The project will help the Council to meet its legal requirements to provide safe facilities for staff and the public.

**Local Environment** – Will be involved in the underpinning project at Talkin Tarn

**Resources** – There is a £300,000 budget provision within the 2013/14 capital programme which, subject to the Executive releasing the funding, can be used to fund the schemes listed in the main body of this report.



Meeting Date: 8 April 2013

Portfolio: Finance, Governance and Resources

Key Decision: Yes Recorded in the Notice Ref: KD 037/12

Within Policy and Budget Framework: Yes

Public/Private\*: Public

Title: **Draft Carlisle Plan 2013/16**

Report Number: PC 08/13

Report of: Policy and Communications Manager

**PURPOSE/SUMMARY:**

This report presents details of the feedback on the draft Carlisle Plan and action plan. It outlines the proposed amendments to the plan following the consultation period.

**RECOMMENDATIONS:**

The Executive is requested to:

1. Consider the proposed amendments to the Carlisle Plan and action plan.
2. Refer the draft Carlisle Plan to Full Council for approval.

**TRACKING:**

Executive:	8 April 2013
Overview and Scrutiny:	Community 14 February 2013 Resources 21 February 2013 Environment & Economy 28 February 2013
Council:	30 April 2013

## 1. BACKGROUND

- 1.1 The Executive considered the initial draft of the Carlisle Plan at their meeting on 11 February 2013. The plan was referred to the Overview and Scrutiny Panels, partners, including community and voluntary groups, and the public for consultation.

## 2. PROPOSALS

- 2.1 The final draft of the Carlisle Plan 2013/16 is attached as Appendix 1. It sets out the City Council's vision for Carlisle and the six priorities for action over the medium term (2013/16). The draft action plan for delivering the priorities is attached as Appendix 2. This includes medium term actions that aim to be delivered over the life of the Carlisle Plan and actions to be delivered within the financial year.
- 2.2 The Carlisle Plan will be monitored by the Senior Management Team and regular progress will be reported to the Executive. The actions for each priority will be reviewed and developed as they progress. Overview and Scrutiny agreed that the Panels will receive progress updates on the priorities and actions.

## 3. CONSULTATION

- 3.1 The Plan was considered by the Overview and Scrutiny Panels on the following dates:

Community Overview and Scrutiny Panel	14 February 2013
Resources Overview and Scrutiny Panel	21 February 2013
Economy and Environment Overview and Scrutiny Panel	28 February 2013

- 3.2 A programme of 'Listening Council' events were held during March 2013 to raise awareness of the Council's vision and priorities, as well as helping to shape the actions to deliver the Carlisle Plan. These included events at community centres, schools and libraries and a live web chat where the public could speak to the leader of the Council. The plan was available on the Council's website and feedback could be submitted via telephone, email or by post.
- 3.3 The Council contacted a range of community and voluntary groups for their comments on the priorities and actions. The table below shows the groups contacted by theme, although many have a cross-cutting remit for a number of themes.

Theme	Group or organisation
Equality and Diversity	Action for Blind People, Action With Communities in Cumbria, Alzheimers Society Carlisle, Annie Mawson's Sunbeams Music Trust, Asian Community Forum, AWAZ (Cumbria) CIC, BEMSTRE Project, Carlisle and District Civic Trust, Carlisle and Eden Children's Deaf Society, Carlisle One World Centre, Carlisle Society for the Blind, Cumbria Law Centre; DeafVision, People First Independent Advocacy, Outreach Cumbria, Cumbria Disability
Regeneration and Employment	Action With Communities in Cumbria, Brathay Trust, Cumbria Rural Enterprise Agency, 2 Enable U, Carlisle Key - opening doors for young people, Richard Rose Federation
Sports and Leisure	Association of Community Complementary Therapy, Border City Wheelers, Champs Camp, Institute for Outdoor Learning, Living Well Trust; Prism Arts, Cumbria Scouts, Cumbria Youth Alliance
Arts and Culture	Creative Futures Cumbria
Environment	Conservation Volunteers, Cumbria Action for Sustainability, Cumbria Federation of Young Farmers Clubs, Cumbria Waste Management Environment Trust, Cumbria Wildlife Trust, Sustainable Carlisle
Housing/Welfare	Cumbria Action for Social Support; Cumbria Gateway, Cumbria Rural Housing Trust, Your Housing Group, Routes to Work

3.4 Consultation on the action plan will continue to be undertaken with partners engaged in delivering each key action as it develops. A table of feedback received and proposed amendments to the plan is enclosed as Appendix 3.

#### **4 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

4.1 The recommendations ask the Executive to approve the final draft of the Carlisle Plan following the consultation period. The Carlisle Plan 2013/16 should be referred to Full Council for approval and adoption to the Policy Framework.

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

5.1 The Carlisle Plan provides the Council's priorities and the actions to implement these.

**Contact Officer:** Steven O'Keeffe

**Ext:** 7258

**Appendices attached to report:** Appendix 1 - Carlisle Plan 2013/16  
Appendix 2 - Carlisle Plan Action Plan 2013/16  
Appendix 3 - Feedback and amendments to the Carlisle Plan 2013/16

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:  
Draft Carlisle Plan 2013-2016, Executive, 11 February 2013

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

**Chief Executive's** - The Carlisle Plan forms a substantive part of the City Council's policy and performance management framework, monitoring of which enables stakeholders, including local people, to make a judgement about how effective the Council is in achieving its key priorities. The Council continues to monitor service standards and customer satisfaction and is looking at new ways to gather and review customer information.

Risks will be managed in accordance with the Risk Management Policy and the City Council will continue to embed the Public Sector Equality Duty in the delivery of all its services.

#### **Resources -**

There are no specific financial implications of adopting the Carlisle Plan 2013/16; however the plan will be used to inform future budget processes to align council resources to the priorities contained within it.

## **Carlisle Plan 2013/16**

### **Vision:**

**To promote Carlisle as a prosperous City, one in which we can all be proud.**

**We will support the growth of more high quality and sustainable business and employment opportunities.**

All our key decisions will support business growth. Our services will focus on being “business friendly”, working more closely with businesses to meet their needs.

**We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.**

We will support the tourism, arts and creative industries. Arts and leisure are important parts of making Carlisle a great place to work, live and visit. We will identify opportunities to enhance our sporting, cultural and heritage offer. We will find and support more sustainable ways to deliver this as a long term priority.

**We will work more effectively with partners to achieve the City Council’s priorities.**

We will look beyond Carlisle, building a stronger city as part of a stronger Cumbria. We will work to establish Carlisle as a nationally recognised sub-regional capital. We will build trust and confidence in the City Council, so that we become an effective partner in the key areas of housing and economic growth.

**We will work with partners to develop a skilled and prosperous workforce, fit for the future.**

Working in partnership, we want to help businesses identify the requirements needed to develop a skilled workforce and support education providers to help this be a reality. We will develop a better understanding of the needs of two very different sets of partners – businesses and learning and skills providers.

**Together we will make Carlisle clean and tidy.**

We all want Carlisle to be a place that is clean and a city in which we can all be proud. There is a shared responsibility between us and the community to achieve this. We want to do this by being proactive rather than reactive.

We will make decisions that are consistent with 'Clean-up Carlisle', one of our key initiatives. We will continue to tackle these issues, building a sustainable and better local environment.

**We will address Carlisle's current and future housing needs.**

Carlisle needs to provide more than 450 homes a year to support economic growth. We will take a bold and decisive lead on planning for future housing need, working with key partners to ensure that these plans deliver high quality homes that Carlisle people need.

We will focus on the quality of our homes, particularly in the private rented sector. We will work to make sure that housing is energy efficient and sustainable.

We will work with our partners to deliver affordable and specialist housing where required.

## Carlisle Plan Action Plan 2013-16

**We will support the growth of more, high quality and sustainable, business and employment opportunities.**

<b>Action 1: Develop an Employment Land Strategy</b>		
Carry out an Employment Land Review as part of the Local Plan including identifying strategic employment sites.	J Meek	April 2013 onwards
Local Plan – Preferred Options – Agree key employment sites	J Meek	September 2013
<b>Action 2: Work with partners to promote the employment sites in the city</b>		
Developing the M6 Corridor protocol.	J Meek	Spring 2013
Develop a Prospectus promoting Carlisle as a great place to start up, relocate and grow a business.	J Meek	Spring 2013
<b>Action 3: Improving Industrial Estate / Employment land performance</b>		
Develop options for managing / developing the Kingstown Industrial Estate and other key sites.	J Meek	April 2013
<b>Action 4: Develop a City Centre Development and Performance Strategy</b>		
Establish a set of measures to monitor the economic performance of the city centre.	J Meek	April 2013
Develop a revised City Centre Masterplan to form part of the Local Plan. Identifying opportunities for the development of sites for office, leisure and retail accommodation.	J Meek	May 2013
Develop and deliver a city wide broadband and WIFI project designed to develop online access, speeds and uptake.	J Meek	May 2013
Develop and deliver a programme of public realm improvements in key areas of the city.	J Meek	2013/14
<b>Action 5: Invest in Carlisle programme</b>		
Engage and support businesses and new investment in the city via the Economic Development Liaison Panel and improved links with existing businesses.	J Meek	April 2013

**We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.**

<b>Action 1: Delivery of a city centre Arts Centre</b>		
Work with partners to select a suitable site or property.	K Gerrard	April 2013
Develop governance, operational and business plans.	K Gerrard	July 2013
Continue to support the development of the Arts Centre through a three year programme of development works.	K Gerrard	2013/14 to 2015/16
<b>Action 2: Old Town Hall Project</b>		
Deliver the Old Town Hall restoration and repair project.	J Meek	June 2013
Develop options to refurbish and modernise the Tourist Information Centre.	J Meek	June 2013
<b>Action 3: Deliver a Carlisle 'Events City' prospectus of cultural and sporting events for 2013/14</b>		
Develop an events programme, budget and resource plan for 2013/14	K Gerrard / J Meek / A Culleton	April 2013
<b>Action 4: Developing a partnership approach to tourism</b>		
Deliver the City Tourism event and work with partners to identify initiatives to support tourism.	J Meek	April 2013
<b>Action 5: Develop our sports and leisure facilities</b>		
Deliver a sport and leisure facilities assessment of need and suitability plan	K Gerrard	February 2013
Develop sport and leisure facilities to address the need for wet and dry facilities by 2015/16	K Gerrard	April 2013
Support the delivery of key sports and leisure facilities via the Harraby School and Community Project.	K Gerrard	2013/14 to 2015/16



**We will work more effectively through partnerships to achieve the City Council's priorities.**

<b>Action 1: Enhanced partnership working</b>		
Map partners relevant to priorities	Senior Management Team (SMT)	April 2013
Identify partners shared aims and objectives and how we can work together	SMT	April 2013
Review member/officer partnership representation	M Lambert	April 2013
Quantify and redirect existing partnership spend	SMT	April 2013
Identify partnership champions and tap into their knowledge of what makes partnerships work	SMT	Ongoing 2013/14

**We will work with partners to develop a skilled and prosperous workforce, fit for the future.**

<b>Action 1: Understanding the current position – business needs and learning providers and collaborating to address these needs</b>		
With key Further Education / Higher Education partners draft a skills analysis for Carlisle	K Gerrard	May 2013
Use this analysis to develop a learning and skills partnership designed to address the current and future skills gaps for Carlisle. To be led through the Carlisle Strategic Partnership / Carlisle Economic Partnership (CEP)	K Gerrard / J Meek	June 2013
<b>Action 2: Develop a collaborative approach to stimulating new business and growing small businesses</b>		
Support the delivery of the Carlisle Growth Hub project and Business Interaction Centre (BIC) in Carlisle.	J Meek	April 2013
Explore with partners other ideas and options for developing and delivering a pathway of support, funding and facilities for business growth. Support the CEP to deliver this pathway.	J Meek	June 2013

**Together we will make Carlisle clean and tidy.**

<b>Action 1: Monitor the new enforcement policy for tackling environmental crimes</b>		
Monitor the outcomes of the enforcement policy and take appropriate actions to ensure targets are achievable.	A Culleton	Ongoing 2013/14
<b>Action 2: Deliver the 'Love Where you Live' campaign</b>		
Implement the marketing, communications and promotional plans	A Culleton	Ongoing 2013/14
Implement education activity with local schools and other appropriate groups	A Culleton	Ongoing 2013/14
Monitor and report on key results from the campaign, identifying new approaches.	A Culleton	Ongoing 2013/14
<b>Action 3 : Deliver the Cleaning Up Carlisle programme in 2013/14</b>		
Increase the usage of mechanical sweepers	A Culleton	Ongoing 2013/14
Implement a programme of street cleansing	A Culleton	Ongoing 2013/14

**We will address Carlisle's current and future housing needs.**

<b>Action 1: Deliver the key housing projects arising from the City Housing Strategy</b>		
Deliver a programme to install energy efficiency measures in domestic homes and to tackle fuel poverty.	K Gerrard	2013/16
Utilise a wide range of funding streams to bring empty homes back into use.	K Gerrard	2013/16
<b>Action 2: The strategic housing needs are fully understood and integrated into the Local Plan.</b>		
Ensure that sufficient land is identified in the Local Plan to provide for the housing needs of the area.	K Gerrard / J Meek	By 2014
<b>Action 3: In the light of welfare reform changes ensure that vulnerable residents and client groups housing needs are understood</b>		
Assess the housing and welfare / benefits needs arising from the government Universal Credit programme and seek to work with partners to meet these needs.	K Gerrard	April 2013
Review work programmes and service level agreements to ensure advice services	K Gerrard	April 2013 - onwards

Appendix 2

supported by the Council are well co-ordinated and deliver good value for money.		
Review the use of Discretionary Housing Payments fund to ensure the most effective use.	K Gerrard	Through to 2016

## Feedback and amendments to the Carlisle Plan 2013/16

Priority	Feedback	Response	Proposed amendment to the Carlisle Plan or action plan
<b>We will support the growth of more, high quality and sustainable, business and employment opportunities.</b>	Action 4: Develop a City Centre Development and Performance Strategy		
	<p>The improvement of the public realm, Botchergate and the city centre should be included in the plan. It would be useful to reinstate the Botchergate Working Group.</p> <p>Entrances into the city are not welcoming and improvements need to be made. Lonsdale area needs tidying up. Could the entrances be prioritised?</p>	<p>There is an action to '<i>Develop and deliver a programme of public realm improvements in key areas of the city.</i>'</p> <p>This includes reviewing Rickergate and Botchergate, working with shop owners, property owners and bus operators to provide good facilities and signage. The Council will concentrate on the centre first and will span outwards.</p>	No amendment
<b>We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.</b>	Action 5: Develop our sports and leisure facilities		
	Investigate the re-opening of the Waverley Viaduct for walkers.	<p>The Waverly Viaduct relates to the completion of the cycle way.</p> <p>This sub action has been discussed at the Council's Corporate Programme Board and has been removed from the plan as the Council does not have the resources to deliver this.</p>	<p>Delete the action</p> <p><i>'Deliver the cycle way link to complete the Carlisle cycle scheme'</i></p>
<b>Together we will make Carlisle</b>	Action 2: Deliver the 'Love Where you Live' campaign		
	Instead of having volunteers to help with tidying up the city, why can't we	The Council wants all people to be proud of our city, and we ask for	No amendment

Priority	Feedback	Response	Proposed amendment to the Carlisle Plan or action plan
clean and tidy.	employ more people?	volunteers to help with this to reaffirm our civic pride.	
<b>We will address Carlisle's current and future housing needs.</b>	Include lifetime home standards in the housing needs priority.	To be explored through the Carlisle Housing Strategy.	An update will be included in the next Housing Strategy update to scrutiny.
	Housing should focus on increasing social housing; affordable housing is more prevalent but is not necessarily affordable for some people.	Social housing is needed but one of the advantages of building new houses is that it creates employment for local people who then reinvest money into the local economy. The Council continues to work with social housing landlords on these issues.	No amendment
	<p>Explore the development of a Community Land Trust (CLT) further in the plan as it is included in the city housing strategy. Community owned assets generate community re-investment income which can help meet community service needs like leisure, childcare, etc.</p> <p>The national CLT Network is looking for 20 urban CLT pilots to support and promote. The key to securing long term re-investment income is through access to low cost land through mechanisms like asset transfer. Publicly owned urban sites also have great potential to self fund</p>	<p>The development of CLTs has previously been considered by the Council but was rejected as a way forward in terms of the authority directly setting one up and transferring land into it. The Council would seek to work with any community that wanted to set one up and it is a key action in the Council's Housing Strategy 2012 – 2016 to <i>'Work closely with local communities to address their housing needs and preferences, and support community-based development initiatives'</i>.</p>	No amendment

Priority	Feedback	Response	Proposed amendment to the Carlisle Plan or action plan
	development through cross subsidy.		
General comments about the plan	<p><i>Capacity and resources</i> Does the Council have the capacity to deliver and monitor the priorities as the plan contains a lot of work and the number of priorities has increased?</p>	Each priority has a clear action plan and links to a lead officer, actions have been included because the Council has the resources available to deliver them.	The resources required to deliver each project will be monitored by the Corporate Programme Board and will be reviewed on a quarterly basis as part of update reports to scrutiny.
	<p><i>Progress of actions</i> The action plan could have additional columns which state the progress of an action and the projected end date of the action or project.</p>		Additional information on the progress and end date of actions will be included in the update reports to scrutiny.
	<p><i>Health and wellbeing</i> Health and wellbeing is no longer included as a Council priority. It is recommended that the Health and Wellbeing agenda objectives are identified and reported separately within the Carlisle Plan.</p> <p>The Council should promote happiness for the people of Carlisle and consider a vision of the 'Happy Border City'. Research finds that happy people have better health habits, effectively tend to their</p>	<p>Health is integrated into all the priorities and each Council Directorate because of its importance.</p> <p>The Healthy City project continues successful work and the Council will work with partners on this where appropriate.</p> <p>A new terms of reference is being developed for the Healthy City Steering Group and health issues will be fed into this body.</p>	No amendment

Priority	Feedback	Response	Proposed amendment to the Carlisle Plan or action plan
	relationships and use healthy thinking styles. The charity Action for Happiness pioneers happiness actions – see <a href="http://www.actionforhappiness.org">www.actionforhappiness.org</a> .		
	<i>Youth provision</i> Youth provision should still be a priority for the Council.	Youth provision is very important and reflected within each priority and action in the plan.  For example, the Council supports the development of apprenticeships and youth employment, and is working with Carlisle College, local employers and training providers to promote this.	No amendment
	<i>Rural issues</i> The plan focuses on the city centre rather than the whole of Carlisle.	A healthy, active city centre will benefit all of Carlisle and stimulate the economy for the whole of Cumbria. Rural issues are reflected within each priority and action.  Detailed settlement profiles are being drawn up for rural areas in the Carlisle district and the information gathered will form an evidence base contributing to the new Local Plan.	No amendment
	<i>Fuel poverty</i> Is fuel poverty a priority for the Council?	As the strategic housing authority, it is most important that the Council can provide affordable housing for	No amendment

Priority	Feedback	Response	Proposed amendment to the Carlisle Plan or action plan
		the people of Carlisle. The Council's Housing Strategy includes a key action to <i>'Work to reduce fuel poverty, including implementing the Cumbria Warm Homes (CWH) project across Carlisle'</i> .	



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## **EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY PANEL HELD ON 14 FEBRUARY 2013**

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### **COSP.16/13 DRAFT CARLISLE PLAN 2013/16**

The Policy and Communications Manager submitted report PC.02/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Executive had on 11 February 2013 (EX.10/13) considered the report and decided:

“That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation.”

In considering the Plan Members raised the following comments and questions:

- The Plan contained a lot of work for officers and the number of priorities had increased, was there the capacity to deliver and monitor the priorities.

The Policy and Communications Manager highlighted the action plan for delivering each of the priorities which was attached to the report. Each item in the action plan was linked to a lead Director and would not have been included in the action plan if there was not the resource available to deliver it.

- A previous priority had been Health and Wellbeing and it was no longer included in the priorities.

The Communities and Housing Portfolio Holder explained that health had been integrated into each one of the priorities and each Directorate because of its importance.

The Panel accepted that health had been included in the priorities but felt that it should have been written down to enable it to be monitored.

- The comments underneath the housing needs priority should include lifetime home standards.
- Was the selection of the suitable site for the Arts Centre progressing according to the timescale set out in the report?

The Director of Community Engagement confirmed that it would be likely that a suitable site or property would be identified by April 2013 and gave a brief update on the progress to date.

- An action in the plan had been to deliver the cycle way link to complete the Carlisle Cycle Scheme; Members questioned how this could be completed.

The Policy and Communications Manager explained that the action had been discussed at the Corporate Programme Board and it was likely that it would be removed from the Plan.

RESOLVED – 1) That the Panel recommended that the Health and Wellbeing agenda objectives are identified and reported separately within the Carlisle Plan.

2) That a monitoring report on the actions set out in report PC.02/13 be submitted to the September meeting of the Panel.

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## **EXCERPT FROM THE MINUTES OF THE RESOURCES OVERVIEW AND SCRUTINY PANEL HELD ON 21 FEBRUARY 2013**

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### **ROSP.15/13      DRAFT CARLISLE PLAN 2013/16**

The Leader submitted report PC.03/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Executive had on 11 February 2013 (EX.10/13) considered the report and decided:

"That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation."

In considering the Plan Members raised the following comments and questions:

- A Member felt that the Plan concentrated on the City Centre and not the whole of Carlisle.

The Leader agreed that in some ways this was correct, he felt that a healthy active City Centre would benefit the whole of Carlisle and would stimulate the economy for the whole of Cumbria.

- The previous Plans had addressed youth provision within the City but it was not included in the new Plan. Members asked for reassurance that youth provision would still be a priority for the Council.

- A previous priority had been Health and Wellbeing and it was no longer included in the priorities, Members asked that this be included.

The Leader responded that youth provision and rural issues were both very important and overlapped. The Executive had looked thoroughly at both issues and made sure that they were reflected within each priority and action in the Plan. He added that health had also been integrated into each one of the priorities and each Directorate because of its importance.

- The Panel supported the development of the M6 corridor and asked for more detail on the aspirations.

The Leader explained that the idea for a proposal had been instigated by the Government's suggestion for large infrastructure projects. The City Council shared its vision with Eden District Council and South Lakeland District Council to establish enterprise along the corridor to stimulate both the rural and urban economy. The Leader had seen similar projects in Slupsk during a Town Twinning visit and he hoped that the same opportunities could be created in this country. He added that it was vital that the M6 corridor was developed as it was the gateway to the energy coast.

- A Member felt that the Plan should have contained more detail on how the actions would be achieved.

The Town Clerk and Chief Executive explained that the Plan was a strategic document and its purpose was to articulate what the Council's priorities were. The detail for each of the actions did not have to be included in the Plan. Each action would have a business plan or service plan as required and scrutiny would see those plans as the projects developed. Part of scrutiny's role would be to ensure that the plans were in line with the Carlisle Plan and consistent with what the Council was trying to deliver.

- A Member raised concerns regarding fuel poverty in the City and asked if this was a priority for the Council.

The Leader reminded the Panel that the Council was the strategic housing authority and, although all priorities were important, it was most important that the authority could provide affordable housing for the people of Carlisle. The Council had land and partners but needed more resources. The Housing Minister was visiting Carlisle in March and the Leader would meet with him to discuss the resources Carlisle needed to build affordable housing.

- How would scrutiny ensure that the actions in the Carlisle Plan were being carried out?

The Panel discussed the possibility of adding an additional column to the actions table which had a proposed completion date so it could be monitored by Scrutiny. The Town Clerk and Chief Executive reminded the Panel that the business plans or service plans for each action would be scrutinised as the developments or proposals progressed.

RESOLVED – That the comments and concerns identified by the Panel as detailed above be conveyed to the Executive.

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**EXCERPT FROM THE MINUTES OF THE  
ENVIRONMENT AND ECONOMY  
OVERVIEW AND SCRUTINY PANEL  
HELD ON 28 FEBRUARY 2013**

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**EEOSP.18/13 DRAFT CARLISLE PLAN 2013-2016**

The Leader submitted report PC.04/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Executive had on 11 February 2013 (EX.10/13) considered the report and decided:

"That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation."

In considering the report Members raised the following questions and comments:

*There were no "Listening Council" events north or east of the river listed. Had the full list been published?*

The Leader advised that while he would not be able to visit every community centre during the events he was available every Saturday morning in the central library and also held regular web discussions as well as discussions with the press and radio. Beyond that the Leader and members of the Executive were happy to meet with the local community. The Leader added that, as he lived in Brampton, he knew the area and people knew him; for that reason he had decided to hold a session in Longtown rather than Brampton.

*How would the Leader ensure a way of showing how the needs of health and youth were being met?*

As a result of a similar question from the Resources Overview and Scrutiny Panel the Leader had attended a Healthy City meeting in Penrith to find out the long term strategy of public health, the university and the NHS. The Leader was concerned that the Healthy City project was losing focus but was reassured after the meeting that it was not. With regard to young people the Leader acknowledged that there was a need for jobs and apprenticeships. However, he was aware that the Council had a duty of care that would be reflected throughout the process.

*It would be useful to have an additional column that indicated the status of an action.*

The Leader confirmed he would look at that issue and that some actions would be ongoing and some works in progress.

In response to a query the Leader advised that he had been speaking with a number of partners including Pirelli and Bendalls who were keen to champion apprenticeships and wanted to build relationships with local schools regarding apprenticeship opportunities. The Leader believed that the City needed apprenticeships in areas such as electric welding. Not all young people were able to attend university and apprenticeships may be more suitable for them.

The Economy and Environment Portfolio Holder advised that he was working with Carlisle College who were more than happy to work with employers regarding apprenticeship schemes. There was also the possibility of young people setting up their own business and becoming employers themselves. The Portfolio Holder was engaging with companies and training providers and would work with training providers such as Systems Training.

*As 30% of the authority was outside the City boundaries there was not a lot in the Plan that was relevant to them.*

In response to a query the Leader confirmed that the "Listening Council" events would not be minuted but that he would be taking notes to ensure issues were followed up.

The Leader had met with a group of 40 young farmers recently who felt strongly that they were part of the young people of Carlisle.

*With regard to housing needs affordable housing was currently more prevalent but it was not necessarily affordable for some people. It may be better to have more social housing available.*

*There was concern about the potential impact of the Welfare Reform Act and the possibility that people may have to move house and children be moved to different schools.*

The Leader acknowledged that that was a concern and that the changes would be hard for a lot of people.

With regard to affordable housing the Leader was working with social housing landlords on the matter. A visit from the Housing Minister had been arranged for March and it was the Leader's intention to meet with him and discuss those issues.

The Leader agreed that social housing was needed but believed that one of the advantages of building new houses was that it created employment for local people who then put money back into the local economy.

The Deputy Chief Executive advised that a report on empty properties and the Disabled Facilities Grant would be considered by the Executive at their meeting on 11 March 2013.

*A Member was concerned about the loss of traditional apprenticeships. He was also concerned about the number of people who could not afford the affordable housing and the number of people visiting the Salvation Army for food parcels. He believed that Members should work together to attempt to rectify the issues.*

*Was the improvement of the public realm, Botchergate and the City Centre included in the Plan?*

The Economy and Enterprise Portfolio Holder advised that although highway issues were outwith the City Council's control Members were looking at signage and encouraging shop owners and bus operators to provide good facilities.

*It was agreed that it would be useful to reinstate the Botchergate sub group.*

The Director of Economic Development advised that Officers were looking at Rickergate and Botchergate and the links through the city. Officers were working with property owners regarding signage and derelict properties.

The Economy and Enterprise Portfolio Holder confirmed that the tourism and marketing strategy was deliverable within current budgets but, following the transformation within the Economic Development Directorate, staff resources were stretched and therefore it was essential that the staff were looked after.

The Director of Economic Development believed that the marketing and branding of Carlisle was important to ensure that people outside the area knew what Carlisle was about and to raise the profile of Carlisle. The Portfolio Holder added that effective partnerships would be crucial in that respect.

*The County Council had made a big effort of promoting Carlisle in London. Did the City Council have any similar plans for London and Brussels?*

The Director of Economic Development commended the County Council on their work and stated that the relationship with the County Council was strong which could only be good for the City as well as Cumbria.

The Chairman thanked the Leader for the report and acknowledged the value of Overview and Scrutiny Panels working with the Executive to move issues forward and challenge ideas.



RESOLVED – (1) That Report PC.04/13 – Draft Carlisle Plan 2013/16 be noted.  
(2) That the Botchergate Working Group be reinstated to monitor the area.



<b>Report to Executive</b>	Agenda Item:  <b>A.4</b>
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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:	11 <sup>th</sup> March 2013
Overview and Scrutiny:	28 <sup>th</sup> March 2013
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.

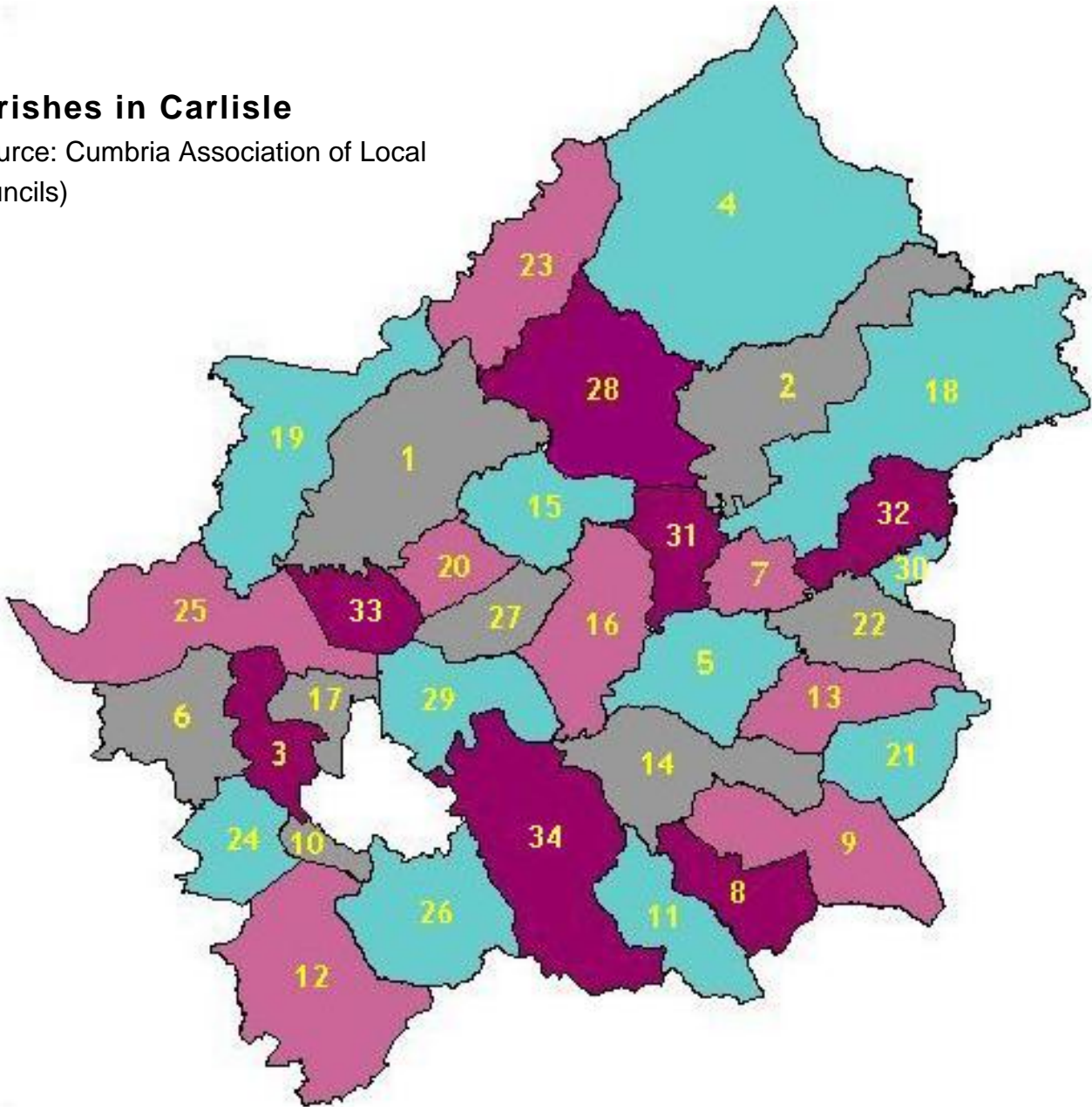
Leader, Carlisle City Council

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 Carlatten & 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.

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## 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

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### 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

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**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

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**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

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**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

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**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.

.....



<b>Report to Executive</b>	Agenda Item:  <b>A.5</b>
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Meeting Date: 8th April 2013  
 Portfolio: Communities and Housing  
 Key Decision: Yes:  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: CSP PARTNERSHIP PLAN  
 Report of: The Director of Community Engagement  
 Report Number: CD 28/13

**Purpose / Summary:**

The Carlisle and Eden Community Safety Partnership (CSP) have developed their draft Partnership Plan for 2013/14 (attached as Appendix 1 of this report). This plan forms part of the City Councils Policy Framework and refreshes the existing plan. It has been developed by the CSP's Leadership Group with input from the City Council's Lead Officer (Director of Community Engagement) and Portfolio Holder for Communities and Housing.

The purpose of this report is to present the CSP's work programme for the coming year in the form of their Partnership Plan. While this is presented as a developed document it represents a 'live' work programme - which develops throughout the year and can be influenced and shaped through the City Council's representation on the CSP's Leadership Group.

**Recommendations:**

It is recommended that Executive consider and note the report and recommend it for wider consultation.

**Tracking**

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

## **1. BACKGROUND**

- 1.1 The Crime & Disorder Act 1998 placed statutory obligations on local authorities and the police to act in co-operation with the probation service, health authorities and other relevant agencies, and to work together to develop and implement a partnership plan for tackling crime and disorder in their area.

The legislation requires local Community Safety Partnerships to produce a plan setting out how it intends to tackle crime and disorder and allowing the development of strategies to tackle short, medium and long-term priorities. This also allows alignment to other planning cycles, most notably partners' individual corporate planning and Carlisle's Community Plan.

The attached plan outlines these priorities for 2013-14 and is supported by a series of actions plans being developed and delivered by the task groups of the CSP.

## **2. PROPOSALS**

- 2.1 It is proposed that the Partnership Plan is considered by Executive and after consultation approved by Full Council.

## **3. CONSULTATION**

- 3.1 The Partnership Plan is a public document and will be made available for consultation and comment by the City Council's partners. Views and comments received from Community Overview and Scrutiny panel (on 28 March 2013) will be brought forward for consideration by executive in due course.

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

- 4.1 It is recommended that Executive consider and note the report and recommend it for wider consultation.

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

- 5.1 This report contributes to the Carlisle Plan priority:  
We will work more effectively with partners to achieve the City Council's priorities.

**Contact Officer: Keith Gerrard**

**Ext: 7350**

**Appendices Appendix 1 CSP draft Partnership Plan  
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 20/13**

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

**Chief Executive's -**

**Community Engagement –**

**Economic Development –**

**Governance –** The CSP Partnership Plan contributes towards the Council's obligations under the Crime & Disorder Act 1998. The Crime & Disorder Reduction Strategy is reserved to Council as part of the Authority's policy framework (Article 4 of the Constitution). Therefore, following due process of consultation and recommendation by the Executive, the Plan will be referred to Council for consideration.

**Local Environment –**

**Resources -** There are no financial implications of adopting the CSP Partnership Plan for 2013/14. The City Council makes no direct financial contribution to the partnership and therefore any additional support required will need to be met from existing base budgets.



## Key Priorities 2013

A strategic assessment has been completed and highlighted the following priorities

- **Anti-social behaviour**
- **Violent Crime**
- **Reduce harm caused by drugs**
- **Impact of Alcohol Misuse**
- **Domestic Abuse and Sexual Violence**
- **Reduce Re-offending**

## Vision

By working in partnership, North Cumbria communities will remain safe and reassured

## Tackling the Priorities

### Anti-Social Behaviour

- Maintain low levels of anti-social behaviour
- Improving the partnership approach to co-ordinating activities for young people
- Joining up the partnership approach for environmental aspects

### Violent Crime

- Work with partners to reduce violent crime and assaults

### Reduce harm caused by drugs

- Reducing harm to young people
- To support the Countywide Drug Strategy

### Impact of alcohol misuse

- Continue to deliver Cumbria Alcohol Strategy through dedicated task & finish groups

### Domestic Abuse and Sexual Violence

- Further develop & expand the Domestic Violence champions network
- Maintain monthly Multi-Agency Risk Assessment Conferences (MARAC)
- Improve the management of repeat missing vulnerable young people to reduce exploitation
- Development of preventative work with young people, targeting potential perpetrators and victims

### Reduce Re-offending

- Continue the Integrated Offender Management programme using a wide range of partners to manage problem individuals effectively in communities
- Monitor effectiveness of North Cumbria IOM scheme using revised performance indicators
- Encourage the use of restorative justice through provision of training to a range of public, private and voluntary sector agencies

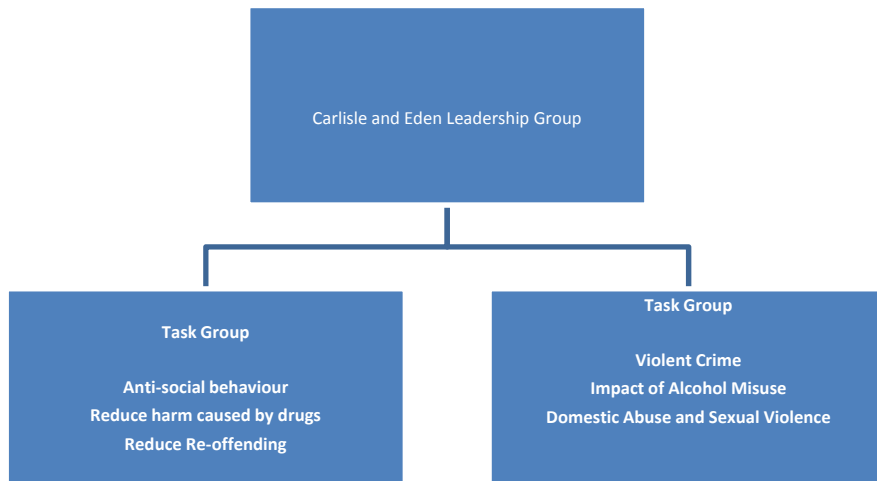


# Carlisle and Eden CSP Partnership Plan 2013- 2014 Refresh



Statistics 2012/ 2013	
1100	Fewer victims of crime
21%	Reduction in ASB
4%	Reduction in Crime
9%	Reduction in Criminal Damage
25%	Reduction in Deliberate Fires

## Our Partnership Approach



### Successes

#### ASB and Criminal Damage

**Operation Roman Candle**  
Comparisons of ASB fires throughout the operation period show a continually reduction in nuisance fires over the last 5 years. From 90 reports in 2007 to 8 in 2012.

**Summer Splash**  
Over 1400 people attended the 6 events. ASB reduced in West Carlisle by 112 incidents (55% reduction) and only 10 reports of criminal damage (down by 77%).

**Appleby Fair**  
The co-ordinated approach by partners to Appleby Fair has made it a far safer and more community oriented event. The Carlisle and Eden CSP has recently supported the introduction of a new website to improve communication across the event.

### Successes

#### Violent Crime

**Best Bar None Scheme**  
The scheme has been instrumental in raising standards in bars, pubs and clubs in North Cumbria and has contributed to significant reductions in violent crime.

**Taxi Rank Marshals**  
Deployment of marshals at public ranks helps prevent escalation of serious disorder by early intervention which is reassuring to taxi operators and the public.

**Domestic Violence Champions**  
The network has been developed to support victims and raise awareness/ knowledge of domestic and sexual violence with partner agencies.

Carlisle and Eden Community Safety Partnership has and continues to be a successful partnership of multi agencies working together to address crime and disorder in North Cumbria. Since its inception, we have worked effectively to contribute to significant and sustained falls in crime and disorder. This plan sets out how, in partnership, we will address the priorities identified to ensure North Cumbria remains a safe place to live, work and study.

The partnership continues to have strong strategic leadership and dedicated and knowledgeable people in our task groups who are committed, prepared and focussed on the priorities for the year ahead. The Police and Crime Commissioner, who came into post in November 2012, is keen the existing partnership continues the good work already been delivered and has advised funding will continue for the coming year 2013/14.

**Mary Robinson, CSP Chair**



## OFFICER DECISIONS

Below is a list of decisions taken by Officers which they have classed as significant:-

**REF: OD.013/13 National Non Domestic Rates Return 1 (NNDR1) 2013/14**

**Decision of** Director of Resources

**Portfolio:** Communities and Housing / Finance, Governance and Resources

**Subject Matter:**

Revised regulations came into force in February 2013 that required Local Authorities to formally approve their forecast Business Rates income as calculated in the National Non Domestic Rates Return 1 (NNDR1) 2013/14 form.

The new Rates retention scheme that is now in force for 2013/14 and beyond, requires this figure to be calculated in order to set the amounts to be paid over to Central Government and the County Council.

This amount is to be calculated by 31 January each year.

**Summary of Options rejected:**

Not applicable

**DECISION:**

That the Net Rate Yield excluding transitional arrangements but after rate retention adjustment as per the NNDR 1 is £38,912,992 for 2013/14, with the Central Government share being £19,456,496, The County Council Share being £3,891,299 and the billing authority share being £15,565,197 before tariffs and top-ups.

**Reasons for Decision:**

Statutory requirement

**Date Decision Made :** 31-Jan-13

**REF: OD.014/13 Civic Centre Foyer Redesign**

**Decision of** Director of Community Engagement

**Portfolio:** Communities and Housing

**Subject Matter:**

In accordance with Section 2(b) of the Council's Constitution - Leader's Scheme of Delegation (May 2012), the Director of Community Engagement has delegated authority for the management and operation of the Council's customer contact centre and main reception facilities.

**Summary of Options rejected:**

None

**DECISION:**

That the 2013/14 capital programme be increased by £25,000 funded from increased income from partner organisations to carry out the proposed improvements to the Civic Centre reception / foyer area on an invest to save basis.

**Reasons for Decision:**

To allow funding to be released to utilise the space within the Civic Centre foyer to its full potential for Customer Service delivery

**Date Decision Made :** 25-Mar-13

## JOINT MANAGEMENT TEAM

Wednesday, 30 January 2013

## MINUTES

<b>Present:</b>	Councillors J Hendry (Chair), C Glover, E Martlew, A Quilter, J Riddle and L Tickner
	A Culleton, K Gerrard, M Lambert, P Mason and J Meek
<b>Apologies:</b>	D Crossley, J Gooding

<b>JMT 179/12 – JMT minutes of previous meeting</b>	
Agreed.	
<b>JMT 180 /12 – Highways Claimed Rights Task Group Implications</b>	
Papers were circulated and JMT were updated on progress. 1 April 2013 is the deadline for the transfer of Highways Claimed Rights to the County Council to take place.	
The Executive thanked the Director of Local Environment and all those involved for their hard work.	
<b>ACTION:</b> Director of Local Environment to come back with an update. Communications Plan to be circulated to all Members.	
<b>JMT 181 /12 – Sense of Place Update</b>	
Sense of Place – JMT were updated on this piece of work and briefed on its objectives and other Council's who have undertaken such initiatives including Coventry and Warwickshire. A Sense of Place Steering Group has been set up involving key stakeholders in order to take this work forward.	
<b>ACTION:</b> Coventry report to be distributed for comment. To be discussed further.	
<b>JMT 182/12 – Carlisle College: Arts Centre Plans</b>	
An update was provided and current situation discussed.	
<b>ACTION:</b> Ensure communications are in place.	
<b>JMT 183/12 – Forward Plan of Executive Decisions</b>	
Agreed.	
<b>ACTION:-</b>	
<b>JMT 184/12 – Forward Plan of JMT</b>	
Agreed.	
<b>ACTION:</b>	
<b>JMT 185/12 – Dates for visit of Executive/JMT to possible Arts Centre Sites</b>	
27 February was the agreed as the date for the site visits.	
<b>ACTION:</b> JMT to meet in Civic Centre reception at 1.30pm.	
<b>JMT 186/12 – Any Other Business</b>	
'Events' programme to be discussed further.	

## JOINT MANAGEMENT TEAM

Monday, 11 February 2013

## MINUTES

<b>Present:</b>	Councillors J Hendry (Chair), C Glover, E Martlew, J Riddle and L Tickner (LT)
	D Crossley, A Culleton (AC), J Gooding, C Hardman (for J Meek), M Lambert and P Mason
<b>Apologies:</b>	K Gerrard, J Meek, A Quilter

<b>JMT 187/12 – JMT minutes of previous meeting</b>	
<b>Highways Claimed Rights</b> –an update was provided on the current position and efforts of staff acknowledged in making this happen. A Culleton to relay these thanks to the team.	
<b>Sense of Place</b> – a report will be available on this in two weeks time.	
<b>Carlisle College Arts Centre</b> – An update was provided on the current situation and JMT briefed on the consultation underway. DC to arrange a meeting with JMT and Steve Salkeld and/or Moira Tattersall.	
<b>JMT 188 /12 – Broadband</b>	
DC updated colleagues on this work area. It was agreed that further work needs undertaken including costings and that this would be presented to a future meeting of JMT. Cllr Hendry asked that this be given high priority. D Crossley to co-ordinate.	
<b>ACTION:</b> DC to prepare report	
<b>JMT 189/12 – Purple Sack Review</b>	
AC gave a presentation and explained the benefits of changing some properties from weekly sacks to fortnightly wheeled bins. It was agreed that the Portfolio Holder would make and record a decision to consult after which a report would be taken to the Executive.	
<b>ACTION:-</b>	
<b>JMT 190/12 – Forward Plan of Executive Decisions</b>	
Agreed	
<b>ACTION:-</b>	
<b>JMT 191/12 – Forward Plan of JMT</b>	
Town Hall report to Executive – JMT need to know of progress in this project. Agreed	
<b>ACTION:</b>	

**JMT 192/12 – Any Other Business**

**Events**

DC asked JMT for a steer about which events to take forward. JH stated that he was keen to see Music City and the Carlisle Pageant. JH advised that he now had direct control of the Events Budget to ensure these were effectively controlled and detected. Thought to be given to events at Christmas.

LT asked if two further columns could be added to the spreadsheet – Cost and Staff Usage. It was agreed that further discussion needs to take place.

**Joint Council Meetings** – The agreed dates are 17/6/13 and 3/12/13 – M Durham advised Celebration of Learning is being held on 3/12/13 – a discussion on a revised date needs to take place.

**ACTION:**

The meeting ended at 6.20pm.

