

AGENDA

People Panel

Thursday, 24 November 2022 AT 10:00
In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG

****A pre meeting for Members to prepare for the Panel will take place 45 minutes before the meeting****

The Press and Public are welcome to attend for the consideration of any items which are public.

Members of the People Panel

Councillor Glover (Chair), Councillors Finlayson, Mrs McKerrell, Mrs Mitchell (Vice Chair), Pickstone, Shepherd, Miss Whalen, Wills

Substitutes:

Alcroft, Allison, Atkinson, Bainbridge, Birks, Bomford, Brown, Collier, Ms Ellis-Williams, Mrs Glendinning, Lishman, Mitchelson, Morton, Ms Patrick, Robson, Miss Sherriff, Southward, Sunter, and Dr Tickner.

PART A

To be considered when the Public and Press are present

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 items 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.

MINUTES OF PREVIOUS MEETING

To note that Council, at its meeting of 8 November 2022, received and adopted the minutes of the meetings held on 25 August and 6 October 2022. The Chair will sign the minutes.

[Copy minutes in Minute Book 49(3)].

A.1 CALL-IN OF DECISIONS

To consider any matter which has been the subject of call-in.

A.2 COMMUNITY CENTRE SUSTAINABILITY – CURRENT AND POST LGR

7 - 12

Portfolio: Communities, Health and Wellbeing
Directorate: Community Services
Officer: Luke Leathers, Head of Health and Wellbeing
Mark Walshe, Head of Property Services
Report: CS.36/22 herewith

Background:

The Deputy Chief Executive to submit an overview of the current Carlisle City Council revenue funding, additional support arrangements and lease arrangements of the Community Centres prior to the transfer of assets and

support to the Cumberland Council 1st April 2023.

Why is this item on the agenda?

This item was requested by the Chair.

What is the Panel being asked to do?

Review the information relating to the current arrangements and consider any risks and future opportunities for community centres.

A.3 YOUTH PROJECTS AND ENGAGEMENT

**13 -
16**

Portfolio: Communities, Health and Wellbeing
Directorate: Community Services
Officer: Luke Leathers, Head of Health and Wellbeing
Report: CS.37/22 herewith

Background:

The Deputy Chief Executive to provide an overview of current and potential future youth engagement in Carlisle District through a presentation from City and County officers.

Why is this item on the agenda?

The Panel agreed that they would like to receive a report in this issue at their meeting on 9th June 2022.

What is the Panel being asked to do?

Receive an update on youth engagement work from Carlisle City Council and provide recommendations on the approach to future youth engagement as we transition into Cumberland Council.

A.4 SICKNESS ABSENCE QUARTER 2 2022/23

**17 -
22**

Portfolio: Finance, Governance and Resources
Directorate: Community Services
Officer: Darren Crossley, Deputy Chief Executive
Report: CS.35/22 herewith

Background:

The Deputy Chief Executive to submit a report on the authority's quarter 2 sickness absence levels for the period 1 April to 30 September 2022 and other sickness absence information.

Why is this item on the agenda?

Annual monitoring of sickness absence within the authority.

What is the Panel being asked to do?

Scrutinise and comment on the information on sickness absence provided in the report.

A.5 REVENUE BUDGET OVERVIEW AND MONITORING BUDGET - APRIL TO SEPTEMBER 2022 23 - 44

Portfolio: Finance, Governance and Resources
Directorate: Finance and Resources
Officer: Alison Taylor, Corporate Director of Finance and Resources
Report: RD.41/22 herewith and Minute Excerpt to follow

Background:

The Corporate Director of Finance and Resources to submit a report providing an overview of the Council's overall budgetary position for quarter 2 for revenue schemes only which was considered by the Executive on 21 November 2022.

Why is this item on the agenda?

Budget monitoring report.

What is the Panel being asked to do?

To scrutinise the variances contained within this report.

A.6 CAPITAL BUDGET OVERVIEW AND MONITORING BUDGET - APRIL TO SEPTEMBER 2022 45 - 62

Portfolio: Finance, Governance and Resources
Directorate: Finance and Resources
Officer: Alison Taylor, Corporate Director of Finance and Resources
Report: RD.42/22 herewith and Minute Excerpt to follow

Background:

The Corporate Director of Finance and Resources to submit a report providing an overview of the budgetary position of the City Council's capital programme for quarter 2 which was considered by the Executive on 21 November 2022.

Why is this item on the agenda?

Budget monitoring report.

What is the Panel being asked to do?

To scrutinise the variances contained within this report.

A.7 QUARTER 2 PERFORMANCE REPORT 2022/23

**63 -
78**

Portfolio: Finance, Governance and Resources
Directorate: Corporate Support
Officer: Steven O’Keeffe, Policy and Communications Manager
Report: PC.27/22 herewith

Background:

The Policy and Communications Manager to submit a report on the Quarter 2 2022/23 performance against the Council’s current Service Standards and a summary of the Carlisle Plan. Performance against the Panel’s 2022/23 Key Performance Indicators (KPIs) are also included.

Why is this item on the agenda?

Annual monitoring of performance.

What is the Panel being asked to do?

Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities.

A.8 OVERVIEW REPORT

**79 -
84**

Portfolio: Cross Cutting
Directorate: Cross Cutting
Officer: Rowan Jones, Policy and Scrutiny Officer
Report: OS.24/22 herewith

Background:

To consider a report providing an overview of matters related to the work of the People Panel.

Why is this item on the agenda?

The People Panel operates within a Work Programme which is set for the 2022/23 municipal year. The Programme is reviewed at every meeting so that it can be adjusted to reflect the wishes of the Panel and take into account items relevant to this Panel in the latest Notice of Executive Key Decisions.

What is the Panel being asked to do?

- Note the items within Panel remit on the most recent Notice of Key Executive Decisions and comment on.
- Note the current work programme, work planning activity and comment on the programme, in particular on items for the next Panel meeting.

PART B

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

- NIL -

Enquiries, requests for reports, background papers etc to:
democraticservices@carlisle.gov.uk

Carlisle City Council Report to People Panel

Item
A.2

Report details

Meeting Date:	24 th November 2022
Portfolio:	Communities, Health and Wellbeing
Key Decision:	No
Policy and Budget Framework	Yes/No
Public / Private	Public
Title:	COMMUNITY CENTRE SUSTAINABILITY – CURRENT AND POST LGR
Report of:	The Deputy Chief Executive
Report Number:	CS 36/22

Purpose / Summary:

To give the Panel an overview of the current Carlisle City Council revenue funding, additional support arrangements and lease arrangements of the Community Centres prior to the transfer of assets and support to the Cumberland Council 1st April 2023.

Recommendations:

It is recommended that the Scrutiny Panel review the information relating to the current arrangements and consider any risks and future opportunities for community centres.

Tracking

Executive:	
Scrutiny:	24.11.22
Council:	

1. Background

- a. Carlisle City Council owns the freehold interest in several community centres located across the city area and has leased these to local community associations for many years.
 - b. The Council supports Community Centres with annual grant funding as part of wider support arrangements for third sector organisations.
 - c. The Community Centres function as independent charities, each with their own Board of Trustees responsible for the operation of their Centre and for responding to the needs of their local communities.
 - d. Collectively the Community Centres are supported and co-ordinated by the 'Carlisle & District Federation of Community Organisations'. This organisation also operates as an independent charity.
 - e. Carlisle City Council's total annual revenue budgeted spend on Community Associations / Centres for 2022/23 is £404,300 (discounting internal re-charges). This is made up of:
 - £190,200- revenue grants to Community Centres
 - £9,000 – Federation of Community Organisations' Training grant
 - £155,800 – Building maintenance for the 8 Community Centres (and Longtown Community Centre for which a Charity Commissioners Scheme directs the ownership is to be vested in Carlisle City Council in trust for the association). This includes planned, reactive and building compliance work.
- NB1. This maintenance figure does not include Downagate Community Centre which is on full repairing lease.
- £40,000 - Building insurances.
 - £9,300 - Horticultural maintenance provided by Carlisle City Council to some Community Centres with grounds maintenance requirements.
- f. Carlisle City Council also carries out annual business plan and due diligence tests on Community Centre finances ahead of awarding any grants to ensure that the public money is awarded to bodies with strong financial health.
 - g. Carlisle City Council also offer a range of in-kind and other support, including discretionary rate relief to the Community Associations as registered charities and payroll services. These provide considerable additional financial and administrative support.
 - h. The Community Centres are an integral part of delivering health and wellbeing improvements to communities across the Carlisle district and are an important part of the City Council's approach to delivering this work.
 - i. Carlisle City Council works with Community Centres on an annual grant agreement that links the Council priorities to the outcomes and outputs of the Community Centres which is then monitored on actual outputs.

2. Property related issues

- a. As highlighted in section 1.1 above, the City Council owns several community centres that it lets on leases to local associations.
- b. A brief summary of the community centres in the city area is set out below. The table below outlines the lease end dates of the Community Centres that are funded through Carlisle City Council grants.

Community Centres owned by Carlisle City Council	Lease end dates (if applicable)
Belah	25 February 2039
Botcherby	6 August 2026
Currock	19 December 2116
Downagate	23 May 2047
Denton Holme	13 January 2029
Greystone	30 July 2026
Yewdale	15 August 2026
Morton	31 July 2026
Raffles	23 May 2046
Longtown	Freehold due to be vested in City Council / no lease currently in place
Community Centres not owned by Carlisle City Council	Brief Ownership Details
Brampton	Owned and operated by Brampton & Beyond Community Trust
Harraby	Freehold owned by Cumbria County Council
Petteril Bank	Freehold owned by Community Association

- c. Given the above and that several of the leases have lease termination events in 2026, Property Services undertook an initial brief assessment of the community centre portfolio in late 2021. More generally with commercial property leases, consideration would start to be given to how best to deal with lease terminations approximately 18 month / 2 years before the due date. In this case though, Property Services advised that given that this portfolio cuts across a range of services with funding implications beyond just the properties themselves a pro-active and approach should be adopted to assess the potential options at an early stage.
- d. Discussions were therefore undertaken with internal stakeholders, and it was agreed that in order to fully understand all aspects (property, legal, funding and community and local benefits) of the portfolio it would be best to

undertake a comprehensive asset review so that any future Council could make any future decisions based on a comprehensive package of information including the likely financial costs of any option that may be adopted in the future.

- e. Executive members were consulted on this approach in February 2022; it is important to note that the asset review is intended to provide an informed and wide-ranging view of each community centre asset and the future use / operational options available.
- f. The asset review will require a range of consultations to be undertaken along with various workstreams including where appropriate the commissioning of specialist services and surveys and the analysis of significant amounts of data and other information. Users of the various centres will also be asked to input to the review so that their views can be captured and considered. For this reason, this piece of work will take between 9 & 12 months to complete subject to adequate resources being available. Unfortunately, given the need to focus resources on work related to the ongoing local government reorganisation over the last year and the significant difficulties in recruiting experienced team members to the Property Services progress to date has been limited. However additional temporary resource is starting imminently so it is expected that good progress will start to be made on this asset review so that a report can be brought the Executive of Cumberland Council later in 2023.

3. Local Government Reorganisation (LGR)

- a. Local Government Reorganisation is currently taking place across all authorities in Cumbria. From April 2023 two new unitary authorities will manage all council functions and the existing seven sovereign authorities will cease to exist.
- b. Carlisle City Council services and property assets will transfer to the new Cumberland authority.
- c. As part of the LGR process the existing arrangements with community centres from a property, lease, legal and grant perspective have been fed into the relevant LGR workstreams. These workstreams were set up to ensure all work from the existing sovereign councils was put forward to inform the new financial, operational and structural arrangements. The priorities for Cumberland are set out in the Cumberland Plan.
- d. The development of a first budget for Cumberland Council will (in part) use the existing Medium Term Financial Plans of the sovereign councils along with known budget pressures and savings required to form the budget for 2023/24. This process is ongoing and is due to be completed for February/March 2023. These arrangements will set the Community Centre budgets for 2023/24
- e. Existing leases and legal agreements for the sovereign Councils will novate on the 1st April 2023 to the respective new unitary Councils. This will ensure that existing

Community Centre leases and any other legal arrangements are not fettered by the transfer of assets to the new authority.

- f. Many of the Community Centres have trustees on their boards from the existing local authorities (Carlisle City Council and Cumbria County Council). This is a legacy from previous Service Level Agreements, however under the existing grant arrangements there is no requirement to have local trustees on the board. Therefore, there is no requirement to change trustees or invite Cumberland Councillors to become trustees for Community Centres in Carlisle. Any such change to the trustee boards will remain a matter for each Community Centre board to consider.

4. Conclusion and reasons for recommendations

- a. It is recommended that the Scrutiny panel review the information relating to the current arrangements and consider any risks and future opportunities for community centres.

5. Contribution to the Carlisle Plan Priorities

- a. We will continue to prioritise the current response to and rapid recovery from the health and wellbeing impacts of Covid 19 pandemic.
- b. We will work with our partners in the public, health, private and voluntary sectors to deliver a broad programme that will support the good, lifelong health and wellbeing of our residents and visitors.

Contact details:

Contact Officer: Luke Leathers

Ext: 7481

Appendices attached to report:

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Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

Corporate Implications:

Legal –

Repair – a lease sets out the liabilities that the parties accept and where the council retains a repairing responsibility the council has a contractual duty to keep the property in good repair and condition. This can be onerous as repairs can be extensive. The longer the term of the lease the longer the commitment the council has to cover repair costs.

Disposal - For any future grants of Leases to the community centres the Council has a power and duty under Section 123 of the Local Government Act 1972, and may dispose of

land held by it in any manner it wishes, save that it shall not dispose of land otherwise than by way of a short tenancy, for a consideration less than the best that can be reasonably obtained unless specific consent of the Secretary of State is obtained.

The relevant Government Circular guidance on the matter (General Disposal Consent (England) 2003) sets out that it is Government policy that Local Authorities do not require specific consent for the disposal of any interest in land which the authority considers will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area. Where applicable, authorities should also have regard to their community strategy. It will be for the authority to decide whether these decisions taken comply with any other relevant governing legislation. In all cases, disposal at less than best consideration is subject to the condition that the undervalue does not exceed £2,000,000 (two million pounds).

LGR - The existing leases will automatically transfer to Cumberland Council. This will occur by operation of law, using the provisions in s16 of the Local Government and Public Involvement in Health Act 2007. There will be no change to the terms of the leases and there is nothing for Carlisle City Council or the Tenants to do.

Property Services – Property implications are included in the main body of the report. In summary these are that several community centre leases are due to expire in the next 4 years with others in later years. These lease events provide a good opportunity to undertake a wide-ranging asset review. The data and information obtained through this review will then be used to assess and provide recommendations on the potential future management and operation options for each community centre. The wider and potential service cross-cutting opportunities offered by local government re-organisation will also be explored. This approach will help to ensure that going forward the community centre assets are managed in consistent and sustainable way for all parties whilst delivering the maximum benefits for their local communities.

Finance – The report sets out the recurring financial resources available to the Council to support the Community Centres, as set out at paragraph 1.5. Any financial support after 1st April 2023 will be a decision of the new Cumberland Council.

**Equality -
Information Governance-**

Report details

Meeting Date: 24th November 2022
 Portfolio: Communities, Health and Wellbeing
 Key Decision: No
 Policy and Budget Framework: No
 Public / Private: Public

Title: YOUTH PROJECTS AND ENGAGEMENT
 Report of: The Deputy Chief Executive
 Report Number: CS.37/22

Purpose / Summary:

Provide an overview of current and potential future youth engagement in Carlisle District through a presentation from City and County officers.

Recommendations:

The panel to receive an update on youth engagement work from Carlisle City Council and provide recommendations on the approach to future youth engagement as we transition into Cumberland Council.

Tracking

Executive:	
Scrutiny:	24/11/22
Council:	

1. Background

1.1. Carlisle City Council Healthy City team is involved in youth projects and engagements through a variety of cultural, community, physical activity and volunteering projects through their multi-disciplinary team.

2. Healthy City Team youth engagement projects presentation

2.1 Presented by Stephen Dunn, Culture and Communities Officer (Carlisle City Council) and Helen Tickner (Participation and Communities Officer, Carlisle City Council).

2.2 Overview of current and potential projects:

- Welcome to your City – young people engagement across communities
- James Rennie School projects
 - Civic engagement – Tea with the Mayor
 - Arts projects
 - Cultural work experience
- Carlisle and Eden Mind Art and Mental Health project
- Youth culture 1974 to the present day film and engagement project
- Encouraging young people into cycling – Melbourne Park Pump Track, Harraby Cycle Track
- Student Health Walks and wellbeing trail – Carlisle College
- After school nature clubs in parks – in partnership with Cumbria Wildlife Trust
- ‘Parkplay’ at Hammonds Pond – encouraging family physical activity
- Multi-generational model railway club
- Big Buzz plant
- Bitts Park school planting competition

3. Carlisle Youth and Community Work Conference

3.1 Cumbria County Council’s Community Team are organising a ‘Carlisle Youth and Community Work Conference’ on 7th December 2022.

3.2 The conference will bring together community groups, local charities, youth organisations & parish councils from across Carlisle.

3.3 This is an open event and members can attend through this link:

<https://www.eventbrite.co.uk/e/carlisle-youth-community-work-conference-tickets-457045604707>

3.4 Below is an overview of the programme.

CYCW22 aims to bring together youth & community projects & organisations, local charities, parish councils, local government, social enterprises from across North Cumbria & Carlisle for a celebration of the work of the community & youth sector and share good practice, learn and inspire each other! One the day we will consider key themes that present opportunities and challenges for us and the communities we serve. There will be participatory workshops, key note speakers, Q&A panel with opportunities to network. The conference is free and will have BSL interpreter.

Programme

3.00 pm - Registration

3.15 pm - Welcome by Cllr Deborah Earl

(Cabinet Member for Public Health and Community Services, Cumbria County Council)

3.20 pm - Conference Overview by Chair Paul Musgrave (Carlisle Area Manager, Cumbria County Council)

3.30 pm - Keynote Speaker

'Young people - we need them' - Professor Julie Mennell (Vice Chancellor, University of Cumbria)

3.50 pm - 4.40 pm - Participatory Workshops A Choice out of 4 thematic workshops

Youth & community development work: Overview of workforce development and professional learning pathways. With Becky Wolstenholme (Cumbria Youth Alliance), David Beeby (Cumbria Community Foundation), Debbie Terras (University of Cumbria)
How to prioritise and protect your mental health when providing youth and community support: Importance of seeking everyday ways to support your mental health to role model positive mental health and self-care. With Lynsey Eland and Becky Crawley (Carlisle Eden Mind)
Social Enterprise & publicise your project: How to maximise your community ideas! With Martin Allman (Cumbria County Council) and Tom Barker (Cybermoor Ltd)
How community groups and organisations can be more inclusive and provide safer spaces. With Pam Eland (Pride in North Cumbria), Niall McNulty & Chris Makar (People First) and Saj Ghafoor (Multi Cultural Cumbria)

4.45 pm - Market Place and Buffet (Time Out to network!)

5.30 pm - Registration (Evening participants only)

5.45 pm - Welcome Back - Chair Paul Musgrave (Carlisle Area Manager, Cumbria County Council)

5.55 pm - Keynote Speaker

tbc

6.15 pm 7 pm - Participatory Workshops B Choice out of 4 thematic workshops

How community groups and organisations can be more inclusive and provide safer spaces. With Pam Eland (Pride in North Cumbria), Niall McNulty & Chris Makar (People First) and Saj Ghafoor (Multi Cultural Cumbria) (Please note this is a repeat of workshop A4)
"Your Project, Your Story" – What funders need to know and why? With Juan Shimmin (Cumbria Youth Alliance), Helen Carter (Francis C. Scott Trust) and Rhian Davies (Cumbria County Council)
What would a communiversity look like? With University of Cumbria's Mark Swindlehurst (Chief Operating officer), Victoria Barbé (Institute of the Arts), Tracy Cowle (Institute of Health) and Professor Sally Elton-Chalcraft (Institute of Education)
The benefits & impact of Youth Participation & Youth Voice: How young people can transform your projects and organisations. With Caroline Taylor-Beswick (Carlisle Youth Zone), Hannah Gill (The Rock Youth Project) and Chris Barry (Cumbria County Council)

7.05 pm - Q & A Panel with Panel Host Mark Costello (Carlisle Sight Support & Effective Communities)

- Professor Julie Mennell – Vice Chancellor, University of Cumbria

- Colin Cox, Director of Public Health, Cumbria County Council

- Harry Harrison, Inclusion Director, People First

- David Beeby, Chair of Cumbria Community Foundation

- Caroline Taylor-Beswick, CEO Carlisle Youth Zone

7.40 pm - Next Steps - Chair Paul Musgrave

7.50 pm - Thank you & closing comments

8.00 pm - Finish

Contact details:

Contact Officer:
Luke Leathers

Ext: 7481

Appendices attached to report:

-

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal -

Property Services -

Finance -

Equality -

Information Governance-

Report details

Meeting Date:	24 th November 2022
Portfolio:	Finance, Governance and Resources
Key Decision:	No
Policy and Budget Framework	Yes
Public / Private	Public
Title:	SICKNESS ABSENCE REPORT QUARTER 2 2022/23
Report of:	The Deputy Chief Executive
Report Number:	CS 35/22

Purpose / Summary:

This report sets out the authority's sickness absence levels for the period 1st April 2022 to 30th September 2022 and outlines other sickness absence information.

Recommendations:

Scrutinise and comment on the information on sickness absence provided in the report.

Tracking

Executive:	Not applicable
Scrutiny: BTSP	24 th November 2022
Council:	Not applicable

1. BACKGROUND

1.1 The new Improving Attendance Policy has now been in place for a year. The policy is intended to support managers and employees with improving attendance at work. It was anticipated that the benefits of the revised policy would start to be realised during this financial year.

1.2 Current sickness statistics are shown below, with the number of days lost per FTE equating to 4.9 in the first half of 2022/23 (same period of 2021/22 was 5.9).

2. 2022/23 SICKNESS ABSENCE

2.1 The tables below show the 4.9 days lost per FTE split between long and short-term sickness (long term sickness is defined as any absence more than 4 consecutive working weeks):

2022/23	Days Lost	Days Lost per FTE
Long-term	1,437 (72%)	3.5 (72%)
Short-term	551 (28%)	1.4 (28%)
Total	1,988	4.9

2.2 The table below provides absence levels split by directorates for the first half of 2022/23.

Directorate	Days lost	Days Lost per FTE	Proportion Long-term
All Directorates	1,988	4.9	72%
Community Services	1,302	7.7	78%
Corporate Support	68	2.2	0%
Economic Development	24	0.6	0%
Finance & Resources	170	2.7	68%
Governance & Regulatory Services	424	3.7	72%

2.3 So far in 2022/23, there has been a 17% decrease in overall days lost per employee when compared to the same period in the previous year. 39 employees have been absent long-term (those cases where the absence is 4 working weeks or more) throughout the year - five less than the same period of the previous year. 12 long-term cases remained open as of 20th October 2022 (same as at the end of Quarter 1). There are ten different reasons for the absences included in those 39 cases.

3. TRENDS

3.1 There continues to be a clear correlation between long term sickness absence and the overall performance of the council in relation to absence. Overall performance improvement in this area is likely to be achieved through proactive management of long-term sickness absence through regular supportive discussion and early engagement with our occupational health provider, as set out in the new Improving Attendance Policy.

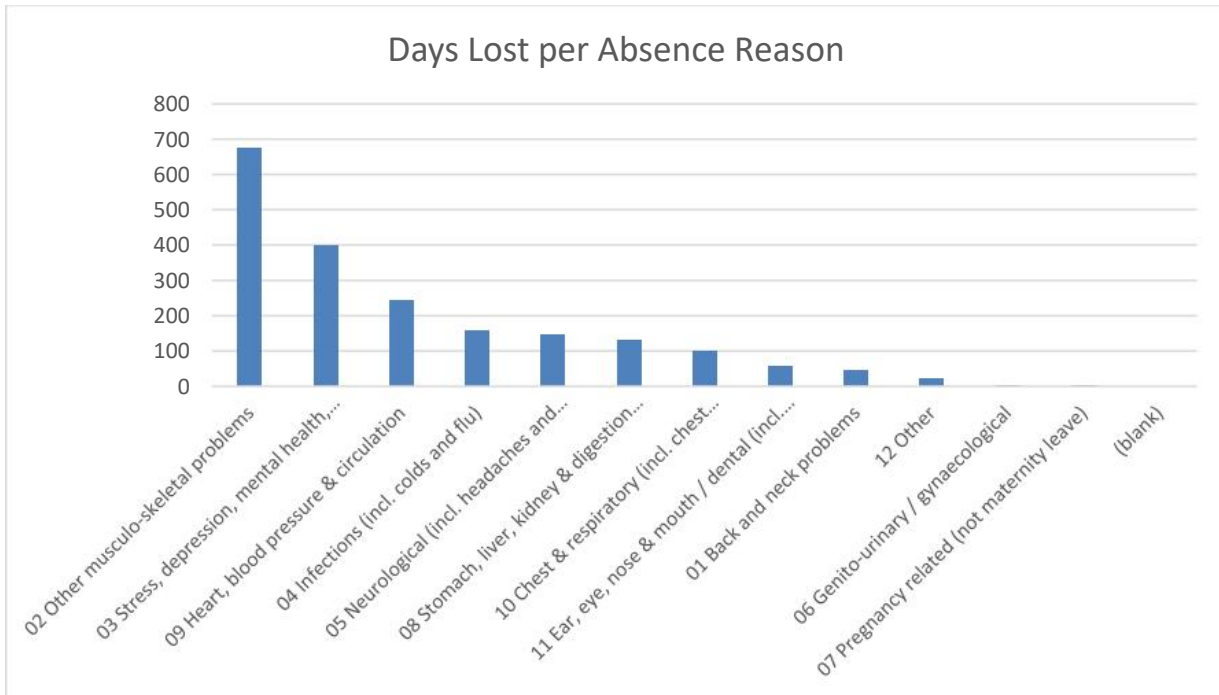
3.2 Over the course of the last quarter the HR Advisers have again been working closely with managers to oversee absences and the number of employees absent continues to steadily decline. This has resulted in a decrease in number of days lost compared to last year's Quarter 2.

3.3 Based on current trends it is anticipated that the Council will continue to see a definite and clear improvement in the absence rates for this financial year.

4. SICKNESS ABSENCE REASONS

4.1 The reasons for sickness absence in 2022/23 are shown in the chart below. The chart shows the hours lost by category of sickness absence. In the quarter, 'Other musculo-skeletal problems' represents the absence reason with the greatest days lost (674 FTE days). The level of absence categorised as stress, depression and mental health continues to reduce.

When absence is identified as being work related muscular skeletal this is picked up through an incident reporting process and referrals to Occupational Health. In these instances, and in non-work-related injuries, managers can still refer staff to a council supported physio to gain early access to advice and treatment.



5. RETURN TO WORK INTERVIEWS (RTW)

5.1 Carrying out a return to work interview continues to be one of the most effective ways to manage attendance and reduce absence.

5.2 Up to the end of September 2022, 88% of return to work interviews have been conducted (2021/22: 97%). The number of working days between the employees returning to work and interviews being conducted and the proportion completed within five working days has also been included in the table below:

Directorate	Proportion of RTWs conducted	Average time taken to complete RTW (working days)	Proportion of RTWs completed within 5 working days
Community Services	80%	11.4	58%
Corporate Support	96%	11.6	43%
Economic Development	100%	6.8	63%
Finance & Resources	93%	4.9	72%
Governance & Regulatory Services	96%	4.3	83%
All Directorates	88%	8.4	65%

6. PROPOSALS

None

7. RISKS

None

8. CONSULTATION

The report was reviewed by the Senior Management Team in November 2022.

9. CONCLUSION AND REASONS FOR RECOMMENDATIONS

The Panel are asked to scrutinise and comment on the sickness absence information with a view to driving continuous improvement.

10. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

Monitoring sickness absence to help ensure the staff resources available to deliver the Carlisle Plan are maximised.

Contact Officers: Gary Oliver, Bibian McRoy

**Appendices
attached to report:**

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS:

LEGAL - This report raises no explicit legal issues.

FINANCE – This report raises no explicit financial issues

EQUALITY – This report raises no explicit equality issues

INFORMATION GOVERNANCE – This report raises no explicit issues relating to Information Governance.

PROPERTY SERVICES - This report raises no explicit issues relating to Property Services

Meeting Date: 24 November 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Revenue Budget Overview & Monitoring Report: April to September 2022
 Report of: Corporate Director of Finance and Resources
 Report Number: RD 41/22

Purpose / Summary:

This report provides an overview of the Council’s General Fund revenue budgetary position for the period April to September 2022 which was considered by the Executive on 21 November 2022.

Questions for / input required from Scrutiny:

Members are asked to scrutinise the variances contained within this report.

Recommendations:

Members of the People Panel are asked to scrutinise the overall budgetary position for the period April to September 2022.

Tracking

Executive:	21 November 2022
Scrutiny:	24 November 2022 (People Panel)
Council:	n/a

Carlisle City Council Report to Executive

Meeting Date: 21 November 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Revenue Budget Overview & Monitoring Report: April to September 2022
 Report of: Corporate Director of Finance and Resources
 Report Number: RD 41/22

Purpose / Summary:

This report provides an overview of the Council’s overall budgetary position for the period April to September 2022 for revenue schemes only. The report also includes details of balance sheet management issues and bad debts written off in the period.

Recommendations:

The Executive is asked to:

- (i) Note the budgetary performance position of the Council to September 2022;
- (ii) Note the action by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6;
- (iii) Note the release of reserves as set out in the table at paragraph 2.2, and note the virements approved as detailed in Appendix A.

Tracking

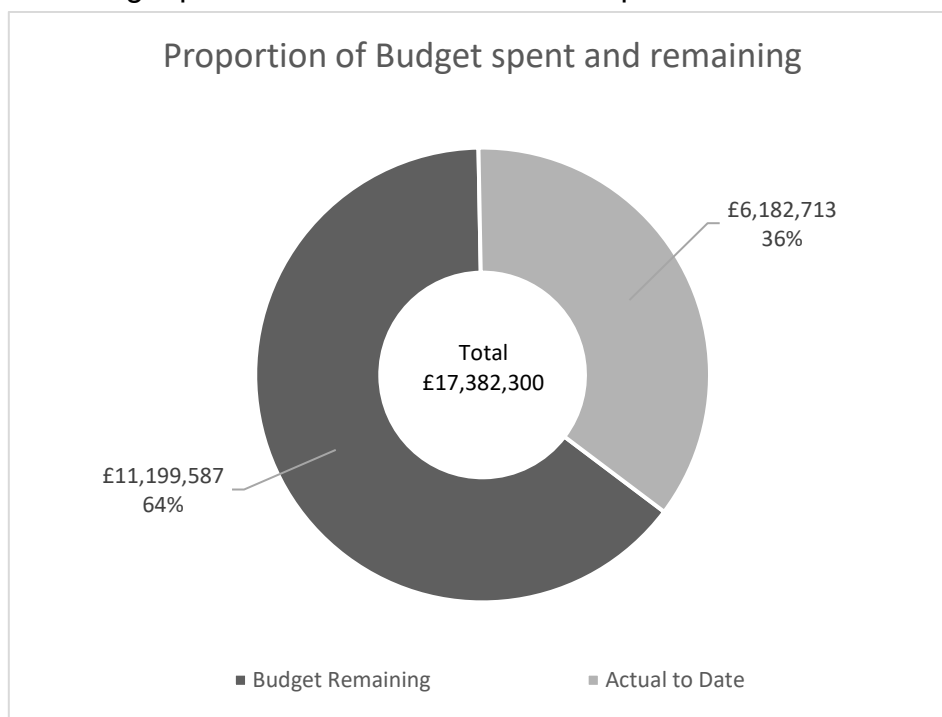
Executive:	21 November 2022
Scrutiny:	24 November 2022 (People Panel)
Council:	n/a

1. Background

- 1.1. In accordance with the City Council's Financial Procedure Rules, the Corporate Director of Finance and Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. Further details of virements processed can be found in **Appendix A**. It is the responsibility of individual Chief Officers to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Finance and Resources.
- 1.2. All Managers currently receive a monthly budget monitoring report covering their areas of responsibility. Information is collated from the main accounting system and then adjusted to correct any known budget profiling trends, timing differences and commitments. The report has been developed in line with the need to provide sound financial management information to inform the decision-making process.
- 1.3. Please note that throughout this report:
- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
 - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
 - (iii) the term 'overspend' includes both spending above budget and/or shortfall in income.

2. 2022/23 Revenue Budget Monitoring

- 2.1 The budget position of the Council as at September 2022 is as follows:



2.2 The summarised revenue budgetary position as at September 2022 is shown in the following table:

		Original Budget £	Net Updated £	Net Budget to Date £	Net Spend to Date £	Variance £
Community Services	B1	11,263,900	11,525,800	4,300,737	4,164,907	(135,830)
Corporate Support	B2	143,600	181,400	305,104	326,948	21,844
Economic Development	B3	1,897,400	2,573,600	1,066,409	1,026,672	(39,737)
Finance & Resources	B4	2,859,600	2,741,700	1,152,703	364,460	(788,243)
Governance & Regulatory Services	B5	2,013,100	2,726,700	960,590	873,534	(87,056)
Corporate Management	B6	(3,474,000)	(3,276,500)	(459,160)	(722,562)	(263,402)
Service Expenditure		14,703,600	16,472,700	7,326,383	6,033,959	(1,292,424)
Exceptional Items	B7	215,400	909,600	369,142	148,754	(220,388)
Service Expenditure		14,919,000	17,382,300	7,695,525	6,182,713	(1,512,812)
Parish Precepts		731,500	731,500	731,500	731,304	(196)
Total		15,650,500	18,113,800	8,427,025	6,914,017	(1,513,008)
Transfers to/(from) Reserves						
Cremator Replacement Reserve		0	40,700			
Revenue Grants Reserve		0	(330,500)			
General Fund Reserve		166,100	(1,801,800)			
Planning Services Reserve		0	(64,800)			
Council Tax Income Reserve		0	(23,000)			
Carry Forward Reserve		0	(130,000)			
Operational Risk Reserve		(777,000)	(777,000)			
Building Control Reserve		0	(10,800)			
Total Transfer to/(from) Reserves		(610,900)	(3,097,200)	(918,725)	1,446,457	2,365,182
Financed by:						
Precept from Collection Fund		(8,663,000)	(8,640,000)	(4,320,000)	(4,331,506)	(11,506)
Revenue Support Grant		0	0	0	(276)	(276)
Business Rate Retention		(6,376,600)	(6,376,600)	(3,188,300)	(4,028,692)	(840,392)
Total Grants		(15,039,600)	(15,016,600)	(7,508,300)	(8,360,474)	(852,174)
Total		(15,650,500)	(18,113,800)	(8,427,025)	(6,914,017)	1,513,008

2.3 Further details for each directorate can be found in **Appendices B1 – B7**. Each appendix shows a breakdown of the variances for the Directorate, with comments and a note of any performance issues. Although the net position is shown in the table above, the main variances are summarised in the table below.

Budget Area		Underspend £	Overspend £
Car Parking Income (excl. contracts)	B1	0	90,275
Bereavement Services	B1	0	77,670
Recycling and Waste Management	B1	(214,025)	0
Loan Interest (incl. new borrowing)	B4	(337,991)	0
Minimum Revenue Provision	B4	(199,479)	0
Investment Interest	B4	(112,989)	0
Revenues and Benefits	B4	(132,947)	0
Electoral Services	B5	(54,458)	0
Market Hall	B5	0	76,089
Asset Review Income	B5	(79,634)	0
Homeless Accommodation	B5	0	70,708
Salary Turnover Savings	B6	(224,408)	0

2.4 Some of the significant service expenditure and income variances are set out below:

- A shortfall in car parking income from tickets, permits and PCNs.
- A net overspend on Bereavement Services due to increased electricity and gas and reduced income from Cremation fees.
- A net underspend in Recycling and Waste Services due to increased income from plastic and card recycling, sale of recyclates and Bring Sites.
- A saving from interest on borrowing due to no new borrowing scheduled for 2022/23 being entered into yet.
- A saving on Minimum Revenue Provision (MRP) due to the year-end Capital Financing Requirement being lower than anticipated due to underspends and carry forwards in the 2021/22 capital programme. Council have approved a virement of £110,000 (subject to a further report to Executive) from the MRP savings to support households facing fuel poverty. A virement of £10,000 has also been approved from MRP savings to fund legacy projects. These are not reflected in the figures.
- Additional investment interest generated due to higher cash balances and increases in interest rates.
- A net underspend in Revenues and Benefits mainly due to additional grant income received.
- An underspend on Election costs as a result of there being no City Council elections in 2022/23.
- Overspend at Market Hall in relation to payment of consultants for the Towns Deal project.
- Additional income generated from completed rent reviews.
- An underspend of £26,217 on expenditure on Homeless Accommodation and a shortfall in income of £90,699. This is a direct result of Covid-19 as changes to occupancy and the available provision have had to be made to ensure the health

and wellbeing of residents and staff. A budget pressure however was included in the 2022/23 budget to reflect this.

- Additional salary turnover achieved against the budget to date.

2.5 A subjective analysis of the summarised budgetary position excluding exceptional items as at September is shown in **Appendix C**.

2.6 As usual the Council's virement procedures will be utilised in 2022/23 to accommodate new areas of spend outwith the current base budgets which can be funded from underspends, as highlighted within this monitoring report, thus avoiding the additional use of reserves, or pressures on future years budgets.

2.7 The following table provides a summary position of the income and expenditure within Exceptional Items:

		Original Budget £	Net Updated £	Net Budget to Date £	Net Spend to Date £	Variance £
Covid-19 Related Expenditure	B7	56,300	56,300	28,162	41,270	13,108
Covid-19 Government Grants	B7	0	0	0	(8,989)	(8,989)
Covid-19 Specific Grants	B7	0	(8,900)	(55,429)	(55,285)	144
Local Government Reorganisation	B7	159,100	862,200	396,409	171,758	(224,651)
Total Exceptional Items		215,400	909,600	369,142	148,754	(220,388)

2.8 Further details for this “directorate” can be found in **Appendix B7**. The main variances are also summarised below.

- A net overspend position on Council related expenditure as a result of Covid-19.
- Any costs associated with Local Government Reorganisation should either be covered through the City Council’s own budget approved or reimbursed from the Implementation Reserve.

3. Forecast Outturn Position 2022/23

3.1 The Council’s financial position is affected by a number of external factors that have a financial impact during the course of the year and ultimately at the year end. These include:

- The general effect of local economic activity on the Council’s income streams e.g. car parking, tourism and leisure activities, and property rentals especially in relation to the retail sector and especially economic recovery following Covid-19.
- Fuel prices, energy costs and other inflationary issues.
- The effects of the housing market and property prices, especially with regard to income from land charges, rents and building and development control.

- The impact of the delay to the Fair Funding Review and Business Rates Retention Review.
- The impact of Covid-19 on Council's budgetary position.

- 3.2 The Council's financial position will continue to be closely monitored and the projected year end position will be reported more fully in a future monitoring report. It will be important to maintain a prudent approach to ensure a sustainable position for future years to avoid any significant variance at year end.
- 3.3 The areas of significant variance noted in this report have been scrutinised fully and will be considered as part of the 2023/24 budget process for Cumberland Council where the position is deemed to be recurring in nature.

4. Funding

- 4.1 The main sources of funding for the Council are Council Tax Income and Business Rates income. Council Tax income does not vary in year from the amounts set at the budget, as any variation in Council Tax income received is usually adjusted in the Collection Fund Surplus/Deficit calculation for the following year's budget. However, the DLUHC announced a 3-year deficit recovery period for any arrears as at 31st March 2021.
- 4.2 Business Rates Income is largely prescribed by the amounts submitted to DLUHC on the NNDR1 form which estimates Business Rate Income for the year when calculated in January, however, there are two elements of this income that can vary throughout the year, namely, section 31 grants paid by government for business rates reliefs granted, and the levy and pooling calculations to the Cumbria Pool.
- 4.3 The current estimates of Business Rates income for the quarter to the end of September are shown in **Appendix D**.

The figures show that based on the first quarter the Council may receive an extra £840,392 in business rates income over and above what it has budgeted for. However, it is anticipated that this position could change significantly throughout the year depending upon the performance of other authorities in the Cumbria Pool and the amount of reliefs granted during the year that are subject to Section 31 Grant reimbursement and an updated position will be reported later in the year. A 3-year deficit period was permitted for any Collection Fund deficits as at 31 March 2021 in accordance with the funding package provided by DLUHC.

The previous 2-years saw government provide rating support to the retail leisure and hospitality sectors as a response to the COVID-19 pandemic. This resulted in

larger deficits on the collection fund, however, for 2022/23 there is no such support so there should be no exceptional deficits on the collection fund and any surpluses or deficits reported at the end of the year will be as a result of actual collection rates.

5. Balance Sheet Management

5.1 In line with CIPFA guidance and good practice, information relating to significant items on the Council's balance sheet is shown below. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis.

Balance Sheet item	Balance at 31/03/2022	Balance at Sep 2022	Note
Investments	£25.87m	£30.02m	(i)
Loans	£12.83m	£12.59m	(ii)
Debtors System	£1.74m	£1.77m	(iii)
Creditors System	£0.007m	£1.188m	

- (i) The anticipated annual return on these investments is estimated at £198,200 for 2022/23 with current forecasts anticipated to be above these projections. Further details on the overall Treasury Management performance can be found elsewhere on the agenda.
- (ii) The cost of managing this debt (including any new debt budgeted for from 2022/23 onwards), in terms of interest payable, is budgeted at £950,000 in 2022/23 with costs currently showing a saving against budget due to new borrowing not entered into yet.
- (iii) There may be a significant impact on the cash flow of the Council if outstanding debts are not received. Any debts deemed to be irrecoverable are written off against a bad debt provision set up specifically for this purpose. Other significant debts relate to Council Tax, NNDR, and Housing Benefit overpayments.
- (iv) The Council's VAT partial exemption calculation for the period ending June 2022 is currently 1.67%, well below the 5% limit.

6. Bad Debt Write-Offs

6.1 The Corporate Director of Finance and Resources has delegated authority for the write-off of outstanding debts for NNDR, Council Tax and Debtors (including Penalty Charge Notices). In accordance with this, the Executive is asked to note that debts totalling £80,195.27 have been written off during Quarter 2 to the end of September

2022. A summary of bad debts is given in Table 1 in **Appendix E** of this report and these costs will fall against the following:

	£
General Fund	10,120.17
Council Tax (Collection Fund)	69,041.73
NNDR	1,033.37
Total Write-offs	80,195.27

6.2 The “write-ons” itemised in Table 2 in **Appendix E**, totalling £3,783.74 are in respect of balances originally written off that have since been paid. The write-ons will be credited as follows:

	£
General Fund	0.71
Council Tax (Collection Fund)	3,642.19
NNDR	140.84
Total Write-ons	3,783.74

6.3 In the case of the General Fund, the write-offs will be charged against provisions for bad debts. However, VAT, which has been identified separately, will be recouped in future VAT returns. Any write-off/write-on of Council Tax/NNDR will fall against the provisions within the Collection Fund. Any Council Tax court costs written off will be charged against the Bad Debt Provision within the General Fund.

7. Risks

7.1 The ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.

7.2 The main risk to the Council is the impact of energy and other cost of living inflationary pressures and also any on-going impact of COVID-19 in terms of additional costs and shortfalls of income.

8. Consultation

8.1 Consultation to date.

SMT and JMT have considered the issues raised in this report.

8.2 Consultation Proposed

People Panel will consider the report on 24 November 2022.

9. Conclusion and reasons for recommendations

9.1 The Executive is asked to:

(i) Note the budgetary performance position of the Council to September 2022;

- (ii) Note the action by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6;
- (iii) Note the release of reserves as set out in the table at paragraph 2.2, and note the virements approved as detailed in Appendix A.

10. Contribution to the Carlisle Plan Priorities

10.1 The Council's revenue budget is set in accordance with the priorities of the Carlisle Plan and the position for the second quarter of 2022/23 shows the delivery of these priorities within budget.

Contact details:

Contact Officer: Emma Gillespie Ext: 7289

Appendices attached to report:

- A, B1 to B7, C to E

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal - The Council has a fiduciary duty to manage its finances properly and the proper reporting of the budget monitoring is part of this process.

Property Services - Property asset implications are contained within the main body of the report.

Finance - Financial implications are contained within the main body of the report.

Equality - This report raises no explicit issues relating to the public sector Equality Duty.

Information Governance - There are no information governance implications.

REVENUE BUDGET MONITORING 2022/23

VIREMENTS PROCESSED FOR PERIOD APRIL TO SEPTEMBER 2022

Date	Virement Details	Recurring/ Non-recurring	Value	Authorised By
Requested by Officers (under £35,000 or delegated authority)				
03/08/2022 & 07/09/2022	Release of funding from Revenue Grant Reserve for Partnerships Your Place Co-ordinator	Non-recurring	28,300	Corporate Director of Finance and Resources
07/09/2022 & 07/10/2022	Release of funding from Revenue Grant Reserve for Sustainable Food City Co-ordinator	Non-recurring	8,200	Corporate Director of Finance and Resources
03/08/2022 & 05/09/2022 & 06/10/2022	Release of funding from Revenue Grant Reserve for One Public Estate	Non-recurring	15,300	Corporate Director of Finance and Resources
03/08/2022 & 09/09/2022 & 07/10/2022	Release of funding from Revenue Grant Reserve for St Cuthbert's Garden Village	Non-recurring	111,900	Corporate Director of Finance and Resources
07/09/2022	Release of funding from Revenue Grant Reserve for Partnership Business Admin Apprentice	Non-recurring	5,300	Corporate Director of Finance and Resources
28/07/2022	Release of Carry Forward Reserve in respect of essential work at Stanwix House and Cottage	Non-recurring	4,000	OD.93/22 Corporate Director of Finance and Resources
03/08/2022	Release of funding from Revenue Grant Reserve for Gas Safety Measures	Non-recurring	400	Corporate Director of Finance and Resources
05/08/2022 & 21/09/2022	Direct Revenue Financing from sale of Waste Receptacles towards Capital programme	Non-recurring	6,600	Neighbourhood Services Manager
06/07/2022	Release of Building Control Reserve to fund temporary secondment	Non-recurring	10,800	OD.87/22 Corporate Director of Economic Development
23/09/2022	Transfer of funding from Programme Management Office to fund Central Plaza Development Options	Non-recurring	34,000	Head of Regeneration
16/09/2022	Transfer of fund from Planning Reserve to Development Management Operational Budget	Non-recurring	138,600	OD.105/22 Corporate Director of Economic Development
05/10/2022	Transfer of funding from savings borrowing costs to cover the balance of insurance renewals expenditure.	Non-recurring	29,500	Corporate Director of Finance and Resources
Approved by Executive (£35,000 to £70,000 or delegated authority)				
Approved by Council (over £70,000)				
11/10/2022	Gross up revenue budget for Town Deal Grant	Non-recurring	49,300	Council RD.24/22

REVENUE BUDGET MONITORING 2022/23

COMMUNITY SERVICES	Gross Expenditure	Gross Income	Recharges	Total
Position as at 30 September 2022	£	£	£	£
Annual Budget	20,816,300	(5,558,200)	(3,732,300)	11,525,800
Budget to date	9,338,611	(2,936,038)	(2,101,836)	4,300,737
Total Actual	9,517,605	(3,253,018)	(2,099,680)	4,164,907
Variance	178,994	(316,980)	2,156	(135,830)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	178,994	(316,980)	2,156	(135,830)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Car Parking	1	20,619	76,739	29	97,387
Bereavement Services	2	26,436	51,170	64	77,670
Healthy Cities	3	(74,606)	(7,179)	0	(81,785)
Other Green Spaces	4	37,674	(56,378)	43	(18,660)
Recycling and Waste Services	5	215,112	(423,533)	(4,746)	(213,168)
Miscellaneous	6	(46,242)	42,201	6,766	2,726
Total Variance to date		178,994	(316,980)	2,156	(135,830)

Note	Community Services - Comments
1.	Various minor overspends including budget savings to be found; Shortfall in ticket income, contract income and penalty charge notice income.
2.	Overspends on premises related costs; reduced income from cremation fees partly offset by increased income from Cemeteries fees.
3.	Underspends in relation to Leisure contract payments and Old Fire Station.
4.	Increased car parking income at Talkin Tarn County Park & sales of meals and refreshments at Boathouse Tearoom.
5.	Overspend on employee and transport costs. Surplus income from Plastic and Card recycling, Garden Waste, Sale of recyclates and Bring Sites income.
6.	Minor overspends, shortfall in income and reduced trading income (recharges) across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

CORPORATE SUPPORT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2022	£	£	£	£
Annual Budget	3,944,300	(307,500)	(3,455,400)	181,400
Budget to date	2,261,334	(227,840)	(1,728,390)	305,104
Total Actual	2,247,352	(192,529)	(1,727,875)	326,948
Variance	(13,982)	35,311	515	21,844
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(13,982)	35,311	515	21,844

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Customer Contact	1	(26,311)	39,721	183	13,593
Miscellaneous	2	12,329	(4,410)	332	8,251
Total Variance to date		(13,982)	35,311	515	21,844

Note	Corporate Support - Comments
1.	Underspends on employee related costs, shortfall in reception service fee income.
2.	Minor overspends and additional income across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2022	£	£	£	£
Annual Budget	4,168,200	(1,178,200)	(416,400)	2,573,600
Budget to date	1,956,440	(681,747)	(208,284)	1,066,409
Total Actual	1,919,353	(684,481)	(208,200)	1,026,672
Variance	(37,087)	(2,734)	84	(39,737)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(37,087)	(2,734)	84	(39,737)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Miscellaneous	1	(37,087)	(2,734)	84	(39,737)
Total Variance to date		(37,087)	(2,734)	84	(39,737)

Note	Economic Development - Comments
1.	Minor underspends and increased income across services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

FINANCE AND RESOURCES		Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2022		£	£	£	£
Annual Budget		32,989,200	(27,328,800)	(2,918,700)	2,741,700
Budget to date		20,202,072	(17,171,850)	(1,877,519)	1,152,703
Total Actual		19,628,473	(17,386,962)	(1,877,051)	364,460
Variance		(573,599)	(215,112)	468	(788,243)
Carry Forwards/Reserves & Provisions					0
Adjusted Variance		(573,599)	(215,112)	468	(788,243)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Treasury and Debt Management	1	(536,538)	(112,989)	0	(649,528)
Revenues and Benefits	2	(30,810)	(102,224)	87	(132,947)
Miscellaneous	3	(6,251)	101	381	(5,768)
Total Variance to date		(573,599)	(215,112)	468	(788,243)

Note	Finance and Resources - Comments
1.	Saving on borrowing costs due to no new borrowing arrangements entered into yet & savings on Minimum Revenue Provision; improved levels of investment interest achieved.
2.	Various minor underspends; Increased level of Government Grants received.
3.	Minor underspends and shortfall in income across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

GOVERNANCE AND REGULATORY	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2022	£	£	£	£
Annual Budget	12,647,700	(6,096,200)	(3,824,800)	2,726,700
Budget to date	6,358,937	(3,485,233)	(1,913,114)	960,590
Total Actual	6,317,060	(3,553,741)	(1,889,785)	873,534
Variance	(41,877)	(68,508)	23,329	(87,056)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(41,877)	(68,508)	23,329	(87,056)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Industrial Estates	1	31,292	(64,958)	0	(33,665)
The Market Hall	2	76,069	20	0	76,089
Strategic Asset Investment	3	(83,803)	(10,204)	96	(93,911)
Homeless Accommodation	4	(19,991)	90,699	0	70,708
Electoral Services	5	(50,493)	(3,975)	10	(54,458)
Miscellaneous	6	5,049	(80,091)	23,223	(51,819)
Total Variance to date		(41,877)	(68,508)	23,329	(87,056)

Note	Governance & Regulatory Services - Comments
1.	Overspend on third party payments; increased rental income as a result of backdated rent reviews.
2.	Overspend in relation to payment of consultants for the Towns Deal project.
3.	Additional income generated from completed rent reviews; increased level of valuation fees received.
4.	Underspend on employee related expenditure and supplies and services, overspend on premises expenditure; shortfall in income as a direct result of Covid-19 as changes to occupancy levels and the available provision have had to be made to ensure the health and wellbeing of residents and staff.
5.	Underspend on Election costs as a result of there being no City Council elections in 2022/23.
6.	Minor overspends and increased income across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

CORPORATE MANAGEMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2022	£	£	£	£
Annual Budget	(1,306,800)	(1,969,700)	0	(3,276,500)
Budget to date	525,773	(984,933)	0	(459,160)
Total Actual	261,181	(983,743)	0	(722,562)
Variance	(264,592)	1,190	0	(263,402)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(264,592)	1,190	0	(263,402)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Other Financial Costs	1	(264,618)	1,189	0	(263,429)
Miscellaneous	2	26	1	0	27
Total Variance to date		(264,592)	1,190	0	(263,402)

Note	Corporate Management - Comments
1.	Improvements in savings for Salary Turnover (£138,963) and savings to be found (£38,800).
2.	Minor overspends across other services within the Directorate.

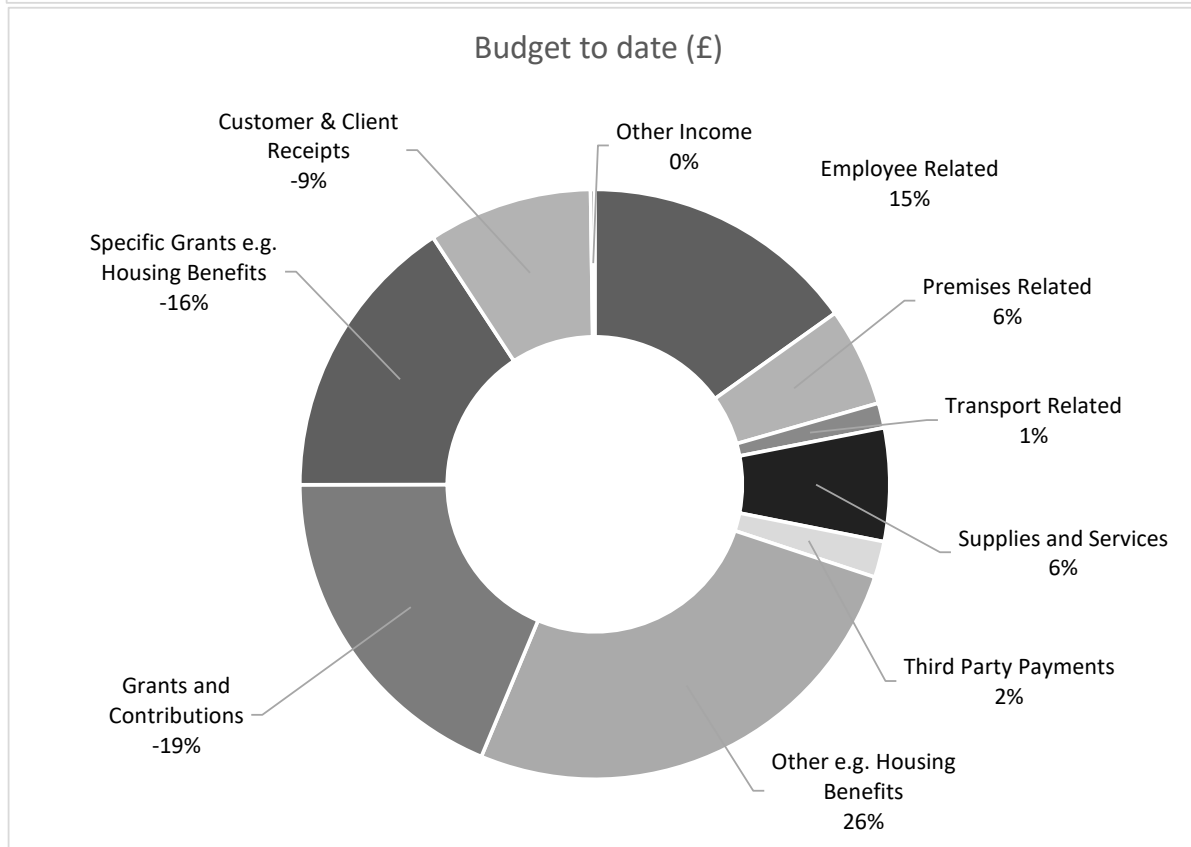
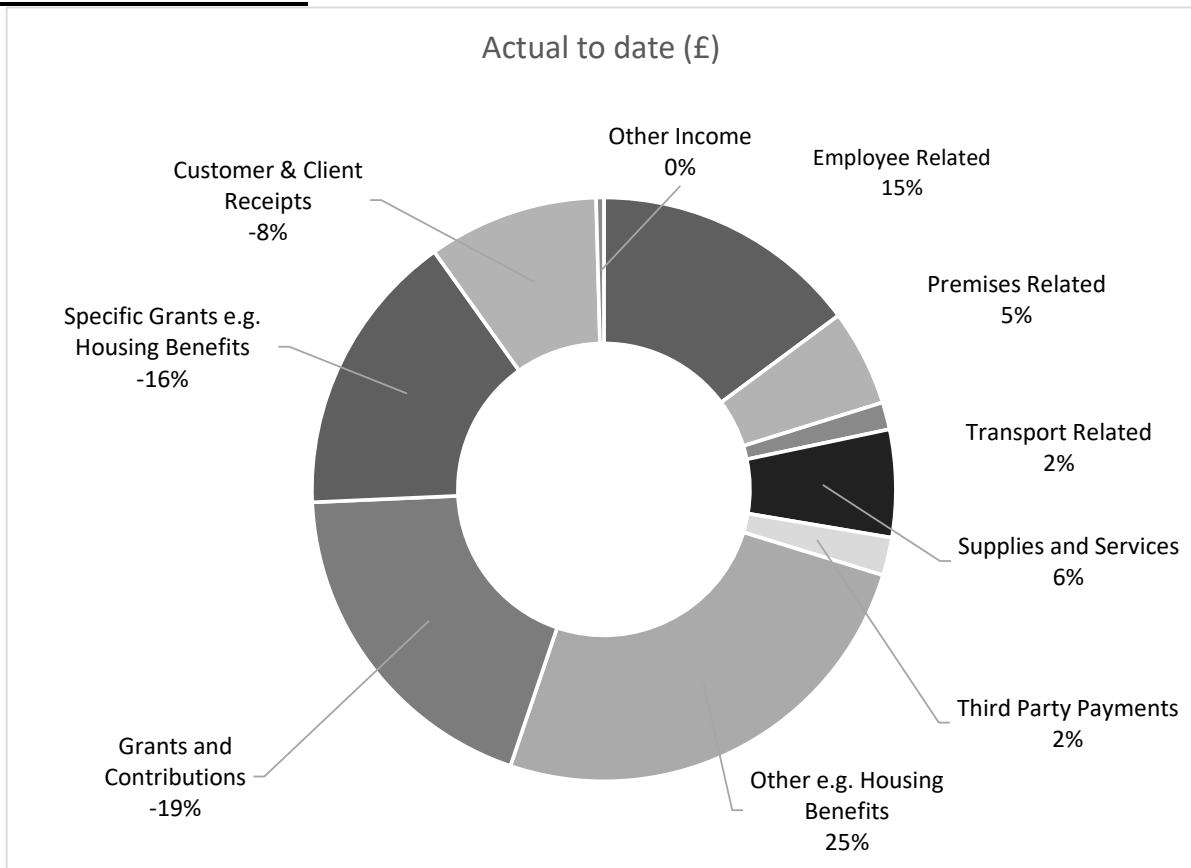
REVENUE BUDGET MONITORING 2022/23

EXCEPTIONAL ITEMS	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2022	£	£	£	£
Annual Budget	1,221,000	(311,400)	0	909,600
Budget to date	554,263	(185,121)	0	369,142
Total Actual	336,677	(187,923)	0	148,754
Variance	(217,586)	(2,802)	0	(220,388)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(217,586)	(2,802)	0	(220,388)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Covid-19 Related Expenditure & Grants	1	16,252	(11,989)	0	4,263
Local Government Reorganisation	2	(233,838)	9,187	0	(224,651)
Total Variance to date		(217,586)	(2,802)	0	(220,388)

Note	Exceptional Items - Comments
1.	A net overspend position on Council related expenditure as a result of Covid-19.
2.	A net underspend position on Local Government Reorganisation expenditure. The balance will be required to support the ongoing process.

SUBJECTIVE ANALYSIS



BUSINESS RATES INCOME

	2021/22 Outturn	2022/23 NNDR1	2022/23 Q1
Local Share of Income (Per NNDR1)	(17,415,961)	(16,489,930)	(16,489,930)
Renewables (Per NNDR1)	(378,052)	(412,335)	(412,335)
Renewables Bfwd (NNDR3 Previous Year)	4,122	0	0
Enterprise Zone (Per NNDR1)	(418,227)	(225,003)	(225,003)
Tariff (Per Final Settlement)	12,569,244	12,568,847	12,568,847
Section 31 Grants (reimbursement of funded reliefs)			
Section 31 Grants (Flooding)	(5,055,072)	(3,206,585)	(3,284,541)
Section 31 Grant Expanded Retail Discount, Nursery and Local Newspaper			
Estimated Collection Fund Deficit/(Surplus) per NNDR1	9,462,618	2,958,134	2,958,134
Spreading of Deficit	0	197,036	197,036
Levy Payable to Pool	1,349,235	1,660,000	1,443,000
Pool Redistribution	(700,000)	(940,000)	(817,000)
Total Income	(582,093)	(3,889,836)	(4,061,792)
Budget			
Section 31 Grant B/Fwd (Earmarked Reserve)	9,462,618	3,155,200	3,155,200
Baseline Funding	(3,335,200)	(3,335,700)	(3,335,700)
Business Rates Multiplier Grant	(173,800)	(340,900)	(340,900)
Additional Rates Income - Pooling/Growth	(2,700,000)	(2,700,000)	(2,700,000)
Total Budget	3,253,618	(3,221,400)	(3,221,400)
Additional Income retained	(3,835,711)	(668,436)	(840,392)

BAD DEBT PROVISION

TABLE 1 Type of Debt	Write-Offs September 2022		Comments
	No.	£	
NNDR (General)	3	1,033.37	01/07/22 to 30/09/22
Council Tax	36	69,041.73	01/07/22 to 30/09/22
Debtors:			
Private Tenants	0	0.00	01/07/22 to 30/09/22
Housing Benefit Overpayments	6	7,221.18	01/07/22 to 30/09/22
General Fund	27	2,532.99	01/07/22 to 30/09/22
Penalty Charge Notices:			
On Street	0	0.00	01/07/22 to 30/09/22
Off Street	4	366.00	01/07/22 to 30/09/22
TOTAL	76	80,195.27	

TABLE 2 Type of Debt	Write-Ons September 2022		Comments
		£	
NNDR (General)	5	140.84	01/07/22 to 30/09/22
Council Tax	12	3,642.19	01/07/22 to 30/09/22
Debtors:			
Private Tenants	0	0.00	01/07/22 to 30/09/22
Housing Benefit Overpayments	1	0.70	01/07/22 to 30/09/22
General Fund	1	0.01	01/07/22 to 30/09/22
TOTAL	19	3,783.74	

Meeting Date: 24 November 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Capital Budget Overview & Monitoring Report: April to September 2022
 Report of: Corporate Director of Finance and Resources
 Report Number: RD 42/22

Purpose / Summary:

This report provides an overview of the budgetary position of the Council’s capital programme for the period April to September 2022 which was considered by the Executive on 21 November 2022.

Questions for / input required from Scrutiny:

Members are asked to scrutinise the variances contained within this report.

Recommendations:

Members of the People Panel are asked to scrutinise the overall budgetary position for the period April to September 2022.

Tracking

Executive:	21 November 2022
Scrutiny:	24 November 2022 (People Panel)
Council:	3 January 2023

Carlisle City Council Report to Executive

Meeting Date: 21 November 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Capital Budget Overview & Monitoring Report: April to September 2022
 Report of: Corporate Director of Finance and Resources
 Report Number: RD42/22

Purpose / Summary:

This report provides an overview of the Council’s overall budgetary position for the period April to September 2022 for the Council’s capital programme.

Recommendations:

The Executive is asked to:

- (i) Note and comment on the budgetary position and performance aspects of the capital programme for the period April to September 2022;
- (ii) Note the adjustments to the 2022/23 capital programme as detailed in paragraph 2.1;
- (iii) Make recommendation to Council to approve the reprofiling of £5,000,000 as detailed in para 3.9 and Appendix A from 2022/23 into 2023/24.

Tracking

Executive:	21 November 2022
Scrutiny:	24 November 2022 (People Panel)
Council:	3 January 2023

1. Background

- 1.1. In accordance with the City Council's Financial Procedure Rules, the Corporate Director of Finance and Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. It is the responsibility of individual Chief Officers to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Finance and Resources.
- 1.2. All Managers receive a monthly budget monitoring report covering their areas of responsibility. Information is collated from the main accounting system and then adjusted to correct any known budget profiling trends, timing differences and commitments. The report has been developed in line with the need to provide sound financial management information to inform the decision-making process.
- 1.3. Please note that throughout this report:
 - (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
 - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
 - (iii) the term 'overspend' includes both spending above budget and/or shortfall in income.
- 1.4. It is important to understand the distinction between capital and revenue expenditure.

The general rule is that all expenditure must be treated as revenue expenditure unless it meets strict criteria allowing it to be treated as capital expenditure.

Capital expenditure is for fixed assets such as acquisition of land and buildings, construction, conversion or enhancement of existing buildings, or the purchase of new technology, vehicles, plant, machinery or equipment that yields benefits to the Council and the services it provides for more than one year.

Revenue expenditure is for the day to day running costs of providing Council services such as staff costs, premises, transport, and goods and services used in the delivery of services.

2. Capital Budget Overview

- 2.1 The following statement shows the annual capital programme for 2022/23:

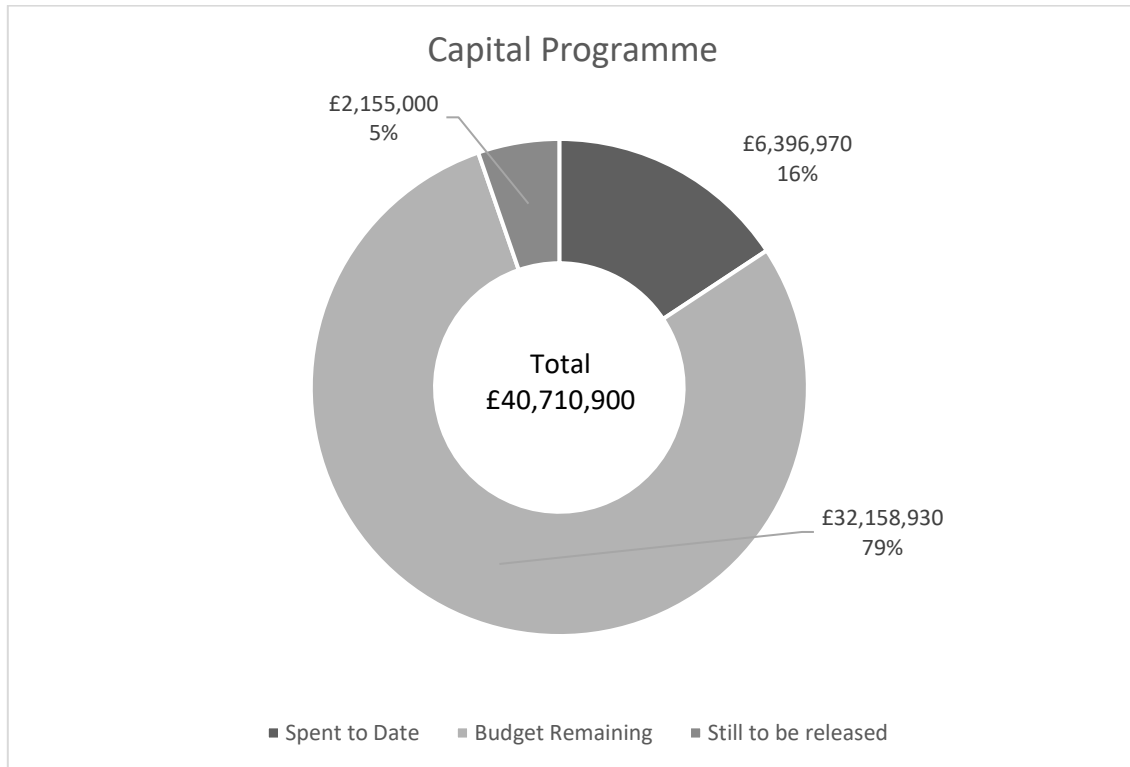
2022/23 Capital Budget	£
2022/23 Capital Programme (RD24/22 Council 19/07/22)	45,447,400
Increase from S106 contributions towards Play Area Improvements (OD56/22 & OD57/22)	242,500
Increase from S106 contributions towards CCTV equipment (OD54/22)	1,900
Revenue Contribution towards the purchase of Waste Receptacles	19,100
Revised 2022/23 Capital Programme (at Sep 2022)	45,710,900
Carry Forward of Capital Reserves to be released by Executive in to 2023/24 (see para 3.9)	(5,000,000)
Revised 2022/23 Capital Programme	40,710,900
Less Capital Reserves to be released by Executive (see para 3.9)	(2,155,000)
Revised 2022/23 Capital Programme (released)	38,555,900

2.2 A breakdown of the revised capital programme can be found in **Appendix A**.

3. 2022/23 Budget Monitoring

3.1 The position as at September 2022 can be summarised as follows:

Directorate	Revised Annual Budget £	Budget to Date £	Spend to date £	Variance to date £	Para. Ref.
Community Services	9,465,000	5,189,863	5,123,956	(65,907)	3.3
Corporate Support	494,000	89,203	92,557	3,354	3.4
Economic Development	4,177,600	150,009	167,257	17,248	3.5
Finance and Resources	43,500	0	0	0	3.6
Governance & Regulatory Services	24,375,800	2,783,290	1,013,200	(1,770,090)	3.7
Total	38,555,900	8,212,365	6,396,970	(1,815,395)	
Reserves to be released	2,155,000	0	0	0	3.9
Total	40,710,900	8,212,365	6,396,970	(1,815,395)	



Schemes still to be released by the Executive are outwith the budget monitoring process until the budgets have been released.

A detailed analysis of the schemes within each directorate can be found in **Appendices B to F** with the main issues being summarised in the paragraphs below.

- 3.2 As at the end of September, expenditure of £6,396,970 has been incurred on the Council's core capital programme. When considered against the profiled budget of £8,212,365 this equates to an underspend of £1,815,395.
- 3.3 The variance in Community Services relates an underspend of £56,188 on the Civic Centre Development due to a credit balance on the project as a result of expenditure confirmed and agreed at a reduced level to the creditor list input at year end. There are however additional outstanding commitments which are likely to utilise this underspend position.
- 3.4 There are no significant variances to report in Corporate Support.
- 3.5 There are no significant variances to report in Economic Development.
- 3.6 There are no significant variances to report in Finance and Resources.
- 3.7 The variance in Governance & Regulatory Services is attributable to the following:

- an underspend of £483,604 on Disabled Facilities Grants. Spend in the first half of 2022/23 was £928,222 which is slightly higher than the expenditure in the first half of 2021/22 (£877,799). The position is being closely monitored.
- An underspend of £1,281,258 on Sustainable Warmth Projects (LAD3 and HUG1) against the revised delivery plan. This project is being closely monitored and detailed discussions are taking place with the funding provider.

3.8 The unspent balance remaining of the revised annual budget of £38,555,900 is £32,158,930. A review of the 2022/23 capital programme will be undertaken to identify accurate project profiles for the remainder of the financial year and any potential slippage into future years.

3.9 A number of schemes are included in the capital programme for 2022/23 that require a report to be presented to the Executive for the release of funding before the project can go ahead.

Scheme	Budget £	Note
Cemetery Infrastructure	30,000	
Crematorium Infrastructure	2,125,000	
Carlisle Southern Link Road	5,000,000	1
Total	7,155,000	

Notes:

1. The Council's contribution towards the Southern Link Road will not be required in 2022/23 and will need to be added to Cumberland Council's capital programme as an increase to the overall project in 2023/24.

Executive are asked to approve for recommendation to Council, the reprofiling of £5,000,000 from 2022/23 into 2023/24.

4. Financing

4.1 The 2022/23 capital programme can be financed as follows:

	Annual Budget £	Current Programme £
Total Programme to be financed (para 2.1)	40,710,900	38,555,900
<u>Financed by:</u>		
Capital Receipts / Borrowing	285,500	285,500
Receipts Used to fund resources	(112,000)	(112,000)
Borrowing Requirement (in year)	11,256,100	10,426,100
Capital Grants		
• Disabled Facilities Grant	2,155,600	2,155,600
• Sustainable Warmth Grant	19,955,000	19,955,000
• Future High Street Fund	2,780,200	2,780,200
• General	933,700	933,700
Direct Revenue Financing	2,384,100	1,059,100
Other Contributions	1,072,700	1,072,700
Total Financing	40,710,900	38,555,900

5. Capital Resources

5.1 The following table shows the position as at September 2022 of capital resources due to be received during 2022/23:

	Annual Budget £	Actual £	Variance £	Note
Capital Receipts				
· Asset Review	(285,500)	0	285,500	1
· Used to fund resources	112,000	0	(112,000)	1
· Vehicle Sales	0	(46,811)	(46,811)	2
· Renovation Grants Repaid	0	(10,000)	(10,000)	2
Capital Grants				3
· Disabled Facilities Grant	(2,155,600)	(2,155,574)	26	
· Future High Street Fund	(1,739,900)	(1,739,866)	34	
· Sands Centre	(200,000)	0	200,000	
· Town Deal	0	(2,332,250)	(2,332,250)	
Capital Contributions				
· Section 106	(1,038,200)	(348,933)	689,267	4
· Disabled Facilities Grants	0	(9,806)	(9,806)	
· General	(34,500)	(34,930)	(430)	
Total	(5,341,700)	(6,678,170)	(1,336,470)	

Notes:

1. Receipts for 2022/23 are anticipated to be received from asset review sales (£285,500).
2. Included within vehicle sales are receipts of £6,131 for individual vehicle sales that are below the de minimis for capital receipts. These will be transferred to

revenue at the year end and will be used to fund the capital programme in line with the capital strategy. Capital grant in relation to Town Deal has however been received in advance of expenditure. A report was approved by Council (11 October 2022) and budgets will now be updated as per the financial profile within that report.

3. Capital grants are generally received once associated capital expenditure has been incurred and the amounts then reclaimed from the sponsoring body.
4. Contributions from Section 106 agreements to Play Area Improvements/CCTV Equipment (£437,400) and Affordable Housing (£600,800).

6. Balance Sheet Management

- 6.1 In line with CIPFA guidance and best practice, information relating to significant capital items on the Council's balance sheet is provided in this section. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis and will ensure that the Council is using its resources effectively and that appropriate governance arrangements are in place around the use of Council assets and liabilities.
- 6.2 Fixed assets are revalued annually to ensure that an up to date value is held in the balance sheet. The revaluation programme is the responsibility of Property Services. It should be noted that some expenditure will be incurred during the course of the year which can be correctly classified as capital expenditure, but which will not increase the value of any of the Council's assets. This expenditure is written off to the revaluation reserve or through the Comprehensive Income and Expenditure Account as appropriate.
- 6.3 The value of fixed assets is a significant part of the balance sheet. In the 2021/22 accounts, fixed assets totalled £216million (2020/21 £191million). This represents 105% of the net current assets of the City Council.
- 6.4 Debtors
This relates to the amount of income due to the Council that has not yet been received. For capital items, this mainly relates to grants and contributions that the Council is able to claim towards funding capital expenditure. Generally capital debtors arise due to timing differences where a cut off point occurs (e.g. the financial year-end) and/or expenditure has been incurred in advance of making the grant claim. As at September 2022 debtors of £253,543 (£342,313 at 31 March 2022) were outstanding for capital grants, contributions and receipts.

6.5 Creditors

This is the amount of money due to be paid by the Council for goods and services received from its external customers and contractors. For capital schemes this also includes retentions i.e. the amount due to the contractor after a specified period (normally one year) following the completion of a project; this time is used to assess and correct any defects outstanding on the scheme. Amounts earmarked for retention as at September 2022 totalled £169,188 (£1,924,994 at 31 March 2022).

7. Performance

- 7.1 The 2022/23 programme has been kept to a level that takes account of the Council's ability to deliver schemes with regard to capacity and available resources. Work is ongoing to continue to monitor the profiling of budgets, and these are adjusted to reflect progress in current capital schemes. It is likely that there will still be a requirement for some carry forwards at the year end due to further slippage and delays on projects. Members are reminded that budgets now totalling £2,155,000 are being held in reserves until approved by Executive for release.
- 7.2 The Senior Management Team will provide strategic overview and monitor the effectiveness of the overall programme of work in delivering the Council's priorities and objectives. Technical project support and quality assurance of business cases and associated project management activities will be managed by a Transformation Sub-Group chaired by the Chief Executive. Decisions to proceed or otherwise with proposed projects will be made in the usual way in accordance with the Council decision making framework.
- 7.3 A review of all capital expenditure incurred is ongoing to ensure that the expenditure has been correctly allocated between revenue and capital schemes. This will facilitate the year end classification of assets.

8. Risks

- 8.1 Individual capital schemes have different risks involved. A risk assessment of the overall capital programme is included at **Appendix G**. The most significant risk to the Council is the overall impact of inflation in terms of increased costs.

9. Consultation

- 9.1 Consultation to date.
SMT and JMT have considered the issues raised in this report.
- 9.2 Consultation Proposed
People Panel will consider the report on 24 November 2022.

10. Conclusion and reasons for recommendations

10.1 The Executive is asked to:

- (i) Note and comment on the budgetary position and performance aspects of the capital programme for the period April to September 2022;
- (ii) Note the adjustments to the 2022/23 capital programme as detailed in paragraph 2.1;
- (iii) Make recommendation to Council to approve the reprofiling of £5,000,000 as detailed in para 3.9 and Appendix A from 2022/23 into 2023/24.

11. Contribution to the Carlisle Plan Priorities

11.1 The Council's capital programme supports the current priorities in the Carlisle Plan.

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- A to G

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal - The Council has a fiduciary duty to manage its finances properly and the proper reporting of the budget monitoring is part of this process.

Property Services - Property asset implications are contained within the main body of the report.

Finance - Financial implications are contained within the main body of the report.

Equality - This report raises no explicit issues relating to the public sector Equality Duty.

Information Governance - There are no information governance implications.

Scheme	Original Capital Programme 2022/23 £	Carry Forwards from 2021/22 £	Carry Forwards from 2021/22 £	Other Adjustments £	Carry Forwards into 2023/24 £	Revised Capital Programme 2022/23 £
Current non-recurring commitments						
Sands Centre Redevelopment	3,450,200	0	3,240,900	0	0	6,691,100
Future High Street Fund - Market Square	1,011,800	377,300	80,000	(390,000)	0	1,079,100
Future High Street Fund - 6-24 Castle Street	510,700	42,600	110,700	(170,200)	0	493,800
Future High Street Fund - Central Plaza	1,787,300	632,400	37,500	(1,669,700)	0	787,500
Future High Street Fund - Devonshire Street	220,900	33,600	40,000	(54,500)	0	240,000
Future High Street Fund - Delivery Costs	122,500	33,400	24,000	(100)	0	179,800
Play Area Improvements	250,000	0	205,500	242,500	0	698,000
Sands Car Park Resurfacing	210,000	0	0	0	0	210,000
Swifts Car Park Resurfacing	200,000	0	0	0	0	200,000
Sustainable Warmth Competition	17,745,000	2,210,000	0	0	0	19,955,000
Bitts Park Public Realm	0	32,000	10,000	0	0	42,000
Energy Monitoring System	0	0	12,000	0	0	12,000
Cemetery Infrastructure	0	0	5,700	0	0	5,700
Planning Software	0	0	150,000	0	0	150,000
Towns Deal - Caldew Riverside	0	0	646,600	0	0	646,600
Gateway 44	0	0	300,000	0	0	300,000
Rough Sleeping Initiative	0	0	4,800	0	0	4,800
Financials Upgrade	0	0	43,500	0	0	43,500
Affordable Homes	0	0	600,800	0	0	600,800
CCTV Equipment	0	0	0	1,900	0	1,900
	25,508,400	3,361,300	5,512,000	(2,040,100)	0	32,341,600
Recurring commitments						
Planned Enhancements to Council Property	250,000	80,000	127,700	0	0	457,700
Vehicles, Plant & Equipment	1,185,500	0	366,700	0	0	1,552,200
Recycling Containers	45,000	0	0	19,100	0	64,100
ICT Infrastructure	410,400	54,000	29,600	0	0	494,000
	1,899,900	134,000	524,000	19,100	0	2,568,000
Disabled Facilities Grants						
Private Sector Grants	1,899,800	800,000	608,400	255,800	0	3,564,000
Empty Property Grants	0	0	82,300	0	0	82,300
	1,899,800	800,000	690,700	255,800	0	3,646,300
TOTAL	29,299,100	4,295,300	6,726,700	(1,765,200)	0	38,555,900
Capital Reserves to be released						
Crematorium Infrastructure	1,775,000	0	350,000	0	0	2,125,000
Carlisle Southern Link Road	5,000,000	0	0	0	(5,000,000)	0
Cemetery Infrastructure	0	0	30,000	0	0	30,000
	6,775,000	0	380,000	0	(5,000,000)	2,155,000
REVISED TOTAL	36,074,100	4,295,300	7,106,700	(1,765,200)	(5,000,000)	40,710,900

COMMUNITY SERVICES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Vehicles & Plant	1,552,200	221,700	215,103	(6,597)	Replacement of vehicles will be contained within overall annual budget.
Cemetery Infrastructure	5,700	2,852	0	(2,852)	For further improvements to Cemetery due to be carried out in 2022/23.
Civic Centre Development	0	0	(56,188)	(56,188)	There is a credit balance on the project as a result of expenditure confirmed and agreed at a reduced level to the creditor list input at year end. There are however additional outstanding commitments which are likely to utilise this underspend position.
Play Area Developments	698,000	398,094	393,218	(4,876)	Projects progressing as planned, additional S106 monies released into the budget.
Sands Car Park Resurfacing	210,000	0	0	0	Resurfacing and enhancement work to the Sands car park.
Swifts Car Park Resurfacing	200,000	0	0	0	Resurfacing and enhancement work to the Swifts car park which will serve as an overflow car park for the Sands.
Bitts Park Public Realm	42,000	0	362	362	Externally funded project to undertake public realm improvement works at Bitts Park.
Sands Centre Redevelopment	6,691,100	4,535,000	4,535,047	47	Capital expenditure for the enhancement work to Leisure Facilities. Progress is being monitored and is currently on schedule.
Recycling Containers	64,100	30,317	34,494	4,177	Purchase of waste receptacles.
CCTV Equipment	1,900	1,900	1,920	20	Fully funded by S106 monies.
Grand Total	9,465,000	5,189,863	5,123,956	(65,907)	

CORPORATE SUPPORT

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
ICT Infrastructure	494,000	89,203	92,557	3,354	Part of ICT Strategy Business Case.
Grand Total	494,000	89,203	92,557	3,354	

ECONOMIC DEVELOPMENT

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Towns Deal - Caldew Riverside Remediation	646,600	22,503	22,470	(33)	Funding received from the Town Deal Capital Accelerated Fund and presented and approved by Executive 14/12/2020.
Planning Software	150,000	0	0	0	Project yet to start.
Future High Street Fund - 6-24 Castle Street	493,800	0	0	0	Increase to capital programme approved by Council (ED22/21 20/07/21)
Future High Street Fund - Central Plaza	787,500	11,892	11,869	(23)	
Future High Street Fund - Market Square	1,079,100	31,080	30,994	(86)	
Future High Street Fund - Devonshire Street	240,000	40,008	40,000	(8)	
Future High Street Fund - Delivery Costs	179,800	44,526	44,520	(6)	
Town Deal - Start with the Park	0	0	1,154	1,154	Increase to capital programme approved by Council (ED24/22 11/10/22). Budgets will be updated for future reports.
Town Deal - Lighting Up Carlisle	0	0	16,250	16,250	
Affordable Homes	600,800	0	0	0	Use of Affordable Homes Commuted Sums to bring empty properties back into use approved by Executive 02/08/2021 (ED25/21)
Grand Total	4,177,600	150,009	167,257	17,248	

FINANCE AND RESOURCES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Financials Upgrade	43,500	0	0	0	To cover necessary improvements to the Financials System, fully funded from existing budgets.
Grand Total	43,500	0	0	0	

GOVERNANCE & REGULATORY SERVICES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Planned Enhancements to Council Property	457,700	13,625	13,625	0	Individual projects progressing as planned.
Rough Sleeping Initiative	4,800	4,800	4,800	0	Capital grant received from DLUHC for the development of the Rough Sleeping Initiative.
Gateway 44	300,000	810	1,558	748	Development and Improvement costs associated with the Junction 44 retail development.
Disabled Facilities Grants	3,564,000	1,411,826	928,222	(483,604)	Mandatory Grants. Grant work is picking up but it is still uncertain how this year's expenditure will be affected. The position is being closely monitored.
Empty Property Grants	82,300	41,168	22,905	(18,263)	Discretionary grants to assist getting empty properties back into use.
Sustainable Warmth Competition	19,955,000	1,311,061	29,803	(1,281,258)	Externally funded project by Business Energy and Industrial Strategy (BEIS) to address fuel poverty, improve energy efficiency and carbon savings and help boost local economy with energy efficiency measures across Cumbria. Detailed discussions are being held with the funding partner regarding a revised delivery plan.
Energy Monitoring System	12,000	0	0	0	To provide an Energy Management System to be installed to monitor energy usage across Council owned property.
Asset Management Plan	0	0	12,287	12,287	Expenditure in relation to the demolition of the former Raffles Community House.
Grand Total	24,375,800	2,783,290	1,013,200	(1,770,090)	

Risk	Likelihood	Impact	Mitigation
Capital projects are approved without a full appraisal of the project and associated business case.	Remote	High	Strengthen the role of Transformation Sub-Group when considering capital project appraisals, to include consideration of business cases
Full capital and revenue costs of a project not identified.	Remote	High	Capital spending must meet statutory definitions. Financial Services to regularly review spending charged to capital. Appraisals to identify revenue costs, including whole life costs to improve financial planning.
VAT partial exemption rules are not considered.	Remote	High	Reduced impact following the decision to elect to tax land and property. To be considered as part of Project Appraisals and assessed by Financial Services.
Capital projects are not monitored nor reviewed (post contract) to ensure that the original business case assumptions have been achieved	Reasonably probable	Marginal	Better project management skills (including contract monitoring) have been introduced through PRINCE 2. Project managers to take more ownership and responsibility for the delivery of projects, including post contract reviews.
Capital projects are not delivered to time and/or are delayed due to the impact of COVID-19/Brexit on the supply of contractors and materials	Reasonably Probable	High	Significant slippage in the current capital programme. Better project management skills to be introduced through PRINCE 2. Project managers to take more ownership and responsibility for the delivery of projects. The review of the capital programme currently underway will address some of these issues.
Capital projects are not delivered to budget. Major variations in spending impact on the resources of the Council. Delays and increased costs due to COVID-19/significant inflationary increases	Reasonably Probable	High	Improved capital programme monitoring through PRINCE 2 and monthly financial monitoring. Corrective action to be put in place where necessary.
Assumptions on external funding for capital projects are unrealistic	Remote	High	Potential shortfalls arising from changes to external funding have to be met from other Council resources, so assumptions need to be backed by firm offers of funding before projects are submitted for appraisal. Risk increased due to uncertainty around funding, e.g. Government grants
Spending subject to specific grant approvals e.g. housing improvement grants, disabled persons adaptations varies from budget	Remote	Marginal	Specific grants are generally cash limited so variations in projects supported by funding of this nature will be monitored closely to ensure target spend is achieved to avoid loss of grant or restrictions on subsequent years grant funding.
Shortfall in level of capital resources generated from Capital Receipts	Probable	High	Economic downturn will impact - early warning so as not to over commit capital resources.

Report details

Meeting Date: 24th November 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: QUARTER 2 PERFORMANCE REPORT 2022/23
 Report of: Policy and Communications Manager
 Report Number: PC 27/22

Purpose / Summary:

This report contains the Quarter 2 2022/23 performance against the current Service Standards and an update on the delivery of the Carlisle Plan 2021-23 actions as defined in the Plan. Performance against the Panel’s 2022/23 Key Performance Indicators (KPIs) are included as a dashboard.

Recommendations:

1. Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities.

Tracking

Executive:	19 th December 2022
Scrutiny:	People – 24 th November 2022 Place – 1 st December 2022
Council:	N/A

1. Background

1.1 This report contains the Quarter 2 2022/23 performance against the Service Standards and a summary of the Carlisle Plan 2021-23 actions as defined in the Plan. The Panel's Key Performance Indicators (KPIs) are also included as an appended dashboard.

1.2 Service Standards are the measures judged to be the most important to our customers and therefore the mostly likely to influence the overall satisfaction with how the Council performs. The following pages contain the Council's performance against the Service Standards for this Panel.

1.3 The measures are predominately lagging indicators (looking back at performance) and cover a range of services. Some indicators naturally lend themselves to having a specific target, or a national target, whilst with others the aim is to continually improve year-on-year compared to past performance. Regularly monitoring the Council's performance helps to drive continuous improvement and protects against any financial or organisational issues by flagging up indicators that are off target. The measures can also be used for a variety of other purposes including: to evaluate, control, budget, motivate, promote, celebrate and learn. Performance management in this form, through performance reporting, is just one aspect of the Council's wider performance framework.

1.4 The current position of the projects and programmes of the Carlisle Plan are presented in Section 3. Normally, only actions within the remit of the Panel are included in this report. However, as this is the first Panel, all actions are included this time for information. The intention is to give the Panel a brief overview of the current position without duplicating the more detailed reporting that takes place within the Scrutiny agendas and Portfolio Holder reports.

1.5 Summary of KPIs and Service Standards:

Service Standards – 0 'red', 1 'amber' and 2 'green'

KPIs – 2 'red', 'amber', 7 'green'

Summary of Exceptions (RED)

Measure	Target	Performance
CSE024 Actual Bereavement Services revenue as a percentage of Bereavement Services expenditure	186%	165%
FR04 Percentage of return-to-work interviews completed in	94%	65% See separate sickness absence report.

five working days of returning to work.		
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2. Proposals

None

3. Risks

None

4. Consultation

The report was reviewed by relevant senior management and will be considered at the other Scrutiny Panel.

5. Conclusion and reasons for recommendations

The Panel are asked to scrutinise the Performance Report prior to it being submitted to Executive.

6. Contribution to the Carlisle Plan Priorities

Detail in the report.

Contact details:

Contact Officer: Gary Oliver Ext: 7430

Appendices attached to report:

- Performance Dashboard

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal - This report raises no explicit legal issues.

Property Services - This report raises no explicit property issues

Finance - This report raises no explicit financial issues

Equality - This report raises no explicit issues relating to the Public Sector Equality Duty.

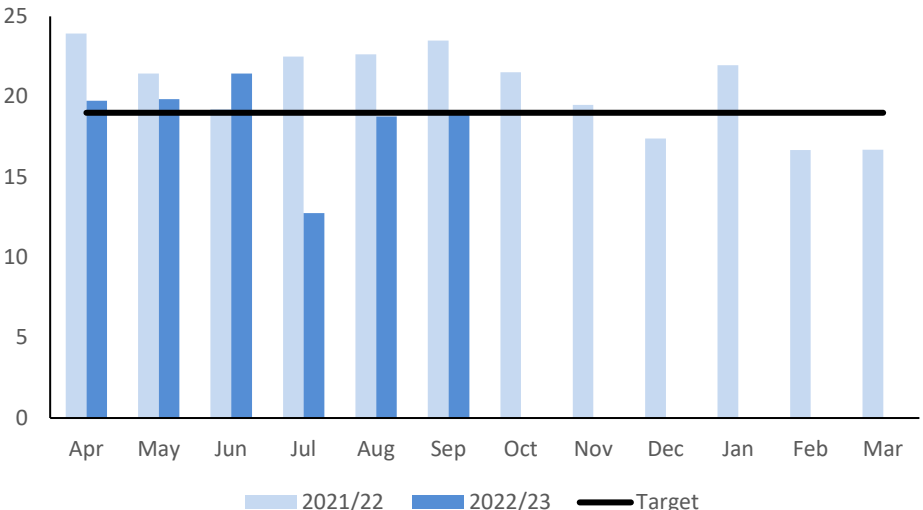
Information Governance- This report raises no explicit issues relating to Information Governance.

Section 1: Service Standards 2022/23

Service Standards were introduced in 2012 after consultation with Service Managers, DMTs, SMT and JMT. Five further measures were introduced from Quarter 2 2017/18 and all are reviewed during Quarter 3 each year as part of the service planning process. Service Standards are the measures judged to be the most important to our customers, therefore, the most likely to influence the overall satisfaction with how the Council performs.

The following pages contains the Council's performance against the Service Standards within the Panel's remit.

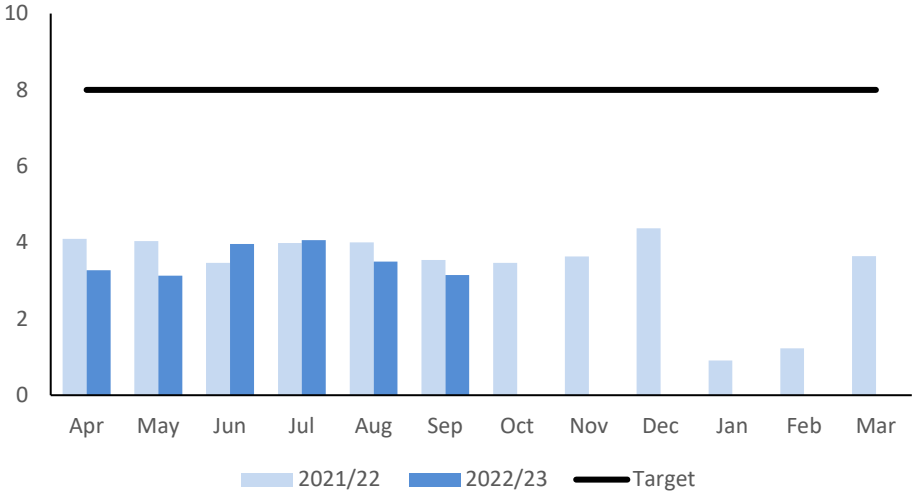
SS04: Average number of working days to process new benefits claims

Service Standard	2022/23 Q2	Performance by Month	Further Information																																							
<p>New claims should be processed within 19 days to achieve top two quartiles compared to other local authorities</p>	<p>18.6 days (2021/22 Q2: 22.1 days)</p>	 <table border="1" data-bbox="772 805 1691 1316"> <caption>Performance by Month Data</caption> <thead> <tr> <th>Month</th> <th>2021/22 (Days)</th> <th>2022/23 (Days)</th> </tr> </thead> <tbody> <tr><td>Apr</td><td>24</td><td>20</td></tr> <tr><td>May</td><td>21</td><td>20</td></tr> <tr><td>Jun</td><td>19</td><td>21</td></tr> <tr><td>Jul</td><td>22</td><td>13</td></tr> <tr><td>Aug</td><td>22</td><td>19</td></tr> <tr><td>Sep</td><td>23</td><td>19</td></tr> <tr><td>Oct</td><td>21</td><td>-</td></tr> <tr><td>Nov</td><td>19</td><td>-</td></tr> <tr><td>Dec</td><td>17</td><td>-</td></tr> <tr><td>Jan</td><td>22</td><td>-</td></tr> <tr><td>Feb</td><td>17</td><td>-</td></tr> <tr><td>Mar</td><td>17</td><td>-</td></tr> </tbody> </table>	Month	2021/22 (Days)	2022/23 (Days)	Apr	24	20	May	21	20	Jun	19	21	Jul	22	13	Aug	22	19	Sep	23	19	Oct	21	-	Nov	19	-	Dec	17	-	Jan	22	-	Feb	17	-	Mar	17	-	<p>2 Complaints over 15 days. Both technical Benefits complaints that need extensive investigation. Extensions were communicated with customer in line with policy.</p>
	Month		2021/22 (Days)	2022/23 (Days)																																						
	Apr		24	20																																						
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Mar	17	-																																								
<p>On target?</p>																																										
<p>✓</p>																																										

SS05: Proportion of corporate complaints dealt with on time

Service Standard	2022/23 Q2	Performance by Quarter	Further Information																				
<p>Corporate complaints should be dealt with within 15 working days</p>	<p>93%</p> <p>(2021/22 Q2: 88%)</p>	<table border="1"> <caption>Performance by Quarter Data</caption> <thead> <tr> <th>Quarter</th> <th>2021/22 (%)</th> <th>2022/23 (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>90</td> <td>95</td> <td>100</td> </tr> <tr> <td>Quarter 2</td> <td>94</td> <td>91</td> <td>100</td> </tr> <tr> <td>Quarter 3</td> <td>100</td> <td>100</td> <td>100</td> </tr> <tr> <td>Quarter 4</td> <td>100</td> <td>100</td> <td>100</td> </tr> </tbody> </table>	Quarter	2021/22 (%)	2022/23 (%)	Target (%)	Quarter 1	90	95	100	Quarter 2	94	91	100	Quarter 3	100	100	100	Quarter 4	100	100	100	<p>Two complaints over 15 days in Quarter 2. They were both technical benefits complaints that needed extensive investigation. Extensions were communicated with customer in line with the policy.</p>
	Quarter		2021/22 (%)	2022/23 (%)	Target (%)																		
	Quarter 1		90	95	100																		
Quarter 2	94	91	100																				
Quarter 3	100	100	100																				
Quarter 4	100	100	100																				
<p>On target?</p>																							

SS10: Average number of working days to process benefit claimants' changes of personal details

Service Standard	2022/23 Q2	Performance by Month	Further Information																																																				
Changes should be processed within 8 days	3.5 days (2021/22 Q2: 3.9 days)	 <table border="1" data-bbox="786 379 1697 874"> <caption>Performance by Month Data</caption> <thead> <tr> <th>Month</th> <th>2021/22 (Days)</th> <th>2022/23 (Days)</th> <th>Target (Days)</th> </tr> </thead> <tbody> <tr><td>Apr</td><td>4.1</td><td>3.3</td><td>8.0</td></tr> <tr><td>May</td><td>4.0</td><td>3.2</td><td>8.0</td></tr> <tr><td>Jun</td><td>3.5</td><td>4.0</td><td>8.0</td></tr> <tr><td>Jul</td><td>4.0</td><td>4.0</td><td>8.0</td></tr> <tr><td>Aug</td><td>4.0</td><td>3.5</td><td>8.0</td></tr> <tr><td>Sep</td><td>3.5</td><td>3.2</td><td>8.0</td></tr> <tr><td>Oct</td><td>3.5</td><td>-</td><td>8.0</td></tr> <tr><td>Nov</td><td>3.6</td><td>-</td><td>8.0</td></tr> <tr><td>Dec</td><td>4.4</td><td>-</td><td>8.0</td></tr> <tr><td>Jan</td><td>1.0</td><td>-</td><td>8.0</td></tr> <tr><td>Feb</td><td>1.3</td><td>-</td><td>8.0</td></tr> <tr><td>Mar</td><td>3.6</td><td>-</td><td>8.0</td></tr> </tbody> </table>	Month	2021/22 (Days)	2022/23 (Days)	Target (Days)	Apr	4.1	3.3	8.0	May	4.0	3.2	8.0	Jun	3.5	4.0	8.0	Jul	4.0	4.0	8.0	Aug	4.0	3.5	8.0	Sep	3.5	3.2	8.0	Oct	3.5	-	8.0	Nov	3.6	-	8.0	Dec	4.4	-	8.0	Jan	1.0	-	8.0	Feb	1.3	-	8.0	Mar	3.6	-	8.0	
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On target?																																																							
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Section 2: Key Performance Indicators (KPIs)

Service Standards are not the only set of measures used to interrogate the performance of the Council. Alongside the review of Service Standards, a set of Key Performance Indicators, derived from the links between the service plans and budget resolution were developed. The measures are predominately lagging indicators (looking back at performance) and cover a range of internal and external facing services. Some indicators naturally lend themselves to having a target or may have a national target set whilst with others, the aim is to improve year-on-year. Regularly monitoring the Council's performance helps to drive continuous improvement and protects against any financial or organisational issues by flagging up indicators that are off target. The KPIs can also be used for a variety of other purposes including: to evaluate, control, budget, motivate, promote, celebrate and learn. Performance management in this form is just one aspect of the Council's wider performance framework.

The KPIs are attached as a dashboard at the end of this report.

Section 3: Carlisle Plan 2021-23 Actions

The new Carlisle Plan covers the period 2021 to 2023 and was adopted by Council on 14th September 2021 following a period of public consultation. The following table provides an update on the delivery of the actions in the plan.

Key Action	Project Activity
1 Delivering the Borderlands Inclusive Growth Deal	<p>Carlisle Railway Station</p> <ul style="list-style-type: none"> • Business case approved by MHCLG and Borderlands funding of £20m confirmed. • Royal Institute of British Architects (RIBA) Stage 3 Design/Cost plan produced. • Design & Build Contractors appointed for Stage 1 works to the front and rear of the Station <p>Citadels</p> <ul style="list-style-type: none"> • Business case approved by MHCLG and Borderlands of £50m confirmed. • RIBA Stage 3 Design/Cost plan produced. • Design & Build Contractors appointed. • Planning application has been submitted to Carlisle City Council (CaCC) and approved • CaCC land transfers in the process of being completed. • Compulsory Purchase Order works initiated for acquisition of head lease interest on English St.
2 Delivering St Cuthbert's Garden Village	<p>Good progress continues to be made. The technical commissions are now coming in, that will allow us to undertake the scenario testing stage to inform the early phases of delivery alongside the supporting infrastructure requirements.</p> <p>The St Cuthbert's Design Code Pathfinder is on track with a major public consultation event planned to take place between 22 to 24 November.</p> <p>The Stage One Options Appraisal for to determine the most appropriate delivery vehicle to support the longer-term delivery of St</p>

Key Action	Project Activity
	Cuthbert's is ongoing and we remain on track to submit our business case next summer.
3 Delivering the Future High Street Fund (FHSF), Towns Fund, Town Deal Accelerated Fund, and related regeneration projects	<p>Future High Street Fund</p> <p>Tullie House</p> <ul style="list-style-type: none"> • Tullie House Phase 2 Plans agreed at Council. Properties and FHSF funding to be passported to Tullie House to deliver project. • Heads of Terms agreed in relation to the FHSF Grant and Grant Funding Agreement being finalised. <p>Market Square & Greenmarket</p> <ul style="list-style-type: none"> • Specialists to support the Council with the design work for the Market Square project have been appointed to progress designs for the space. • Stage 1 Stakeholder and public engagement took place 11-25 July 2022 to determine high level concepts to inform the design options. • Stage 2 Stakeholder and public engagement is planned for November / December 2022. <p>Central Plaza</p> <ul style="list-style-type: none"> • Site stabilisation investigation works have been undertaken and the engineer's report providing options for solutions is pending. <p>Town Deal</p> <ul style="list-style-type: none"> • Six of the Seven projects set out in the Town Deal Investment Plan received approval following the submission of the business cases and summary documentation to DLUHC • Work is progressing on the finalisation of the Grant Funding Agreements with third parties and preparation is underway for the submission of the baseline reporting and first half yearly reporting to DLUHC.
4 Building on success through new economic opportunities	<p>Rural Strategy</p> <ul style="list-style-type: none"> • The Council is progressing the development a rural strategy for the district working jointly with Eden District Council. • An evidence base for Carlisle has been presented at a stakeholder engagement meeting to support the creation of a

Key Action	Project Activity
	<p>Rural Strategy with clear issues / opportunities identified and recommended actions to Proactively position Carlisle for future investment.</p> <p>UK Shared Prosperity Fund</p> <ul style="list-style-type: none"> • Carlisle’s UKSPF Investment Plan has been submitted to DLUHC and awaiting approval • The Year One programme for UKSPF has been approved by the Executive and Council • Project leads for each intervention in the plan have been preparing for implementation to ensure delivery by March 2022. <p>Rural England Prosperity Fund</p> <ul style="list-style-type: none"> • The Rural Strategy will inform the development of the approach to the Rural Addendum to the UKSPF Investment Plan.
<p>5 Delivering the Phase VII World Health Organisation Healthy City Plan</p>	<p>Queen’s Platinum Jubilee ‘Community & Hope’ – Bitts Park, Sunday, 5th June</p> <p>The Healthy City Team worked with partners to deliver a community celebration to mark the Queen’s Platinum Jubilee. We were joined by just under 20 different community organisations ranging from the likes of Carlisle College, Multicultural Cumbria, Carlisle Cathedral, Active Cumbria and many more. The event was attended by over 5,000 people. We were delighted to welcome the Lord Lt for Cumbria alongside the Mayor of Carlisle.</p> <p>Welcome to Carlisle - Refugee events held at Tribe Carlisle</p> <p>On June 19th and July 17th, the first ‘Welcome to Carlisle’ events at Tribe in Bitts Park were held. The main aim was to create a friendly environment to invite refugees but also to make the whole community to feel welcome and create opportunities for people to mix and socialise. This was delivered in partnership with Carlisle Refugee Action Group (CRAG) and Anti Racism Cumbria, Multi-Cultural Carlisle, Carlisle College, the Police & M Unit also attended.</p>
<p>6 Delivering The Sands Centre</p>	<ul style="list-style-type: none"> • The main infrastructure work associated with the building is now complete and a substantial part of the building was handed over to GLL to operate on 14 October 2022.

Key Action	Project Activity
Redevelopment project	<ul style="list-style-type: none"> • The focus is now on completing the contract works, completing the training, completing the testing and commissioning and adding the finishing touches. • The Street area, box office, bars and parts of the car park are open to the public. • A national badminton tournament took place in the new facilities over the weekend of 15th and 16th of October. • The resurfacing of the car park and remainder of the City Consequential Improvement items will be procured and delivered as separate contracts.
7 Support the delivery of partnership plans	<p><u>Carlisle Partnership Executive's</u> most recent meeting was held virtually on 5th September. Key highlights included:</p> <ul style="list-style-type: none"> • Special Guest Spotlight: Cumberland Plan – Andrew Seekings and Lisa Brown presented the plan to partners • Spotlight on Community Safety Carlisle and Cumberland which considered: Cumbria Police Restructure and Carlisle Hub • Update on Task based activity (form previous meeting around Cumberland area Partnership mapping) • System infrastructure business (Collaborative funding pilot, WHO Abstracts, Place, Governance, Apprentice and Shared Prosperity Fund) • An activity was undertaken around “Evidencing Partnership Activity”. • The Partnership executive and team have also been: <ul style="list-style-type: none"> ➤ Support vaccination work and the identification of a vaccination site (Covid and Flu) ➤ Developing and sharing partnership e-newsletters – we continue to receive emails asking to be added to the full forum or to share partner information ➤ Supporting the Shared Prosperity Fund work with the Regeneration team and proposals for the development of a SPF Cumberland Partnership

Key Action	Project Activity
	<p>➤ Working with the University of Cumbria, Ayuntamiento de Madrid, Lancaster City Council and the Lake District National Park Partnership on Partnership Research and learning.</p> <p><u>National Lottery funded Place Standard programme:</u> We continue to work on Phase 1 of project delivery plan and includes: mapping, establishing community contacts, scoping, modelling, meeting key partners, gathering data, health data and socio-economic data from a variety of sources, looking at methods of delivery, facilitation and exploring evaluation options.</p> <p><u>WHO Healthy City Annual Business and Technical Conference:</u> Whilst incredibly competitive, we have had an abstract on our work accepted on our Place work at the WHO Healthy Cities Annual Business and Technical Conference. We have also been asked to support a workshop at the event – supporting the WHO Place, Health, Inequalities and wellbeing working group.</p> <p><u>Collaborative Funding Model Pilot</u> A revised bid was submitted to the National Lottery Fund (tNLF) for comment ahead of going back to the panel and a follow up meeting has been set to discuss outcome/next steps on 28 October 2022.</p>
8 Delivering the Homelessness Prevention and Rough Sleepers Strategy	<p>A strategic board and operational multi-partnership subgroup have been established since the launch of the Strategy and continue to monitor and oversee performance against the action plan.</p> <p>Year one actions (2021/22) have all been successfully achieved; year two priority actions are currently on track (at the end of Q2).</p> <p><u>Q1-2 key homeless data overview:</u> There were 533 approaches to Carlisle City Councils Homeless Service during this period; this is compared to 446 for the same period in 2021/22 (20% increase).</p>

Key Action	Project Activity
	<p>The main reason stated for homelessness at the point of presentation is due to an end of a private rented tenancy (24% which is an increase of 10% for the same period in 2021/22 or 54 households). Ending of tenancies within the social housing sector being stated as the main reason for homelessness has also increased from 10 to 23 cases for the same period in 21/22 to 22/23.</p>
<p>9 Delivering the private sector housing standards to include a range of grants, advice, support and regulation</p>	<p>During the second quarter empty property activity has increased as a new Officer has settled into the role, lots of proactive engagement is taking place and we have seen several long-term problem empty properties come onto the Housing market through public auction, this has been driven by Council involvement and engagement. In the second quarter we have received 37 request for housing advice/complaints, this resulted in 3 inspections, we have also undertaken 7 licensed HMO Inspections in new and existing licensed Houses in Multiple Occupation (HMO)</p> <p>During the period, 24 enforcement notices have been issued for matters relating to poor housing conditions management and documentation requests.</p> <p>During Quarter 2 there have been 88 new referrals for Disabled Facility Grants. Homelife have also seen increased activity due to the launch of the warmer and sustainable homes projects with 722 referrals recorded, 117 of those referrals are related to the discretionary housing delivery, such as hospital discharge, safe and warmer homes under the Housing Assistance Policy. The sustainable home referrals making up the larger percentage of activity into Homelife.</p> <p>In the period there has been 92 grant approvals under the Housing Assistance Policy grant schemes and 87 case completions in the quarter. The backlogs in the system are starting to clear as staffing levels have improved and the supply chain issues been addressed.</p>

Key Action	Project Activity
<p>10 Delivering the Local Environment (Climate Change) Strategy</p>	<ul style="list-style-type: none"> • PEP Energy Ltd have been working with the Health & Safety Team and Property Services to install energy monitoring meters to allow us to track and monitor our energy usage in “real time”. • Ongoing work on the Fleet Strategy and decarbonisation means that we are in the process of procuring further electric vehicles for our fleet, following successful trials. • The Swifts Nature Reserve featured in Cumbria Wildlife Trust's Big Buzz Conference and Fringe in Carlisle on 23-25 September, including the Council led team planting 4,000 wildflower plug plants at the site. • The Cumberland Shadow Council has adopted the ‘Cumberland Council Plan’, which includes a commitment to: ‘The climate and environmental emergency will be at the forefront of our decision making and policy development. We will encourage others to do the same and set an example in using resources sustainably, looking for low carbon or carbon neutral alternatives in what we buy and how we work. Making a fair and just transition to a more sustainable Council and Cumberland.’ • The Zero Carbon Cumbria Partnership (ZCCP) have reviewed the plans for Citizens’ Juries and a countywide Citizens’ Assembly in light of the feedback from Elected Members on a theme-based approach and the imminent Local Government Re-organisation. Shared Future, the delivery partners in the Lottery Programme, has also advised ZCCP that they do not have the capacity to run any Cumbria based juries until January 2023. Taking all this into account ZCCP have decided to put the current programme on hold and assess the options for moving forward after the 1st April 2023 once the new authorities have been established.
<p>11 Delivering the Green Spaces</p>	<p>The Carlisle Local Cycling and Walking Infrastructure Plan (LCWIP) was published by the County Council in March 2022 and</p>

Key Action	Project Activity
Strategy and supporting the delivery of the Local Cycling and Walking Infrastructure Plan (LCWIP)	endorsed by Carlisle City Council Executive on 21 st March. One of the priority paths identified in the plan, linking the Sands Centre with Stoneyholme via the Swifts riverbank public footpath, was upgraded in August/September 2022 by the construction of a tarmac path suitable for pedestrians, buggies, wheelchairs and bicycles. The City Council, as landowner, supported the development of this route which completes an additional link in the walking and cycling network. The project was funded and managed by the County Council in their role as Highway Authority. The new path has been well-used by residents and visitors since its completion.
13 Supporting the delivery of the Carlisle Cultural Framework	The Council has continued to support the development of Carlisle Culture. During this last period the group has continued to meet and work on the delivery of the Cultural Framework. Recent activity has focused on the use and development of city centre retail space for cultural purposes.

People Scrutiny Panel Performance Dashboard Quarter 2 2022/23

Key	
↓	Performance is deteriorating (compared to same period last year)
↑	Performance is improving (compared to same period last year)
→	No change in performance (compared to same period last year)
✘	Off target
▲	Close to target (within 5%)
✓	On target

On Target?	New Code	Measure	Performance Q2 2022/23	Performance Q2 2021/22	Trend	Target	Comments
✘	CSe24	Actual Bereavement Services revenue as a percentage of Bereavement Services expenditure	164.5%	184.8%	↓	185.6%	
✓	CSu04	Percentage of Council Tax collected	56.9%	56.3%	↑	56.3%	
✓	CSu05	Percentage of NNDR collected	57.3%	50.1%	↑	50.1%	
✓	CSu06	Proportion of direct social media messages on Facebook and Twitter responded to within 24 hours (work days)	100%	100%	→	100%	
✓	CSu07	Customer Services - Respond to customer emails within 48hrs	94%	100%	↓	90%	
N/A	CSu08	Customer Services - Calls answered within 1 minute	N/A	N/A	N/A	80%	Unable to measure until new telephony system in place later in the year
N/A	CSu09	Customer Services - visitors served within 10 minutes	N/A	N/A	N/A	90%	Unable to measure until new queuing system in place later in the year
✓	FR01	Actual net spend as a percentage of annual net budget.	36.6%	39.7%	↑	44.5%	
✓	FR02	Percentage of all invoices paid within 30 working days	99.5%	99.1%	↑	98%	
✓	FR03	Average number of working days lost due to sickness absence per FTE (full-time equivalent) employee.	4.9	5.9	↑	5.9	
✘	FR04	Percentage of return to work interviews completed in five working days of returning to work.	65%	94%	↓	94%	

Meeting Date: 24/11/2022
 Portfolio: Cross-cutting
 Key Decision:
 Policy and Budget Framework: No
 Public / Private: Public

Title: Overview Report
 Report of: Policy and Scrutiny Officer
 Report Number: OS.24/22

Purpose / Summary:

This report provides an overview of matters related to the Scrutiny Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note the items within Panel remit on the most recent Notice of Key Executive Decisions and comment on
- Note the current work programme, work planning activity and comment on the programme, in particular on items for the next Panel meeting.

Tracking

Executive:	Not applicable
Scrutiny:	People 24/11/22
Council:	Not applicable

1. Notice of Key Decisions

1.1. The most recent Notice of Key Executive Decisions was published on 21 October 2022. This was circulated to all Members and is available on the CMIS section of the Council’s webpages. The following items fall within the remit of this Panel:

Items that are included in the Panel’s work programme:

- None

Items that are not included in the Panel’s work programme:

- None

2. References from the Executive

2.1. None

3. Progress on resolutions from previous meetings

3.1. The following table sets out the meeting date and resolution that requires following up. The status is presented as either “completed”, “pending” (date expected), or “outstanding”. An item is considered outstanding if no update or progress has been made after three panel meetings. All the completed actions will be removed from the list following the meeting.

	Meeting date	Minute reference	Action	Status
1	09/06/22	PEP.10/22	2) That arrangements be made for the Panel to undertake a site visit of the Sands Centre prior to the soft opening.	Complete
3	14/07/22	PEP.22/22	2) That the work of the CAB and the statistical information they hold be incorporated into the work of the Cost of Living Crisis T&F Group;	Pending
6	14/07/22	PEP.23/22	3) That the work being undertaken by the Strategic Policy and Scrutiny Adviser be incorporated into the Cost of Living Crisis Task and Finish Group.	Complete
8	25/08/22	PEP.33/22	1) That the Deputy Chief Executive provide a written response to the Panel setting out the costs of mothballing the Turkish Baths and confirming the current operational costs	Pending
9	25/08/22	PEP.33/22	2) That Scrutiny recommended the Council to consider a Meanwhile Tenancy.	Complete
10	25/08/22	PEP.33/22	3) That the Deputy Chief Executive provide a written response to the Panel setting out whether the Turkish Baths was included in the Council's UK Shared Prosperity Fund Investment Plan submission.	Pending
11	25/08/22	PEP.33/22	4) That the Executive were asked to convene a multi-disciplinary meeting of all parties, including the Friends of the Carlisle Victorian and Turkish Baths to discuss the future operation of the Turkish Baths.	Complete
12	25/08/22	PEP.33/22	5) That the Panel ask the Executive to support the allocation of the £400,000 Borderlands funding to	Complete

			future proof the stand alone operation of the Turkish Baths.	
13	25/08/22	PEP.33/22	6) That the Panel ask the Executive to liaise with the NHS to clarify its position with regard to the future use of the 10m as hydrotherapy pool, and advise The Friends of the Carlisle Victorian and Turkish Baths.	Complete
15	25/08/22	PEP.33/22	8) That a further site visit to the Turkish Baths be arranged for members of the People Panel and members of the Shadow Authority.	Pending
17	25/08/22	PEP.34/22	3) That an offer be made to the Shadow Authority for the People Panel to act as consultee in relation to the equalities processes for the new Cumberland Council.	Pending
18	25/08/22	PEP .35/22	3) That Officers explore if it is possible to accelerate the process for paying new benefits claims given the cost of living crisis.	Pending

4. Contribution to the Carlisle Plan Priorities

4.1. The scrutiny of Carlisle Plan items that fall within the remit of this Panel contribute to ongoing policy development.

Contact Officer: Rowan Jones

Ext: 7257

Appendices

attached to report:

1. Draft Scrutiny Panel Work Programme 2022-23

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS:

LEGAL –

PROPERTY SERVICES -

FINANCE –

EQUALITY – This report raises no explicit issues relating to the public sector Equality Duty

INFORMATION GOVERNANCE –

APPENDIX 1: Draft Scrutiny Panel Work Programme 2022-23

Date	Title	Lead Officer
09/06/2022	End of Year Performance Report 2021/22	Steven O'Keeffe
	Sickness Absence - end of year report 2021/22	Bibian McRoy
	Provisional Outturn Reports	Steven Tickner
	Healthy City 2022/23 programme and opportunities for broadening approach beyond 2023	Luke Leathers
	Sands Centre Redevelopment - Programme Update and re-opening	Darren Crossley
14/07/2022	Business Rates Outturn 2021/22	Alison Taylor
	Thriving Communities	Jeannie Pasley
	CAB - update presentation on work and issues for local residents	Andy Auld (CAB)
	Cumbria County Council Cost of Living Programme	Joel Rasbash (County Council)
	Food Security - Carlisle Foodbank	Niall McNulty (Carlisle Foodbank)
25/08/2022	Annual Equality Report	Steven O'Keeffe
	Carlisle Plan - delivery progress/ Performance Report Q1 2022/23	Steven O'Keeffe
	Victorian Baths	D. Crossley/ Friends Group
	Overview Report - including updates to remit regarding housing	Rowan Jones
06/10/2022	Budget monitoring Q1 2022/23	Steven Tickner
	Emergency Planning - winter readiness and LGR preparation	Steven O'Keeffe
	Asylum Seekers - Carlisle Refugee Action Group (CRAG) update	Rowan Jones
	Welfare Reform Board - update on work and issues for local residents	Tammie Rhodes
	Local Cycling and Walking Infrastructure Plans (LCWIPs)	Darren Crossley
24/11/2022	Budget monitoring Q2 2022/23	Steven Tickner
	Performance Report Q2 2022/23	Steven O'Keeffe
	Sickness Absence - Q2 2022/23	Bibian McRoy
	Community Centre Sustainability - currently and post LGR	Luke Leathers/ Mark Walshe
	Youth Projects and Engagement	Luke Leathers
12/01/2023	Corporate Projects - LGR handover	Jason Gooding
	Youth Projects and Engagement	County Council
	Cost of Living T&F Group Report	Rowan Jones
	LGR - support for staff and assurance on proposed arrangements	Bibian McRoy
	Corporate Risk Register - LGR handover	Darren Crossley
23/02/2023	Budget monitoring Q3 2022/23	Steven Tickner
	GLL	Luke Leathers
	LCWIP update - focus on hierarchy of routes	Darren Crossley
	Scrutiny Annual Report	Rowan Jones

For information reports

Jul-22	Update on IT projects - Part B	Monitoring	D. Strong/ M. Kelly
Aug-22	Sickness Absence - Q1 2022/23	Monitoring	Bibian McRoy
Dec-22	Update on IT projects - Part B	Monitoring	D. Strong/ M.Kelly
Feb-23	Performance Report Q3 2022/23	Monitoring	Steven O'Keeffe
Feb-23	Sickness Absence - Q3 2022/23	Monitoring	Bibian McRoy

