



# EXECUTIVE DECISIONS

## DECISIONS MADE AT THE EXECUTIVE MEETING HELD ON 11 FEBRUARY 2013

**Date of Publication: 13 February 2013**

**CALL IN PERIOD ENDS 20 February 2013 at 1700**

### Notes:

- (a) Decisions may be called-in by the Chairman or any three Members of the relevant Overview and Scrutiny Committee.
- (b) Requests to call -in must be delivered to the Committee Section (by phone, email or in writing) by the date and time specified.
- (c) In the absence of any call-in, decisions will take effect and can be implemented 5 working days after publication of these Decisions.
- (d) Decision marked \*\* may not be called-in as they were made under special urgency rules.

**Committee Section:** Email – [CommitteeServices@carlisle.gov.uk](mailto:CommitteeServices@carlisle.gov.uk)

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## EXECUTIVE

MONDAY 11 FEBRUARY 2013 AT 4.00 PM

### PRESENT:

Professor Councillor Hendry (Leader)  
Councillor Glover (Deputy Leader; and Economy and Enterprise Portfolio Holder)  
Councillor Mrs Riddle (Communities and Housing Portfolio Holder)  
Councillor Mrs Martlew (Environment and Transport Portfolio Holder)  
Councillor Dr Tickner (Finance, Governance and Resources Portfolio Holder)

### OFFICERS:

Town Clerk and Chief Executive  
Deputy Chief Executive  
Director of Governance  
Director of Resources  
Director of Local Environment  
Planning Manager  
Policy and Communications Manager  
Project Manager (Local Area Agreement)

### ALSO PRESENT:

Councillors Allison, Mrs Bowman and Mrs Luckley (Observers)

### APOLOGY FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Ms Quilter (Culture, Health, Leisure and Young People Portfolio Holder).

### DECLARATIONS OF INTEREST

There were no declarations of interest affecting the business to be transacted at the meeting.

**EX.10/13**     **DRAFT CARLISLE PLAN 2013 - 2016**  
(Key Decision – KD.037/12)

**Portfolio**     Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**     Community; Environment and Economy;  
and Resources

### Subject Matter

The Finance, Governance and Resources Portfolio Holder submitted report PC.01/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

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

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

The Carlisle Plan would be monitored by the Senior Management Team and regular progress reported to the Executive. The actions for each priority would be reviewed and developed as they progressed. It was suggested that Overview and Scrutiny could receive progress updates on the priorities and actions as part of the quarterly monitoring reports.

The Leader moved the recommendations which were seconded by the Finance, Governance and Resources Portfolio Holder.

**Summary of options rejected** None

## **DECISION**

That the Executive:

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

## **Reasons for Decision**

The recommendations asked the Executive to review the content and layout of the Carlisle Plan before it was put out for consultation. It also ensured that the Plan was subject to Overview and Scrutiny, which formed an important part of the consultation

**EX.11/13 NOTICE OF EXECUTIVE KEY DECISIONS**  
(Non Key Decision)

**Portfolio** Cross-Cutting

**Relevant Overview and Scrutiny Panel** Community; Environment and  
Economy; and Resources

## **Subject Matter**

The Notice of Executive Key Decisions dated 11 January 2013 was submitted for information.

The Notice included an item concerning the development of a Home Improvement Agency (KD.046/12). It was subsequently determined that the significance of the matter did not warrant it being considered as a key decision. The item would therefore be dealt with as a non-key decision later on the Agenda for this meeting.

**Summary of options rejected** None

## **DECISION**

That the Notice of Executive Key Decisions dated 11 January 2013 be noted.

## **Reasons for Decision**

Not applicable

**EX.12/13 SCHEDULE OF DECISIONS TAKEN BY PORTFOLIO HOLDERS**  
(Non Key Decision)

**Portfolio** The Leader; and Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

## **Subject Matter**

Details of decisions taken by Portfolio Holders under delegated powers were submitted.

**Summary of options rejected** None

## **DECISION**

That the decisions, attached as Appendix A, be noted.

## **Reasons for Decision**

Not applicable

**EX.13/13 SCHEDULE OF DECISIONS TAKEN BY OFFICERS**  
(Non Key Decision)

**Portfolio** Finance, Governance and Resources; Economy and Enterprise;  
Communities and Housing

**Relevant Overview and Scrutiny Panel** Resources

## **Subject Matter**

Details of decisions taken by Officers under delegated powers were submitted.

**Summary of options rejected** None

## **DECISION**

That the decisions, attached as Appendix B, be noted.

## **Reasons for Decision**

Not applicable

**EX.14/13 REFERENCE FROM THE ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL – BUSINESS INTERACTION CENTRE**  
(Non Key Decision)

**Portfolio** Economy and Enterprise

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

## **Subject Matter**

Pursuant to Minute EEOSP.06/13, consideration was given to a reference from the Environment and Economy Overview and Scrutiny Panel on 17 January 2013 following their consideration of Report ED.04/13 providing details of the proposal to set up a Business Interaction Centre.

The Panel had resolved:

“1) That Report ED.04/13 – Business Interaction Centre be noted.

2) That the Panel ask the Executive to ensure that the £100,000 was used to develop the Business Interaction Centre and not to offset the cost of dilapidation repairs for which the University was liable under the terms of the lease.

3) That to enable closer working with the Council a formal request be made to the University for a City Council representative to sit on the University’s Board.”

Copies of the Minute Excerpt had been circulated.

The Economy and Enterprise Portfolio Holder referred to the worthwhile discussions and questions raised at the Panel meeting, together with a number of questions asked and responded to at the special City Council meeting on 5 February 2013.

He reminded Members that the total value of the project was in excess of £1 million, of which the City Council’s contribution was a maximum of £100,000. The Environment and Economy Overview and Scrutiny Panel had sought an assurance that the Council’s £100,000 would not be used to offset the cost of dilapidation repairs for which the University was liable under the terms of the lease.

In response, the Economy and Enterprise Portfolio Holder stated that the report considered by the Executive on 17 December 2012 (ED.37/12) and their subsequent decision (EX.168/12) were quite clear. The key partner would be the University of Cumbria, with the Business School being the main beneficiary. He also reiterated the aims and opportunities afforded by the development of a BIC which was fundamental to a City with 'growth' aspirations.

In conclusion, the Economy and Enterprise Portfolio Holder commended the Executive Decision referred to above. He moved that the comments of the Environment and Economy Overview and Scrutiny Panel be noted, adding that the Executive looked forward to working in partnership to deliver the Business Interaction Centre.

**Summary of options rejected** None

## **DECISION**

That the reference from the Environment and Economy Overview and Scrutiny Panel be noted.

### **Reasons for Decision**

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

**EX.15/13**      **JOINT MANAGEMENT TEAM**  
(Non Key Decision)

**Portfolio**      Various

**Relevant Overview and Scrutiny Panel**      Community; Environment and  
Economy; and Resources

### **Subject Matter**

The Minutes of the meeting of the Joint Management Team held on 5 December 2012 were submitted for information.

**Summary of options rejected** None

## **DECISION**

That the Minutes of the meeting of the Joint Management Team held on 5 December 2012, attached as Appendix C, be noted.

### **Reasons for Decision**

Not applicable

**EX.16/13     JOINT MEETING BETWEEN THE EXECUTIVE AND REPRESENTATIVES OF THE PARISH COUNCILS**  
(Non Key Decision)

**Portfolio**     Cross-cutting

**Relevant Overview and Scrutiny Panel**     Community; Environment and Economy; and Resources

**Subject Matter**

The Minutes of the joint meeting between the Executive and representatives of the Parish Councils held on 5 December 2012 were submitted for information.

**Summary of options rejected**     None

**DECISION**

That the Minutes of the joint meeting between the Executive and representatives of the Parish Councils held on 5 December 2012, attached as Appendix D, be noted.

**Reasons for Decision**

Not applicable

**EX.17/13     REVENUE BUDGET OVERVIEW AND MONITORING REPORT – APRIL TO DECEMBER 2012**  
(Non Key Decision)

**Portfolio**     Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**     Resources

**Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted the Revenue Budget Overview and Monitoring Report for April to December 2012 (RD.78/12). He outlined the overall budgetary position and the monitoring and control of expenditure against budget allocations, together with the exercise of virement. He further provided an explanation of balance sheet management issues; a number of high risk budgets; external factors (including car parking income); performance management; Section 106 Commuted Sums and action taken to write off bad debts. The overall position, based on current projections, was a deficit which would be monitored as the year progressed.

He highlighted and reported on a number of key issues together with their budgetary implications, including the Salary Turnover Savings Budget; the increasing number of empty units at the Enterprise Centre and reduction in income from lettings; Highways Claimed Rights; the running of the ICT Connect Shared Service; income from The Lanes; the purchase in 2009/10 of a new fleet of vehicles for the Recycling and Waste Collection Service; the review of Officers' business travel allowances; the pension deficit budget in relation to shared services staff; the direct revenue financing budget; the Trade Waste

VAT claim; and the Bad Debt position. Details of the main variances in the Directorates' budgets were also set out in the report.

In conclusion, the Finance, Governance and Resources Portfolio Holder moved the recommendations which were seconded by the Leader.

**Summary of options rejected** None

## **DECISION**

That the Executive:

1. Noted the budgetary performance position of the Council to December 2012;
2. Noted the potential forecast year end position; and
3. Noted the action taken by the Director of Resources in writing off bad debts as detailed in paragraph 9 of Report RD.78/12.

## **Reasons for Decision**

To show that the Executive had been informed of the Council's actual financial position compared with the budgeted position, and to bring to their attention any areas of concern

**EX.18/13 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT – APRIL TO DECEMBER 2012**  
(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.77/12 providing an overview of the budgetary position of the City Council's capital programme for the period April to December 2012. He outlined for Members the overall budget position of the various Directorates and the financing of the 2012/13 Capital Programme, details of which were set out in the report.

He further commented upon performance against the 2012/13 programme, informing Members that the Senior Management Team would provide a 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 would be managed by a Corporate Programme Board chaired by the Chief Executive. Decisions to proceed or otherwise with proposed projects would be made in the usual way in accordance with the Council's decision making framework.



In summary, the Finance, Governance and Resources Portfolio Holder said that a review of all capital expenditure incurred was ongoing to ensure that the expenditure had been correctly allocated between revenue and capital schemes. The work would facilitate the year end classification of assets. He then moved the recommendation, which was seconded by the Leader.

**Summary of options rejected** None

## **DECISION**

That the Executive noted the budgetary position and performance aspects of the capital programme for the period April to December 2012.

## **Reasons for Decision**

To inform the Executive of the Council's actual financial position opposite its Capital Programme for 2012/13

**EX.19/13 TREASURY MANAGEMENT OCTOBER – DECEMBER 2012**  
(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel** Resources

## **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted report RD.76/12 providing the regular quarterly report on Treasury Transactions, including the requirements of the Prudential Code.

He drew Members' attention to Appendix 1 to the report, commenting that most budget heads were performing very much in line with the original estimate. There would, however, be an overspend on the principle repaid figure (the minimum revenue provision) due to the capital programme in 2011/12 utilising more capital receipts than expected. The position would be monitored by Officers on a regular basis.

In conclusion, the Finance, Governance and Resources Portfolio Holder moved the recommendation which was duly seconded by the Leader.

**Summary of options rejected** None

## **DECISION**

That Report RD.76/12 be received and the Prudential Indicators noted as at 31 December 2012.

## **Reasons for Decision**

To advise Members of the Council's Treasury Transactions

## **PUBLIC AND PRESS**

**RESOLVED** – That in accordance with Section 100A(4) of the Local Government Act 1972 the Public and Press were excluded from the meeting during consideration of the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraph number (as indicated in brackets against the minutes) of Part 1 of Schedule 12A of the 1972 Local Government Act.

**EX.20/13      LAND AND PROPERTY TRANSACTIONS AT MORTON, CARLISLE**  
(Key Decision – KD.044/12)

(Not for publication by virtue of Paragraph 3)

**Portfolio**      Finance, Governance and Resources

**Relevant Overview and Scrutiny Panel**      Resources

### **Subject Matter**

The Finance, Governance and Resources Portfolio Holder submitted private report RD.79/12 concerning land and property transactions at Morton, Carlisle.

He outlined the background information and options, together with details of the transactions and the Heads of Terms.

The Finance, Governance and Resources Portfolio Holder wished to place on record his thanks to the Director of Resources, the Property Services Manager and their Team for their work on the matter.

In conclusion, the Finance, Governance and Resources Portfolio Holder moved the recommendations set out within the report, which were seconded by the Leader.

**Summary of options rejected**      None

## **DECISION**

That the Executive granted consent to:

1.      The release, freehold disposal and exchange of land at Morton, Carlisle with the Church Commissioners for England.
2.      The release and freehold disposal of the Morton Park 33 KV Substation site to Electricity North West.
3.      Delegate responsibility for electing to tax the asset at Morton to the Director of Resources.
4.      Approve the release of funds of £1.5 million to finance the transaction as set out in the financial comments and delegate that to the Director of Resources.

Subject to the finalisation of property terms agreed by the Director of Resources and legal contracts approved by the Director of Governance.

### **Reasons for Decision**

To more effectively manage the Council's assets by bringing forward the disposal of surplus property in pursuit of strategic objectives set out in the Asset Review Business Plan, and to further the growth and development of Carlisle at Morton South

### **EX.21/13 HOME IMPROVEMENT AGENCY** (Non Key Decision)

(Not for publication by virtue of Paragraph 3)

**Portfolio** Communities and Housing

**Relevant Overview and Scrutiny Panel** Community

### **Subject Matter**

The Communities and Housing Portfolio Holder submitted private report CD.11/13 regarding the development of a Home Improvement Agency (HIA).

The Communities and Housing Portfolio Holder outlined the background and current position, emphasising that enabling people to remain living independently at home was a key part of Government Policy. She further set out the reasoning behind the recommendation that the HIA adopt a brand name whilst, at the same time, retaining its identity as a service of Carlisle City Council.

In conclusion, the Communities and Housing Portfolio Holder moved that the Executive note the content of the report and approve the branding of Carlisle City Council's Home Improvement Agency as 'homelife Carlisle'. The Environment and Transport Portfolio Holder seconded the recommendation.

**Summary of options rejected** None

### **DECISION**

That the Executive noted the content of private Report CD.11/13 and approved the branding of Carlisle City Council's Home Improvement Agency as 'homelife Carlisle'.

### **Reasons for Decision**

As detailed within private Report CD.11/13

(The meeting ended at 4.12 pm)