

# AGENDA

## People Panel

**Thursday, 14 July 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 (Vice Chair),  
Mrs Mitchell, 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**

**7 - 16**

The Chair will move the minutes of the meeting held on 9 June 2022 as a correct record. The only part of the minutes that may be discussed is their accuracy.

(Copy minutes herewith)

#### **A.1 CALL-IN OF DECISIONS**

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

#### **A.2 FOOD SECURITY**

**17 -  
22**

Portfolio:	Communities, Health and Wellbeing
Directorate:	Community Services
Officer:	Jeannie Pasley, Healthy City Team Manager
Report:	CS.26/22 herewith

#### **Background:**

The Deputy Chief Executive to submit a report on Food Security. The Chair of Carlisle Foodbank has been invited to attend the meeting and update the Panel

on the work of the organisation.

**Why is this item on the agenda?**

Item requested by the Chair following the Panel's discussion on issues of food security at its meeting of 6 June 2022.

**What is the Panel being asked to do?**

To receive the update of Carlisle Foodback and advise how it may be able to further support due to the impact of the cost of living.

**A.3 CITIZENS ADVICE CARLISLE & EDEN - UPDATE PRESENTATION ON  
WORK AND ISSUES FOR LOCAL RESIDENTS**

**23 -  
26**

Portfolio:	Communities, Health and Wellbeing
Directorate:	Community Services
Officer:	Jeannie Pasley, Healthy City Team Manager
Report:	CS.25/22 herewith

**Background:**

The Deputy Chief Executive to submit a report updating the Panel on the work of Citizens Advice Carlisle & Eden in working with the City Council to support residents of Carlisle and District. The Chief Executive of Citizens Advice Carlisle & Eden will attend the meeting to brief the Panel on issues facing local residents.

**Why is this item on the agenda?**

Item agreed at a meeting between the Chair and Deputy Chief Executive.

**What is the Panel being asked to do?**

Note the issues currently faced by residents of Carlisle and District and the work of Citizens Advice Carlisle & Eden to help address those; to comment on how else the Citizens Advice Carlisle & Eden can help during the current circumstances.

#### **A.4 CUMBRIA COUNTY COUNCIL COST OF LIVING PROGRAMME**

27 -  
32

Portfolio:	Communities, Health and Wellbeing
Directorate:	Community Services
Officer:	Rowan Jones, Overview and Scrutiny Officer
Report:	OS.18/22 herewith

##### **Background:**

The Deputy Chief Executive to submit a report. Mr Rasbash, Strategic Policy and Scrutiny Adviser, Cumbria County Council will attend the meeting.

##### **Why is this item on the agenda?**

A briefing report was offered by Cumbria County Council Officers to provide background and information on the work that Cumbria County Council are progressing in response to the rising cost of living.

##### **What is the Panel being asked to do?**

Receive information on the work of Cumbria County Council; use the background information provided to support their understanding and discussion on cost of living issues in Carlisle.

#### **A.5 THRIVING COMMUNITIES**

33 -  
38

Portfolio:	Communities, Health and Wellbeing
Directorate:	Community Services
Officer:	Jeannie Pasley, Healthy City Team Manager
Report:	CS.24/22 herewith

##### **Background:**

The Deputy Chief Executive to submit a report on the outcomes of the first phase of Thriving Communities Carlisle along with an update on plans for the next stages.

##### **Why is this item on the agenda?**

Item agreed at a meeting between the Chair and Deputy Chief Executive.

##### **What is the Panel being asked to do?**

Note the successes of Thriving Communities Carlisle; support the short term extension of the project 2022/23; and, support proposals for using the learning and experience from the original project to increase the scale and scope of

delivery through funding opportunities and joint working with the Sovereign Councils that will make up Cumberland Council.

#### **A.6 BUSINESS RATES OUTTURN 2021/22**

**39 -  
48**

Portfolio:	Finance, Governance and Resources
Directorate:	Finance and Resources
Officer:	Alison Taylor, Corporate Director of Finance and Resources
Report:	RD.26/22 herewith

##### **Background:**

The Corporate Director of Finance and Resources to submit the Business Rate Outturn 2021/22.

##### **Why is this item on the agenda?**

The matter was included in Notice of Executive Key Decisions and will be considered by the Executive on 25 July 2022 (KD.11/22). The matter is part of the annual budget process.

##### **What is the Panel being asked to do?**

To scrutinise and provide feedback on the options available to the Council as set out in the report.

#### **A.7 OVERVIEW REPORT**

**49 -  
54**

Portfolio:	Cross Cutting
Directorate:	Cross Cutting
Officer:	Rowan Jones, Overview and Scrutiny Officer
Report:	OS.17/22 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 that has been 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 Executive Key Decisions;
- Discuss the Work Programme and prioritise as necessary.

**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

## **People Panel**

**Date:** Thursday, 09 June 2022

**Time:** 10:10

**Venue:** Flensburg Room

**Present:** Councillor Mrs Christine Finlayson, Councillor Colin Glover, Councillor Mrs Ann McKerrell, Councillor Mrs Linda Mitchell, Councillor David Shepherd, Councillor Miss Jeanette Whalen, Councillor Christopher Wills

**Also Present:** Cllr J Mallinson - Leader  
Cllr Ellis - Finance, Governance and Resources Portfolio Holder  
Cllr Mrs Mallinson - Communities, Health and Wellbeing Portfolio Holder

**Officers:** Deputy Chief Executive  
Corporate Director of Finance and Resources  
Head of Communities and Wellbeing  
Healthy City Team Manager  
Head of Human Resources  
Policy and Communications Manager  
  
Overview and Scrutiny Officer

### **PEP.01/22 APOLOGIES FOR ABSENCE**

No apologies for absence were submitted.

### **PEP.02/22 DECLARATIONS OF INTEREST**

In accordance with the Council's Code of Conduct, Councillor Mrs Mitchell declared an interest in respect of A.3 - Sands Centre Redevelopment - Programme Update and Plans for reopening. The interest related to a relative being a member of the swimming club committee.

### **PEP.03/22 PUBLIC AND PRESS**

RESOLVED - That the items in Part A be dealt with in public and the items in private be dealt with in Part B.

### **PEP.04/22 CALL-IN OF DECISIONS**

There were no items which had been subject of call-in.

### **PEP.05/22 PROVISIONAL GENERAL FUND REVENUE OUTTURN 2021/22**

The Corporate Director of Finance and Resources submitted report RD.03/22 summarising the 2021/22 provisional outturn for the General Fund revenue budget, giving reasons for variances. An overview of transfers to earmarked reserves and funding of the carry forward

requests in 2022/23 was given, noting that once accounted for, the outturn position would result in a net overall contribution to General Fund Reserves of £17,000.

The information contained within the report was provisional, subject to the formal audit process. The Draft Statement of Accounts for 2021/22 would be presented to the Audit Committee on 8 July 2022, with final approval of the audited accounts anticipated on 28 September 2022.

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

- With reference to the underspend and income shortfall in Homelessness Accommodation a Member asked whether the 'cost of living crisis' was likely to impact that position and if an associated pressure had been included in the budget?

The Corporate Director of Finance and Resources confirmed that a £100,000 pressure had been approved by Council in February for the 2022/23 budget. The Service Manager would be best placed to advise how that pressure was to be met.

- Were any of the various under and overspends detailed in the report a cause for concern in the context of Local Government Reorganisation (LGR), for example shortfall of income at The Lanes and the Market Hall?

The Corporate Director of Finance and Resources explained that there was some concern in relation to the income shortfalls indicated by the Member which it was anticipated economic recovery following the lifting of Covid 19 pandemic restrictions would begin to address. In terms of budget monitoring, pressures had been included in the Medium Term Financial Plan (MTFP) for a shortfall in income for both The Lanes and the Market Hall for the next three years.

As part of the LGR process the MTFPs of all sovereign Councils would be considered as part of the development of the Cumberland Council budget, the Corporate Director was confident that the City Council's MTFP incorporated the relevant shortfalls.

- What was the anticipated impact of Copeland Borough Council's budgetary position on Cumberland Council?

The Corporate Director advised that both new unitary authorities would have to be financially sustainable, an aspect of which was having identified risks incorporated into their respective MTFPs. The Interim Section 151 Officers for the respective Shadow Authorities were working with CIPFA in the form of Financial Sustainability Board to determine how the budgets of the sovereign councils would be linked to form balanced budgets for the two new authorities; that work would consider all aspects of local authority finance. Risks to the new authorities' finances were being captured by the LGR programme Board.

The Deputy Chief Executive added that whilst the issues relating to Copeland's budgetary position was a factor in the setting up of the budget for Cumberland Council, however, in the context of the disaggregation of Cumbria County Council's finances, it was unlikely to be destabilising.

The Chair thanked the Corporate Director for her presentation of the report and responses to questions. In relation to the Homelessness Accommodation budget pressure, he considered it would be useful for Members to be given reassurance on the issue and requested that written information on the matter be circulated to the Panel by the Service Manager. He further noted that Housing came under the remit of the Place Panel but considered that there were aspects of the Council's service delivery that ought to be scrutinised by the People Panel.



RESOLVED - 1) That the Provisional General Fund Outturn 2021/22 be noted.

2) That the Homelessness Accommodation Manager write to the Panel setting out how the £100,000 budget pressure was to be addressed and what impact the cost of living crisis may have on the matter.

## **PEP.06/22 PROVISIONAL CAPITAL OUTTURN 2021/22 AND REVISED CAPITAL PROGRAMME 2022/23**

The Corporate Director of Finance and Resources submitted report RD.04/22 summarising the 2021/22 the provisional outturn for the Council's Capital Budget; and providing details of the revised Capital Programme for 2022/23. The outturn showed that the net underspend for Council services as at 31 March 2022, once committed expenditure totalling £7,106,700 was taken into account, was £364,314.

Details of the resources which had been utilised to fund the 2021/22 Capital Programme, together with the 5 year Capital Programme for the period 2022/23 to 2026/27 were also provided. The 2022/23 programme would be continually reviewed to ensure the Council had the capacity to deliver that level of programme. The information contained within the report was provisional and subject to the formal audit process.

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

- A number of programmes listed within the report were subject to ring fenced funding, would the ring fencing be carried over to the Cumberland Council and had any contingency for cost escalation been incorporated?

The Corporate Director of Finance and Resources confirmed the ring fenced funds for the projects would continue to be set aside, with reference to the Future High Streets Fund and Borderlands Projects other authorities subject to LGR would also have financial involvement. Some of the schemes were being delivered by the Council's partners who would be liable for any cost overruns. The Corporate Director indicated that she did not have specific details relating to those matters to hand, but should the Panel require it was able to circulate written information to Members.

- There were a number of projects within the Capital Programme that were not in keeping with the anticipated timeline or budget, was the project management being effective in its delivery?

The Corporate Director responded that it was not unusual for costs and timelines to exceed those originally set out. The Council's Project Board was responsible for monitoring the delivery of projects a report on the matter was regularly submitted to the former Business and Transformation Scrutiny Panel. Risk assessments would be carried on existing projects that would not be completed by the end of March 2023, with any issues identified being included in the Council's Risk Register.

- Regarding the additional Disabled Facilities Grants (DFG) funding, had the new monies been allocated?

The Corporate Director of Finance and Resources advised that the additional funding had only recently been announced and was allocated by the Better Care Fund from Cumbria County Council. The allocation of the monies would be monitored through these reports going forward which would be submitted on a quarterly basis; any unspent were anticipated to be retained under the Housing Renewal Assistance Policy. The Corporate Director undertook to write to

the Panel with details of how any monies not spent on DFGs would be used.

The Chair welcomed the report.

RESOLVED - 1) That the Provisional Capital Outturn 2021/22 and Revised Capital Programme 2022/23 be noted.

2) That the Corporate Director of Finance and Resources provide written information to the Panel regarding:

- i) The financial contingencies in place for the Future High Street Fund projects;
- ii) The potential use of monies allocated for Disabled Facilities Grants that had not been used.

#### **PEP.07/22 TREASURY MANAGEMENT OUTTURN 2021/22**

The Corporate Director of Finance and Resources submitted report RD.05/22 providing the annual report on Treasury Management, as required under both the Financial Procedure Rules and the CIPFA Code of Practice on Treasury Management. Also included was the regular report on Treasury Transactions.

The Chair thanked the Corporate Director for her comprehensive report.

RESOLVED - That the Treasury Management Outturn 2021/22 be received.

#### **PEP.08/22 COUNCIL TAX PROVISIONAL OUTTURN 2021/22**

The Corporate Director of Finance and Resources submitted report RD.06/22 which summarised the 2021/22 provisional outturn and performance position for Council Tax and set out the Council Tax Collection Fund budget along with the Council's Council Tax collection performance and NNDR Provisional Outturn as at 31 March 2022.

The Chair asked for clarification of the term 'write-on'.

The Corporate Director explained that the term referred to where a debt had formerly been written off and was the reinstated due to the debt re-establishing contact and making further payments.

RESOLVED - That the Council Tax Provisional Outturn 2021/22 be noted.

#### **PEP.09/22 ELECTED MEMBER'S ALLOWANCES - PROVISIONAL OUTTURN 2021/22**

The Corporate Director of Finance and Resources submitted report RD.07/22 setting out the amount of allowances paid to Members as part of the Elected Members' Allowances Scheme for 2021/22. She advised that £271,663 had been paid in allowances to individual Members which represented an underspend of £17,937, the reasons for which were provided at Section 2.

RESOLVED - That the Elected Member's Allowance Provisional Outturn 2021/22 be noted.

## **PEP.10/22 SANDS CENTRE REDEVELOPMENT – PROGRAMME UPDATE AND PLANS FOR REOPENING**

The Deputy Chief Executive submitted report CS.22/22 which set out the progress being made in relation to the main Sands Centre redevelopment contract. The report gave an overview of the following areas: Main contract programme update; overview of activities relating to the events centre; early development of reopening plans; and, impact of the decant from The Pools and former Newman School facilities.

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

- What consideration had been given to offers that may be made available to residents of the district, for example a 'Carlisle Leisure Card'?

The Deputy Chief Executive responded that he had seen the pricing structure which was clear and well considered and included offers for those in need.

In response to a request for clarification of the terms 'sectional' and 'practical' completion, the Deputy Chief Executive defined each, noting that the project team had drawn up a list of actions required to realise sectional completion.

- A criticism of the former events centre was a lack of ambience or atmosphere, were GLL entirely responsible for that aspect of the facility?

The Deputy Chief Executive advised that under the leisure contract GLL were effectively leaseholders of the facility and so had some responsibility for decor and equipment. The Council was the landlord with responsibility for the structure of the building which also had an impact on ambience. It was anticipated that further capital investment may be needed to install additional features.

- With regard to club use of the sports facilities at the site, for example the Aquatics Club, would such users be required to provide their own equipment?

The Deputy Chief Executive advised that there had been significant discussion on that matter; in the case of the Aquatics Club larger physical capacity items such as timing pads would be provided by GLL in the pools and so would be available for Club use. The Council did not currently have monies available to install equipment to make the facility to competition standard, but would look to improve the equipment available over time.

The Head of Communities and Wellbeing added that discussions between GLL, the Aquatics Club and himself on the matter were ongoing.

- Was there potential to increase the range of facilities available for events in the future?

The Deputy Chief Executive noted that the matter was dependent on the market need and other facilities available in the district. There were a number of constraints at the site including location and proximity to the river.

- How was the planned delivery of NHS services at the facility developing?

Discussions were ongoing between the NHS and GLL and a good relationship had developed between the two organisations. The NHS was currently delivering its services from the Former Newman School site and discussions were currently centred on the likely time of its decant from the facility.

Members discussed the imposition of booking fees for event ticket.

- What progress had been made in relation to the transfer of The Pools site as part of the Borderlands Station Gateway project?

The Deputy Chief Executive advised that a meeting was scheduled in the coming week with Officers at Cumbria County Council, which was the authority leading the project, where it was hoped that further information regarding the timeline for the project would be set out. That information was important to the Friends of Carlisle Victorian and Turkish Baths who were in the process of developing a Business Case for the Baths. The Friends were scheduled to present its case to the Panel at its August 2022 meeting, Officers were in regular dialogue with The Friends.

In response to a further question from the Chair regarding the potential for GLL to continue to staff the Turkish Baths following the decant of staff at the Pools to the Sands Centre, the Deputy Chief Executive confirmed the matter was under discussion, but without the timeline for the Station Gateway Project a final decision was not able to be made.

- Would the redeveloped Sands Centre have public transport access?

The Deputy Chief Executive hoped that would be the case. However, there were a number of challenges to overcome: the re-organisation of services in light of changes to subsidies from Cumbria County Council; and, the unknown income potential for service providers. Officers, Members and operators were in discussion on the matter which was ultimately a decision for the providers of the service.

In terms of the opening plans, the Deputy Chief Executive indicated that the 'soft opening' was a matter of weeks away, prior to that a visit to the facility by the Panel would be arranged. Members' suggestions for the formal, ceremonial opening of the facility were invited.

The Chair thanked the Officer for the report and summarised the key points of the Panel's discussion which contained several areas for Officers to feedback GLL as set out above.

RESOLVED - 1) That Sands Centre Redevelopment - Programme Update and Plans for re-opening be welcomed.

2) That arrangements be made for the Panel to undertake a site visit of the Sands Centre prior to the soft opening.

## **PEP.11/22 HEALTHY CITY 2022/23 PROGRAMME AND OPPORTUNITIES FOR BROADENING APPROACH BEYOND 2023**

The Head of Communities and Wellbeing submitted report CS.23/22 that updated the Panel on the work of the Council's Healthy City Team in 2021/22; a verbal summary of a number of examples of work and projects was given. An overview of programmed work for 2022/23 was set out and the report further highlighted work that would continue beyond March 2023.

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

- A number of Members questioned whether the work of the team was being made known through the LGR process as they felt it was very valuable and likely to be taken forward by the new authority.

The Head of Communities and Wellbeing explained that the work of the team was being fed into the work packages relevant to the service so that it may be taken forward appropriately. Were the new Cumberland Council to decide it wished to take forward any aspect of the team's work, officers were prepared and excited to be able to deliver it, and there was the potential that the Healthy City approach could be delivered across the wider footprint.

In response to a request from a Member for an update on the Waverley Viaduct, the Leader responded that the project was not a Council one but that it being led by The Friends of the Waverley Viaduct. The Leader had met with the Railway's Footpath Trust who were happy to support the project. The Council had made an offer of support to the Friends which remained open, however, Cumbria County Council was the Highway Authority and so was responsible for approving the footpath.

- Was funding available to secure the use of a high street premises for a Health and Wellbeing hub?

The Head of Communities and Wellbeing responded that potential funding opportunities were being identified, including the UK Shared Prosperity Fund. Were any monies to be secured there were several partners ready to work together to deliver the Hub.

The Healthy City Team Manager emphasised the importance of partnership working and drawing in communities to make any future Health and Wellbeing Hub a success. The project had great potential to positively impact residents and the vitality of the high street. Were funding to be secured it was likely that a trial hub would be set up initially, were it to prove successful a facility in the rural area may be considered.

The Chair asked whether GP practices had been approached to see if they were able to support the proposal?

The Healthy City Team Manager responded that local social prescribing would be a significant aspect of the offer. The Hub would focus on helping people to incorporate measures to prevent the deterioration of health to reduce the need to visits their GP and would be based on facilitation and encouragement. Discussions with the NHS would take place at the appropriate time.

- Was the proposed development of a Volunteering Strategy work that would be undertaken by the City Council or the new Cumberland Council?

The Head of Communities and Wellbeing advised that the work would be commenced by City Council and taken forward to the Cumberland Council and its partners.

- How were community centres to be supported going forward and the outcomes that they had provided retained?

The Head of Communities and Wellbeing considered that they had potential to fit with the Hubs and would be taken forward to the new Cumberland Council.

Members discussed the role of community centres and the provision of affordable food for residents and the wider benefits that provided in terms of social interaction and information sharing.

Food provision was anticipated to be an aspect of the Hubs, the Healthy City Manager advised that it would need to be adaptable to encompass a range of cultural needs.

In response to a question from a Member regarding the location of the 'Space to Talk' project, the Healthy City Manager stated that it took place every Friday in front of the Old Town Hall and issued many 'Bags of Courage'. She further noted that a 'Thriving Communities' exhibition was to be held at Tullie House from 1 July 2022 which all Members were welcome to attend, an email with details would be circulated in due course.

The Chair expressed his thanks for the team's work, and welcomed the theme of 'healthy city' being expanded to healthy county region. He proposed that the Local Government Reorganisation Transition Portfolio Holder be invited to a future meeting of the Panel to talk to Members about the development and initiation of plans for Cumberland Council. The Panel indicated its assent.

The Chair offered the Panel's support to Officers, Members and groups working with Cumberland Council by sharing its experience. He expressed support for the Health and Wellbeing Hubs and recognised the importance of partnership working in delivering outcomes.

RESOLVED - 1) That the Healthy City 2022/23 Programme and opportunities for broadening approach beyond 2023 be noted with thanks.

2) That the Healthy City Manager circulated to Members of the Panel details of the Thriving Communities exhibition being held at Tullie House.

3) That the Local Government Reorganisation Transition Portfolio Holder be invited to a future meeting of the Panel, at the appropriate time, to discuss areas within the Panel's remit.

## **PEP.12/22 SICKNESS ABSENCE REPORT END OF YEAR 2021/22**

The Head of Human Resources submitted the report CS.21/22 which detailed the authority's sickness absence levels and other sickness absence information for the period from 1 April 2021 to 31 March 2022.

A Member-led Task and Finish Group had developed a revised Improving Attendance Policy in 2021/22 which had been formally adopted by the Employment Panel at its meeting of 14 September 2022. The policy would support managers and employees with improving attendance, it was anticipated that revised policy would begin to yield benefits early in 2022/23.

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

- What mechanisms were in place to support employees who potentially faced losing their employment due to Local Government Reorganisation (LGR)

The Deputy Chief Executive stated that the Transfer of Undertakings (Protection of Employment) Regulations would be applicable to the migration of staff from the existing councils to the new unitary authority. Once Cumberland Council was in operation it would likely undertake transformation processes to rationalise the operation of the organisation.

- What mechanisms were available to staff to discuss their individual aspirations for their future careers

The Deputy Chief Executive responded that staff were able to partake in such discussions through a variety of means e.g. appraisals, one to one meetings with their manager. Further support in terms of training was also available to staff.

The Panel discussed the appraisal process.

The Chair welcomed the report and the support being offered to staff in relation to LGR.

RESOLVED - 1) That the Sickness Absence Report End of Year 2021/22 be noted.

### **PEP.13/22 STANDING ORDERS**

RESOLVED - That Council Procedural Rule 9, in relation to the duration of meetings be suspended in order that the meeting could continue over the 3 hour time limit.

### **PEP.14/22 END OF YEAR PERFORMANCE REPORT 2021/22**

The Policy and Communications Manager presented the End of Year 2021/22 performance against the current Service Standards and a summary of the Carlisle Plan 2021-23 actions as defined in the 'plan on a page'. Performance against the Panel's 2021/22 Key Performance Indicators (KPIs) were also included.

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

- The activity of works for the Carlisle Southern Relief Road (CSLR) seemed to have slowed in pace recently, was the project was still moving forward?

The Finance, Governance and Resources Portfolio Holder advised that works were being undertaken on an incremental basis as not all contracts had been finalised, ground works and Compulsory Purchase Orders were ongoing.

The Policy and Communications Manager undertook to liaise with the Corporate Director of Economic Development on the matter and circulate further information to the Panel.

RESOLVED - 1) That the End of Year Performance Report 2021/22 be welcomed.

2) That the Policy and Communications Manager circulate to the Panel further information regarding the progress of the Carlisle Southern Relief Road project.

### **PEP.15/22 OVERVIEW REPORT**

The Overview and Scrutiny Officer submitted report OS.15/22 which provided an overview of matters relating to the work of the People Panel.

Paragraph 4 of the report noted that, in a work planning session the Chair had indicated a wish to include an item on the Work Programme - Youth Engagement in Civic Life: the Panel indicated its agreement to the item being incorporated.

The Chair hoped that during the course of the year a joint session with the Place Panel may be held to scrutinise matters relating to housing. A Member commented that they would like to see included in that item the impact of refugees and the effect on residents.

Regarding the CAB update on work and issues for local residents, Members indicated a wish for the item to include information of food security. The Healthy City Manager advised that there was a Food Security Group which was attended by Officers, she undertook to liaise with the Overview and Scrutiny Officer to identify an Officer to contribute to that item.

RESOLVED - 1) That the Overview Report, incorporating Key Decision items relevant to the People Panel be noted.

2) That the CAB update on work and issues for local residents report incorporate information on food security, and that the Overview and Scrutiny Officer and the Healthy City Team Manager liaise to identify and Officer to contribute to that item.

The Meeting ended at: 13:24



# Carlisle City Council

## Report to People Panel

Item  
A.2

### Report details

Meeting Date: 14<sup>th</sup> July 2022  
 Portfolio: Health & Wellbeing  
 Key Decision: No  
 Policy and Budget Framework: Yes  
 Public / Private: Public

Title: FOOD SECURITY  
 Report of: Deputy Chief Executive  
 Report Number: CS 26/22

**Purpose / Summary:** To receive an update from the Chair of Carlisle Foodbank.

### Recommendations:

To receive the update of Carlisle Foodbank and the panel members are invited to advise on how Carlisle Foodbank may be able to offer further support due to the impact of the cost of living.

### Tracking

Executive:	
Scrutiny:	14/7/22
Council:	

## **1. Background**

- 1.1. As pressures on communities across Carlisle have increased in recent years, issues relating to local food security have also increased. This is exemplified by Carlisle Foodbank facing almost a doubling in demand for their support since January this year.
- 1.2. Foodbank Carlisle are a not-for-profit voluntary organisation, set up 12 years ago in response to growing needs amongst local people for essential food items. They provide emergency food parcels to people through a referral system that identifies households in most need of support.
- 1.3. The Foodbank recently set up as a Community Interest Organisation (CIO) which has provided them with increased governance and potential sustainability.
- 1.4. From their base on West Tower Street, Carlisle, they receive, repack and distribute food parcels to those people who need them most. Although the project started as a temporary response to the needs at the time, over 12 years later they are still providing a service which is still in as much need as ever.

## **2. Impact and response to the Pandemic**

- 2.1. Lockdown was a particularly difficult time for many families, with food security issues leading to the creation of community-led responses, including the establishment of new, open-access affordable food outlets. Users of these facilities do not need to be referred.
- 2.2. The increase in activity around affordable food has also led to some confusion amongst donors about who they are donating to and creates risks of competition for finite supplies of donated items.
- 2.3. To help manage these potential problems effectively, a Food Security Network was established during the pandemic to bring together the different organisations involved in different aspects of addressing these issues. The hope is that this Network can provide a forum for better coordinating food outlets, understanding food needs across the City and educating people on the difference between affordable food and emergency food, so that they can make an informed choice on who they donate and/or refer those in need to.

## **3. Contribution to the Carlisle Plan Priorities**

- 3.1. "We will continue to prioritise the current response to and rapid recovery from the health and wellbeing impacts of Covid-19 pandemic"

**Contact details:**

Contact Officer: Jeannie Pasley

Ext: 7471

**Appendices attached to report:**

- Carlisle Food Bank 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-



## What do we do?

We are not for profit voluntary organisation set up in response to the growing need among local people for essential food items. From our base in Carlisle we receive, repackage and distribute food parcels to those people who need it the most. Although the project started as a temporary response to the needs at the time, over 12 years later we are still providing a service which is much needed.

We work on a referral system and all the households who access Carlisle Foodbank do so through referral from a recognised welfare support organisation. We endeavour to work with these organisations to ensure appropriate referrals are made and have regular contact with them. In the past few years our volunteer led referral system has become an online one which has helped increase the effectiveness of the referral process.

Working with the welfare support agencies is important as we know that the households accessing this emergency support are the people who need it the most. This system also reassures us that the people accessing Carlisle Foodbank are also accessing additional support services who may be able to provide them with the support they need into food security.

We work with over 50 referral agencies which include: Carlisle City Council, Citizens Advice Carlisle and Eden, Recovery Steps, Probation services, Ways to Welfare, Gateway, Cumbria County Council, Housing schemes, Schools, and Mental Health services.

In the past year the referrals from Carlisle City Council has more than doubled from just under 40 in January to just under 100 in May. We have seen increases from other referral agencies in this past year and through our positive relationships with these agencies we are aware of the challenges that they also have with increasing needs of support.

Premises: Carlisle Foodbank is now based on West Tower Street which provides an accessible space in the city centre near bus routes and not too far from major referral agencies. The base provides excellent space for storage of donated items, but does not allow for many people to access the building beyond being able to pick up their parcels. There is additional work and support that we (and other welfare partners) may be able to provide along side The Foodbank service which at present we are not able to meet. But we intend to continue to look and work with partners on how to make the most of these engagement opportunities so that each household has as much access to information, support and guidance if helpful.

# Use of Carlisle Foodbank

Fig1: Use of Carlisle Foodbank. The table below shows how referrals this year are looking to be the highest since 2017.

Year	Referrals
2022	1897 (Jan - May)
2021	2489
2020	3375
2019	3855
2018	3296

Fig 2: The chart below shows where the people accessing the foodbank services come from. It shows that some of the areas where the highest referrals come from are also classed as having higher levels of deprivation, but it also shows that referrals for the foodbank come from almost all areas of the City.

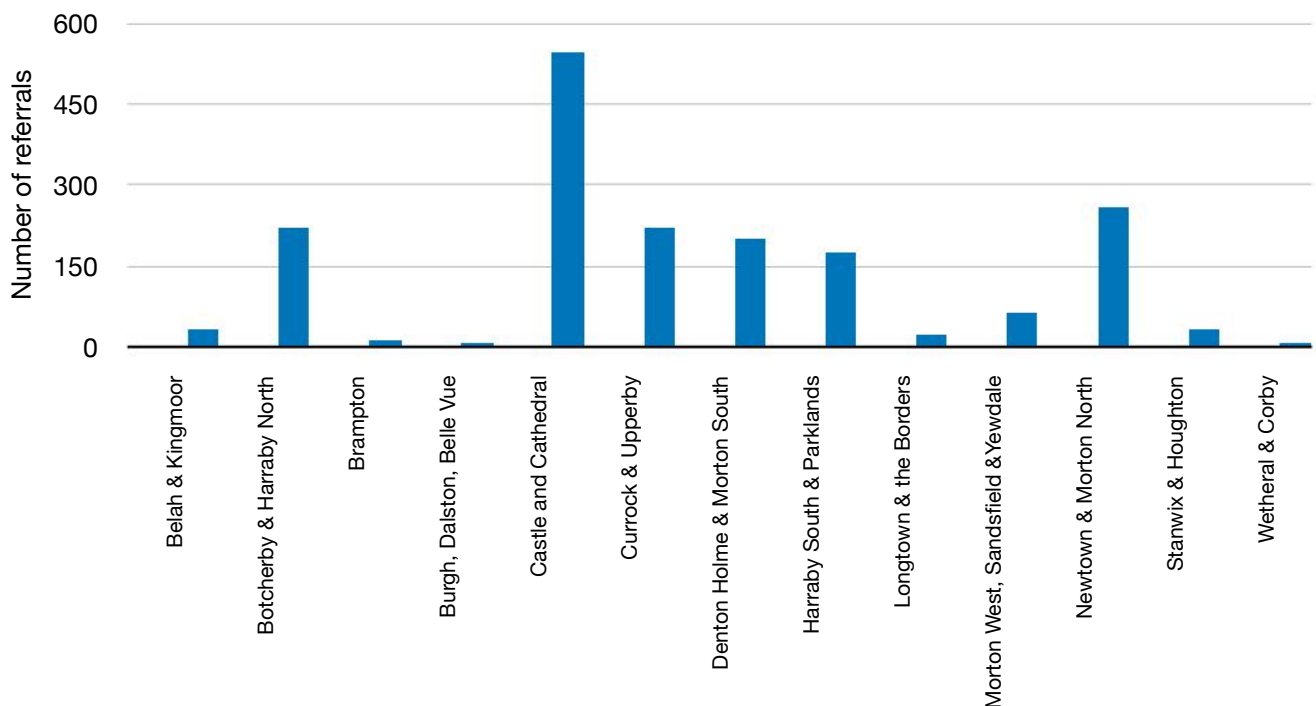
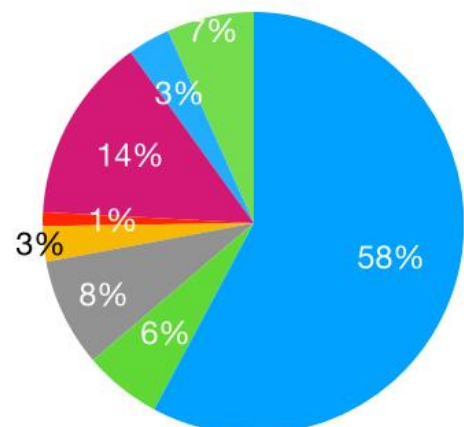


Fig 3 is a chart to show the main issue identified by the referral agency with 'budget' being the highest.

The referrals so far this year of 1897 includes support to households that include over 1100 children under 16 in.

We also support households with pets and have worked with local animal charities to provide food for over 700 pets.

We feel it is important that all food groups collect this level of data to understand the changing picture of emergency food and affordable food needs.



# Donations

Donations: We are an organisations that relies on donations, and our own fundraising activities to be able to deliver what we do. The wide Carlisle community have been incredibly generous in supporting what we do through donations of food, funding and time. We also have good links with local supermarkets and businesses which are also incredibly important to provide food donations. However we know these are challenging times for all and that it can be increasingly difficult to donate.

Our key requirement is the donation of food that can be placed in to parcels to supported households accessing our service. However we have found that there is a reducing amount of food donations, at the same time as there is an increasing number of people needing support. This has meant we have had to increasingly purchase additional food from our funds to make up the short fall in donations.

We continue to work with businesses, supermarkets and food producers locally with donations scheme but we know we are one of a few food groups that are similarly accessing and asking for donations to support local communities.

Donation appeals:

We are trying different ideas in order to raise awareness and increase donation opportunities this includes:

Book the Bin: We recently launched a new initiative called 'Book the Bin'. This is a chance for local businesses or workplaces to book one of the Foodbank boxes for a week with the challenge to fill it up with urgent items. The first box went to Border Brite who filled it up within the week and several other businesses have booked the box for the over the weeks to come.

Bank the Food App: Download the 'Bank the Food' app which lets you know the real time needs of the foodbank, it will also ping your phone a list of urgent requirements when you are near a drop off point.



## Volunteers

Without the support of our volunteers we would not be able to deliver this work and we would like to thank them for their daily support

We need a range of volunteers to help us run our service. This includes people to help serve on food bank days; to help stock up the shelves; to pick up end of shelf life food from supermarkets; and help us fundraise. If you can help in any way please get in touch with us at [hello@carlislefoodbank.org.uk](mailto:hello@carlislefoodbank.org.uk).

### How to find us:

The foodbank is based at Tower Court, West Tower Street

### How to get in touch with us:

tel: 07512 552 449

email: [hello@carlislefoodbank.org.uk](mailto:hello@carlislefoodbank.org.uk)

### For more information about us:

[www.carlislefoodbank.org.uk](http://www.carlislefoodbank.org.uk)

25 June 22 Niall McNulty

# Carlisle City Council

## Report to People Panel

Item  
A.3

### Report details

Meeting Date: 14<sup>th</sup> July 2022  
Portfolio: Health & Wellbeing  
Key Decision: No  
Policy and Budget Framework: Yes  
Public / Private: Public

Title: CITIZENS ADVICE CARLISLE & EDEN - UPDATE  
PRESENTATION ON WORK AND ISSUES FOR LOCAL  
RESIDENTS

Report of: The Deputy Chief Executive  
Report Number: CS 25/22

**Purpose / Summary:** To update Members of the People Panel on the work of Citizens Advice Carlisle & Eden as they work, with City Council support, to assist residents of Carlisle & District. Andy Auld, Chief Executive of Citizens Advice Carlisle & Eden, will also be attending to brief Members on the issues facing local residents.

**Recommendations:** To note the issues currently faced by the residents of Carlisle and District and the work of Citizens Advice Carlisle & Eden to help address these issues. Panel members are invited to comment on how else the Citizens Advice Carlisle & Eden can help during current circumstances.

### Tracking

Executive:	
Scrutiny:	14/6/22
Council:	

### 1. Background

1.1. Carlisle City Council has funded Citizens Advice within the Carlisle District for the last 18 years, since 2004. This commitment in funding represents a significant sustained investment by the authority in supporting some of the most vulnerable people in Carlisle and District.

## **2. Review of work**

2.1 From October 2020 to September 2021, Citizens Advice helped a total of 3,639 residents of Carlisle with 14,007 separate issues. Of those helped, 68% were women, 33% were aged under 35, 50% were disabled or had a long-term health condition. Services were mostly used by people from the more deprived wards in Carlisle.

2.2 In 2020 to 2021 the charity supported residents to increase their income by a collective total of £2,171,524 and directly provided £160,000 in hardship grants to combat food, fuel, and white goods poverty, as well as supporting people to secure tenancies, funeral costs, travel to remain in work and to attend to other essential needs.

2.3 In the current Financial Year, the City Council is supporting Citizen's Advice Carlisle & Eden with a grant of £54,700.

## **3. Situational update by Citizens Advice Carlisle & Eden**

3.1 Update by the Citizens Advice Carlisle & Eden to outline issues facing residents and their approach to tackling the issues.

## **4. Conclusion and reasons for recommendations**

4.1 To note the issues currently faced by the residents of Carlisle and District and the work of Citizens Advice Carlisle & Eden to help address these issues. Panel members are invited to comment on how else the Citizens Advice Carlisle & Eden can help during current circumstances.

## **5. Contribution to the Carlisle Plan Priorities**

5.1 "We will continue to prioritise the current response to and rapid recovery from the health and wellbeing impacts of Covid-19 pandemic"

### **Contact details:**

Contact Officer: Jeannie Pasley

Ext: 7471

### **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-



Meeting Date: 14/07/2022  
Portfolio: Health and Wellbeing  
Key Decision:  
Policy and Budget Framework No  
Public / Private Public

Title: Cumbria County Council Cost of Living Programme  
Report of: Deputy Chief Executive  
Report Number: OS.18/22

## Purpose / Summary:

To receive information on Cumbria County Council work on cost of living issues.

## Recommendations:

Members are asked to:

- Receive information on the work of County Council
- Use the background information provided to support their understanding and discussion on cost of living issues in Carlisle.

## Tracking

Executive:	Not applicable
Scrutiny:	People 14/07/22
Council:	Not applicable

## **1. Background**

- 1.1. Costs of living are rising nationally, this picture is reflected in Cumbria. Impacts of the rising cost of living are disproportionately felt by lower income households. This briefing outlines emerging impacts of the rising cost of living in Cumbria and the response that Cumbria County Council has made.

## **2. Contribution to the Carlisle Plan Priorities**

- 2.1. "We will continue to prioritise the current response to and rapid recovery from the health and wellbeing impacts of Covid-19 pandemic"

**Contact Officer:            Rowan Jones**

**Ext:    7257**

**Appendices  
attached to report:**

**1. Briefing Note for Carlisle City Council People Scrutiny  
Panel – Review of Cost of Living**

**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:**

### **Briefing Note for Carlisle City Council People Scrutiny Panel – Review of Cost of Living Cumbria County Council Cost of Living Programme**

**Joel Rasbash, Strategic Policy and Scrutiny Advisor, Cumbria County Council**

#### **Introduction**

The UK is experiencing a significant cost of living crisis in which households are facing the simultaneous impact of tax increases, rising interest rates and inflation outpacing rises in income (including wages, pensions, working age benefits).

The current crisis is impacting low-income households most severely. Benefits claimants will receive an uprating of 3.1% which translates into a real-terms decrease of 5% over the year to April 2023. Additionally, the uprating of the minimum wage by 6.6% is also likely to mean that lower paid workers' income could see a net fall of up to 2%.

The increase in food prices and utilities bills will disproportionately impact on lower income households as food and energy makes up a higher proportion of their total household expenditure. Likewise lower income households in rural areas will be particularly hit by the cost of petrol and oil for home heating fuel.

According to the Joseph Rowntree Foundation an additional 600,000 people are being drawn into poverty, and families in poverty will be £446 per year worse off in 2022-23 than they would have been had benefits been uprated in line with inflation<sup>1</sup>. On fuel poverty, the Resolution Foundation estimates that around 80% of the lowest income groups will be in fuel poverty.

#### **The Emerging Picture in Cumbria**

The picture in Cumbria matches the national picture, with a significant rise in demand for immediate welfare support and greater levels of intervention.

During the pandemic there was an upsurge of demand on food banks, people applying for benefits and other kinds of support. Although much of this demand receded with the re-opening of the economy, it has left a legacy of greater poverty in terms of:

- A significant rise in people in employment claiming UC for over a year (from 2,800 in May 2020 to 8,499 in May 2021, and 9,211 in Feb. 2022)
- A substantial rise in children in households claiming UC from 12,754 in Nov. 2019 to 22,984 in Nov. 2021.

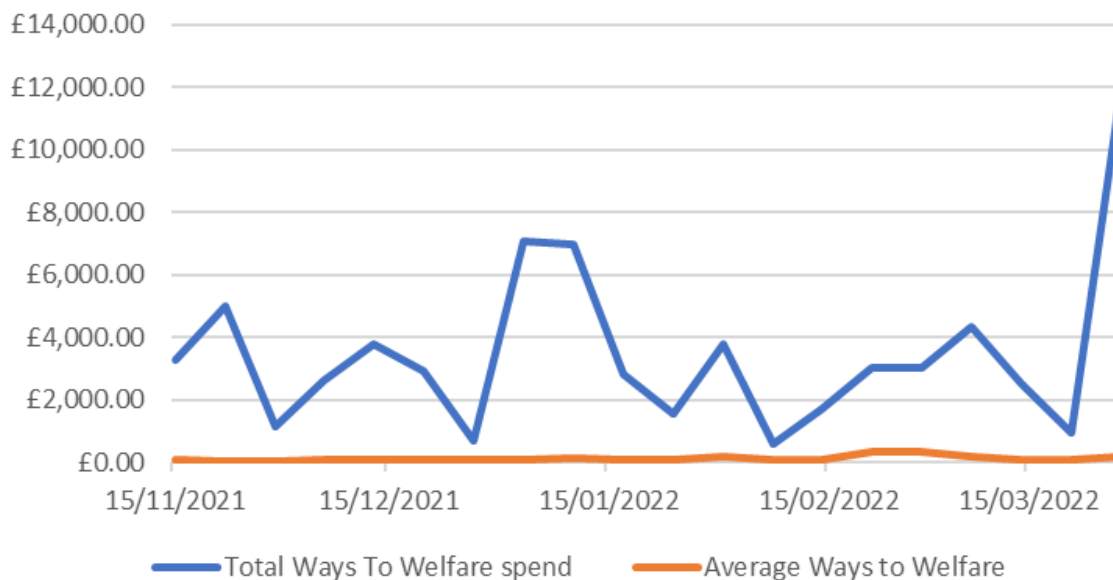
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<sup>1</sup> <https://www.jrf.org.uk/press/600000-will-be-pulled-poverty-result-chancellors-inaction>

- A substantial rise in Free School Meal claimants from 10,000 in 2020 to 13,000 in December 2021 to 14,500 in April 2022.

These findings are echoed by the County Council's Service Centre which is administering the Household Support Fund. Graph 1 below demonstrates the upsurge in demand over 6 months ending 30 March 2022. This upsurge has continued into April and May 2022.

**Graph 1: Increasing demand for Household Support Fund (Nov '21 – March '22)**



### How the County Council has been addressing the challenge

The County Council's package of support is made up of the following components:

- Department for Work and Pensions (DWP) Household Support Fund – circa £7m per annum (April 2022-end March 2023). DWP funds upper tier local authorities to support households with essentials – mainly food and utilities.
  - Free School Meal vouchers during school holidays (each eligible child receiving £3 per day)
  - Ways to Welfare and Council Service Centre providing emergency support to households referred by agencies (typical payment £100)
  - Ringfenced support to pensioner households via Council Service Centre (as stipulated by the DWP).
- Cost of Living Support Fund - £2m
  - £500k match-funding for Free School Meals (FSM) vouchers to enable comprehensive cover over summer holidays (2022)
  - £500k inflation uplift for Free School Clothing Grants
  - £500k match-funding to Ways to Welfare to prevent funds running out
  - £500k Community Support delivered via Local Committees including:

- Grants to Citizens Advice Bureaux to provide emergency support to existing clients.
  - £200k for foodbanks/pantries/hubs to bulk purchase supplies (including access to County Council food procurement contracts)
  - Grants to support community organisations providing cash/in kind support to people impacted by cost of living pressures.
- Public Health fund - £1m
    - Developing portfolio of funding for community organisations impacted by rising demand from people impacted by cost of living pressures. Programme being developed July.

### Government Response to Cost of Living Crisis

Response	Description
Energy Bill Support Scheme	<p>All households will get a grant <b>£400</b> of support with their energy bills through an expansion of the Energy Bills Support Scheme.</p> <p>Payments will begin in October.</p>
Council Tax Rebate Scheme	<p>All households in Council Tax bands A-D to receive a one-off rebate of <b>£150</b>.</p> <p>This measure was announced in March 2022.</p>
Cost of Living Payment: Means-tested Benefits	<p>All households on means tested benefits will receive a payment of <b>£650</b> in 2022-23 in two instalments, if in receipt of</p> <ul style="list-style-type: none"> <li>• Universal Credit</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment and Support Allowance</li> <li>• Income Support; Working Tax Credit</li> <li>• Child Tax Credit</li> <li>• Pension Credit</li> </ul>
Cost of Living Payment: Pensioners	<p>All pensioner households who currently receive a Winter Fuel Allowance will receive a one-off addition <b>£300</b> payment.</p>
Cost of Living Payment: Disability	<p>All disabled households will receive a one-off payment of <b>£150</b> in September if in receipt of:</p> <ul style="list-style-type: none"> <li>• Disability Living Allowance</li> <li>• Personal Independence Payment</li> <li>• Attendance Allowance</li> <li>• Scottish Disability Benefits</li> <li>• Armed Forces Independence Payment</li> <li>• Constant Attendance Allowance</li> </ul>

	<ul style="list-style-type: none"> <li>• War Pension Mobility Supplement</li> </ul>
DWP Household Support Fund	<p>£1.5bn for Local Authorities to administer schemes to support households in need of food, utilities and household essentials.</p> <ul style="list-style-type: none"> <li>• Phase 1: October 2021-end March 2022</li> <li>• Phase 2: April 2022-end September 2022</li> <li>• Phase 3: October 2022-end March 2023</li> </ul> <p>In phase 1 and 2 Cumbria County Council received £3.6m. A similar amount is anticipated for phase 3.</p>
Petrol Duty	12-month cut on petrol and diesel of 5p per litre





# Carlisle City Council

## Report to People Panel

Item  
A.5

### Report details

Meeting Date:	14 <sup>th</sup> July 2022
Portfolio:	Health & Wellbeing
Key Decision:	No
Policy and Budget Framework	Yes
Public / Private	Public
Title:	THRIVING COMMUNITIES
Report of:	The Deputy Chief Executive
Report Number:	CS 24/22

### Purpose / Summary:

To report outcomes from the first phase of Thriving Communities Carlisle and to update the Committee on plans for next stages.

### Recommendations:

The Committee is invited to note the successes of Thriving Communities Carlisle; support short term extension of the project through 2022/23; and support proposals for using our learning and experiences from the original project to increase scale and scope of delivery through funding opportunities and joint working with the Sovereign council's that will make up Cumberland.

### Tracking

Executive:	
Scrutiny:	14/7/22
Council:	

## 1. Background

The overarching aim of the Thriving Communities Carlisle was to help deliver Healthy City outcomes by developing a network of social prescribing partnerships and activities that meet the needs of residents in Carlisle & North Cumbria, with a particular emphasis on people impacted by loneliness and isolation following Covid-19.

It was a partnership project involving Carlisle City Council, Susie Tate, Carlisle Healthcare, Prism Arts, Tullie House and Cumbria Wildlife Trust. Funding was secured from the Thriving Communities Fund, thanks to the National Academy of Social Prescribing, Arts Council England, Natural England and Historic England, with support from NHS England, NHS Improvement, Sport England, the Office for Civil Society, the Money and Pensions Service and NHS Charities Together.

## 2. Thriving Communities Carlisle



2.1. The Carlisle programme had two strands: (i) Connectivity; and (ii) Co-production

### Strand 1 – Connectivity

- Development of the Carlisle & North Cumbria Arts, Health and Wellbeing Partnership – creating new partnerships and pathways
- Mapping exercise
- Formation of a Community Steering Group
- Delivery of two Social Prescribing Seminars / Symposiums
- Sourcing onward funding

### Strand 2 – Co-Production

- We are taking two approaches to delivery: upscaling existing activity and piloting new approaches. Upscaled activity includes:
  - Carlisle City Council & Carlisle Healthcare: Space to Talk
  - Tullie House: Afternoon at the Museum & Tullie on Tour
  - Cumbria Wildlife Trust: Growing in Nature & the Nature Café in partnership with Susie Tate Dance
- Healing Arts at NCIC: Dementia Ward programme
- Prism Arts: Combined Arts Workshops

- Nine six-week programmes of mixed events delivered in partnership with eight community venues:



Varying models and styles of engagement were used to maximise attractiveness to different audiences and to provide opportunities to test and learn from the process. Flexibility allowed tailoring to hyper-local variations in population needs, interests, etc.

Some examples of activities delivered:



## 2.2. Outcomes

### Inside Out findings

Referrals: 50% self-referral, 25% third-sector, 24% health & social care sector

Short Warwick-Edinburgh Mental Wellbeing:

- 5 point Likert scale evaluating 7 domains
- 0.5 – 1.1pt increase across all domains
- Greatest increases were in **“feeling useful”** (+1pt) and **“feeling relaxed”** (+1.1pt)

*“I loved it. Really enjoyed joining the group and meeting new people. Wouldn't change a thing.”*

*“This for me has been the most enjoyable, relaxing and personal fun.”*

*“Now if I pass you in the street I will say hello”*

*“It's nice to come and meet new people and just be comfortable. I usually like a one to one situation, groups scare me.”*

*“It's given me a reason to get up showered and dressed”*

*“The people who run the course are important they need to be 'people' people and be sociable like you two”*

*“Feeling relaxed and calm”*

### Unexpected Legacy Outcomes:

- Lasting on site interventions e.g. hedgerow in Botcherby, adding to the Incredibly Edible Project at Brampton, mural at Longtown
- New partnerships / connections between community centres and practitioners
- New ‘Reading & Conversation’ group at Brampton

### 3. Conclusion and reasons for recommendations

3.1. Following the successes of Thriving Communities Carlisle there has been a short term extension of the project through 2022/23 using part of the additional revenue budget for supporting mental health.

3.2. The team would like to look for further opportunities for using our learning and experiences from the original project to increase scale and scope of delivery through seeking funding opportunities and joint working with the Sovereign councils that will make up Cumberland.

### 4. Contribution to the Carlisle Plan Priorities

4.1. "We will continue to prioritise the current response to and rapid recovery from the health and wellbeing impacts of Covid-19 pandemic"

#### Contact details:

Contact Officer:  
Jeannie Pasley

Ext:

#### 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-





# Carlisle City Council

## Report to People Panel

Item  
A.6

### Report Details

Meeting Date:	14 July 2022
Portfolio:	Finance, Governance and Resources
Key Decision:	Yes: Recorded in the Notice Ref: KD11/22
Within Policy and Budget Framework	YES
Public / Private	Public
Title:	BUSINESS RATES OUTTURN 2021/22
Report of:	CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number:	RD26/22

### Summary:

This report summarises the 2021/22 provisional outturn and performance position for Business Rates and the impact it will have on the overall General Fund Balance and will be considered by the Executive on 25 July 2022.

### Questions for / input required from Scrutiny:

Members are asked to scrutinise the outturn position for Business Rates and note the impact on the overall General Fund Balance.

### Recommendations:

Members of the Panel are asked to scrutinise this report.

### Tracking

Executive:	<b>25 July 2022</b>
Scrutiny:	<b>14 July 2022 (People)</b>
Council:	<b>N/A</b>

# Carlisle City Council

## Report to Executive

### Report details

Meeting Date:	25 July 2022
Portfolio:	Finance, Governance and Resources
Key Decision:	Yes: Recorded in the Notice Ref: KD.11/22
Policy and Budget Framework	Yes/No
Public / Private	Public
Title:	BUSINESS RATES OUTTURN 2021/22
Report of:	CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number	RD 26/22

### Purpose / Summary:

This report summarises the 2021/22 provisional outturn and performance position for Business Rates and the impact it will have on the overall General Fund Balance.

Members should also note that these figures, as presented, may be subject to change pending the completion of all Cumbrian authorities NNDR3 returns and final confirmation of any business rates pooling gains for 2020/22.

### Recommendations:

Members are asked to note the provisional outturn position for Business Rates at 31 March 2022, and note the additional transfer to General Fund Reserves of £425,000, and approve the transfer to the Business Rates S.31 Grant earmarked reserve as outlined in paragraph 4.3

### Tracking

Executive:	<b>25 July 2022</b>
Scrutiny:	<b>14 July 2022 (People)</b>
Council:	



## **1. Background**

- 1.1 The aim of this report is to:
  - a. Advise Members of the current position on the 2021/22 Business Rates Accounts i.e. the total value of accounts raised and how much has been collected in the 2021/22 financial year.
  - b. Highlight and explain any variances against the expected (or budgeted) position.
- 1.2 Members are reminded that the Council Tax outturn position was reported to its meeting on 25 May 2022.

## **2. Business Rates Provisional Outturn as at 31 March 2022**

- 2.1 2021/22 is the ninth year of the Business Rate Retention Scheme (BRRS) and the Collection Fund Accounting Regulations and the sixth year the Council has participated in the Cumbria Pooling arrangement.
- 2.2 For 2021/22, the BRRS baseline for the Council of £3.335m was used as its budget estimate for income to be retained from Business Rates and an additional £2.700m was estimated to be generated from additional business rate income over the baseline level and from the effects of participating in the Cumbria Pool. A further £0.174m was expected for the Business Rate Multiplier Grant. A total of £6.209m was therefore expected to fund General Fund revenue activities. This was then reduced by the release of S.31 grant from the Business Rate S.31 Grant reserve to cover the estimated exceptional deficit that arose in 2020/21.
- 2.3 Under normal circumstances any additional income over and above the baseline level is shared 50/50 between the Council and Central Government in what is known as a 'levy'. However, local areas can form combined pools, where the net position of top ups and tariffs result in the pool being a net top-up authority. The benefit of forming the pool is that 100% of additional income is kept within that pool and not paid over to central government, meaning the local area benefits from growth in business rate income. However, there are also potential risks as the pool has to deal with any fall in business rates itself as the Government will not pay any safety net payments when income falls below 92.5% of the baseline.
- 2.4 The County Council are the administering body for the pool, with all Districts in Cumbria participating in the arrangement. Each district pays the 50% levy that would have gone to Central Government into the Pool. This is then distributed amongst the members on an agreed formula. The distribution is as follows:

Gross Retained Levies

Administration Costs by County Council  
= Net Retained Levy

40% distributed on basis of spending baseline proportions

40% distributed on basis of gross levy proportions (i.e. how much each authority pays into the pool)

20% retained as a volatility reserve for any future decline in income

## 2.5 2021/22 Outturn

There are three elements to the 2021/22 outturn, firstly the performance of the City Council's Business Rate Retention, secondly the performance of the Pool and finally the performance of the Collection Fund.

- 2.6 It should be noted that due to the ongoing effects of responding to the COVID-19 pandemic, there have been significant changes and impacts on the Business Rates accounts for the year. These will have an ongoing impact into 2022/23 and will require some changes to the accounting of Collection Fund and General Fund balances.
- 2.7 In order to support businesses through the pandemic, Government announced that there would be additional expanded relief given to the retail, leisure and hospitality sector. This relief was 100% of business rates for those businesses in the qualifying groups between April and June 2021, and 50% for the rest of the year.
- 2.8 Therefore, as the Council would not collect Business Rates from these businesses, the Government provided compensation to local authorities in the form of a Section 31 grant. The Council received £8.177m in respect of expanded retail relief, nursery discount and local newspaper relief. However, this compensation has been paid gross, i.e. the 50% local share and the 50% central government share, so that the Council is not negatively impacted in cashflow terms by the loss of rates. As part of the year end closedown, the Council will only recognise its share of the grants due
- 2.9 Section 31 grants are credited to the General Fund and not the Collection Fund as is the case for any rating income collected. Therefore, the Collection Fund will be in deficit due to rating income not being collected as was expected at the start of the year. However, the General Fund will have excess income due to the crediting of the S.31 grants. The Collection Fund Deficit is recognised through the General Fund in 2022/23 in line with proper accounting practice and it will therefore be necessary to carry forward the General Fund surplus to offset the deficit into 2022/23 through an earmarked reserve.
- ## 3.0 Business Rate Retention & Pooling
- 3.1 The table below shows the outturn for the Council's Business Rate Retention Scheme.

Carlisle City Council	£000
Income due from Rates Retention	(14,054)
Tariff payable	12,569
	(1,485)
Discretionary Reliefs Funded by S.31 Grant	(4,548)
<b>Total Net Retained Income</b>	<b>(6,033)</b>
Baseline Funding	(3,335)
Total Additional Income	<b>(2,698)</b>
Levy Payable (to Pool)	(1,349)
Income Retained	(1,349)

3.2 Therefore, the Council retains an estimated £1,349,235 and pays £1,349,235 into the pool. The total performance of the pool for 2021/22 is not currently available as this requires information from all 6 district councils in Cumbria based upon their NNDR3 returns and at the time of writing these were not all completed. However, it is estimated that, based on the level of the Levy payable to the Pool and the monitoring information from throughout the year, that £700,000 could be redistributed as the Council's share of the pool performance. An element of this gain may be used to establish a Volatility Reserve as a separate earmarked reserve; however, all members of the Pool are free to decide what to do with the volatility element. Therefore, based upon the information available to us at this point in time, the estimated benefit of participating in the pool has effectively reduced the levy rate from 50% to 24% i.e., the Council gains £2,049,235 out of £2,698,469 growth, as opposed to £1,349,235 without pooling.

#### 4.0 2021/22 Budget

4.1 The budget for funding from Business Rates was set at the baseline level which is set by Government and an additional amount to allow for growth and pooling benefits. However, actual income credited to the general fund is based on the 'NNDR1' estimate produced at the end of January 2021 and includes the estimate of Business Rate Income, the estimate for grant funding (Section 31 Grants) and the actual position on the Collection Fund. Therefore, the position **against the budget for retained income is as follows:**

Carlisle City Council	<b>£000</b>
Business Rate Baseline	(3,335)
Business Rate Multiplier Grant	(174)
Budgeted Growth/Pooling	(2,700)
<b>Total Budgeted Funding</b>	<b>(6,209)</b>
Adjustment for release of S.31 Business Rate Reserve	9,463
<b>Total Budgeted Funding</b>	<b>3,254</b>
Income due from Rates Retention per NNDR1	(17,416)
Deficit on Collection Fund Brought Forward	9,463
Tariff payable	12,569
Section 31 Grants for Funded reliefs <sup>1</sup>	(5,078)
Tax Income Guarantee Scheme repayment	23
Income due from Renewables Rate Growth	(374)
Enterprise Zone Reliefs	(418)
Levy Payable <sup>1</sup>	1,349
Pooling Redistribution <sup>1</sup>	(700)
<b>Total Net Retained Income against Budget</b>	<b>(582)</b>
<b>Total Additional Income to be returned to Reserves</b>	<b>(3,836)</b>

Note1: These figures are currently estimates and may be subject to change once final NNDR3 form is submitted and final pooling figures are known.

- 4.2 Therefore, £3,836,093 will be returned to reserves, however as mentioned in paragraph 2.9, this surplus is due to income credited to the general fund from section 31 grants and will be needed to counteract the deficit funding shown in general fund in 2022/23. This was estimated in January 2022 to be £3,155,170.
- 4.3 **Therefore, it is recommended that £3,155,170 of the additional income recorded in 2021/22 be transferred to the Business Rates S.31 Grant earmarked reserve at 31 March 2022 and released to General Fund in 2022/23.** Responsibility for this reserve rests with the Corporate Director of Finance and Resources and approval to release the reserve can be given by the Corporate Director of Finance and Resources via an Officer Decision Notice.
- 4.4 The remaining additional income balance is recommended to be returned to the General Fund Reserve balance.
- 5.0 Collection Fund
- 5.1 The final aspect of Business Rate Retention relates to the position on the Collection Fund. The Business Rates Collection Fund records all the entries in relation to income and expenditure in relation to Business Rates. In 2020/21 the final deficit on the

Business Rates Collection Fund was £23,827,269 of which the Council's share was £9,530,909.

5.2 The current position on the Business Rates Collection Fund is shown below:

Carlisle City Council	£000
Balance Brought Forward Deficit	23,827
Net Rates Payable	(35,070)
Transition payments	581
Cost of Collection	177
Shares to Major Preceptors	43,232
Shares of Estimated Deficit B/Fwd (NNDR1)	(23,657)
Renewables	377
Enterprise Zone	308
Appeals Settled Provided for in 2021/22	(1,240)
New Appeals to be provided for	(195)
Losses on Collection	234
In Year Deficit	(15,253)
<b>Total Carried Forward Deficit</b>	<b>8,574</b>
Carlisle City Council Share	3,430
Cumbria County Council Share	857
Central Government Share	4,287

5.3 The estimated deficit on the collection fund of £3,429,462 is carried forward on the Balance Sheet and will be paid as part of the redistribution in 2022/23.

#### 6.0 Summary Business Rates

6.1 Based upon current estimated figures, Business Rates income has performed well in 2021/22 and has exceeded revised budgeted expectations by an estimated £3,836,093, although this is primarily due to the different accounting treatment for S.31 grants compared to business rates income. The Council has achieved estimated additional income from Retained Business Rates income of £2,698,469 in 2021/22 and by participating in the Cumbria Pool has managed to retain £2,049,235 of this. The Council's business rates collection performance for 2021/22 was 97.89% compared with 94.38% in 2020/21; the reduction being down to the impact of COVID.

#### 7.0 Impact on General Fund Reserves

7.1 As well as the Business Rates outturn position shown above, there have been some changes as a result of the final business rates position that do alter the position of general fund reserves shown in the table below.

	31/03/2022 £'000s	31/03/2023 £'000s	31/03/2024 £'000s	31/03/2025 £'000s	31/03/2026 £'000s	31/03/2027 £'000s
<b>Prudent Level of Reserves</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>
Council Resolution General Fund Reserve	(4,091)	(4,258)	(3,354)	(2,699)	(2,844)	(3,228)
<b>Revised Level of Reserves</b>	<b>(4,091)</b>	<b>(4,258)</b>	<b>(3,354)</b>	<b>(2,699)</b>	<b>(2,844)</b>	<b>(3,228)</b>
Transfers to/from reserves as highlighted in provisional GF Revenue Outturn Report (RD03/22 - 25/05/22)	(1,985)	1,968				
Remove estimated additional funding from Business Rates (RD03/22 - 25/05/22)	256					
Additional Funding from Business Rates	(3,836)					
<u>Transfers to Earmarked Reserves<sup>1</sup>:</u>						
S.31 Grants	3,155					
<b>Revised Reserves Balance</b>	<b>(6,501)</b>	<b>(4,700)</b>	<b>(3,796)</b>	<b>(3,141)</b>	<b>(3,286)</b>	<b>(3,670)</b>

Note 1: Transfers to/(from) earmarked reserves subject to approval

Note 2: The Final Reserves Balance will be dependent on additional transfer as part of the Statement of Accounts including the final position on Business Rates.

7.2 The above table shows that the revised reserve balance has increased by £425,000 from the provisional outturn report (RD03/22) as a result of the overall anticipated income from Business Rates Retention and Pooling.

## 8.0 Risks

8.1 With the implementation of Business Rate Retention, the Council relies on Business Rate income to support its service delivery. Any significant loss of income would have a significant impact on the Council's Medium-Term Financial Plan.

## 9.0 Consultation

9.1 People Scrutiny Panel considered the report on 14 July 2022.

## 10. Conclusions and Reasons for Recommendations

10.1 The provisional outturn position and comments on performance will feed into the overall Revenue accounts for 2021/22.

10.2 Members are asked to note the provisional outturn position for Business Rates at 31 March 2022, and note the additional transfer to General Fund Reserves of £425,000, and approve the transfer to the Business Rates S.31 Grant earmarked reserve as outlined in paragraph 4.3

## 11.0 Contribution to the Carlisle plan priorities

11.1 The collection of Council Tax and NNDR directly affects all residents receiving services from Carlisle City Council.

Contact details:

Contact Officer: Steven Tickner

Ext: 7280

**Appendices attached to report:**

- **Appendices attached to report:**

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

- **None**
- 

**CORPORATE IMPLICATIONS:**

**Legal** – The Council has a statutory obligation to collect Council Tax (Local Government Finance Act 1992 and Council Tax (Administration and Enforcement) Regulations 1992 and NNDR (Local Government Finance Act 1988).

**Property** – No implications

**Finance** – Included within this report

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

**Information Governance** - No Implications





Meeting Date: 14/07/2022  
Portfolio: Cross-cutting  
Key Decision:  
Policy and Budget Framework No  
Public / Private Public  
  
Title: Overview Report  
Report of: Overview and Scrutiny Officer  
Report Number: OS.17/22

## 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 14/07/22
Council:	Not applicable

## 1. Notice of Key Decisions

1.1. The most recent Notice of Key Executive Decisions was published on 24 June 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:

- KD 11/22 2021/22 Provisional Outturn Reports

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.05/22	2) That the Homelessness Accommodation Manager write to the Panel setting out how the £100,000 budget pressure was to be addressed and what impact the cost of living crisis may have on the matter.	Pending
2	09/06/22	PEP.06/22	2) That the Corporate Director of Finance and Resources provide written information to the Panel regarding: i) The financial contingencies in place for the Future High Street Fund projects; ii) The potential use of monies allocated for Disabled Facilities Grants that had not been used.	Pending
3	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.	Pending
4	09/06/22	PEP.11/22	2) That the Healthy City Manager circulated to Members of the Panel details of the Thriving Communities exhibition being held at Tullie House.	Pending
5	09/06/22	PEP.14/22	2) That the Policy and Communications Manager circulate to the Panel further information regarding the progress of the Carlisle Southern Relief Road project.	Pending
6	09/06/22	PEP.15/22	2) That the CAB update on work and issues for local residents report incorporate information on food security, and that the Overview and Scrutiny Officer and the Healthy City Team Manager liaise to identify and Officer to contribute to that item.	Complete

#### **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                    1. Draft Scrutiny Panel Work Programme 2022-23**  
**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 – 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	Type of Scrutiny	Lead Officer
09/06/2022	End of Year Performance Report 2021/22	Monitoring	Steven O'Keeffe
	Sickness Absence - end of year report 2021/22	Monitoring	Bibian McRoy
	Provisional Outturn Reports	Monitoring	Steven Tickner
	Healthy City 2022/23 programme and opportunities for broadening approach beyond 2023	Policy	Luke Leathers
	Sands Centre Redevelopment - Programme Update and plans for re-opening	Policy	Darren Crossley
14/07/2022	Business Rates Outturn 2021/22	Monitoring	Alison Taylor
	Thriving Communities	Policy	Jeannie Pasley
	CAB - update presentation on work and issues for local residents	Policy	Jeannie Pasley/ Andy Auld (CAB)
	Cumbria County Council Cost of Living Programme	Policy	Rowan Jones/ Joel Rasbash (County Council)
	Food Security - Carlisle Foodbank	Policy	Jeannie Pasley/ Niall McNulty (Carlisle Foodbank)
25/08/2022	Annual Equality Report	Policy	Steven O'Keeffe
	Carlisle Plan - delivery progress	Policy	Steven O'Keeffe
	Youth Projects and Engagement		TBC
	Victorian Baths	Policy	Darren Crossley/ Friends Group
TBC - Sept?	Site visit to Sands Centre before soft opening		Darren Crossley
06/10/2022	Budget monitoring Q1 2022/23	Monitoring	Steven Tickner
	Emergency Planning - winter readiness and LGR preparation	Policy	Steven O'Keeffe
	Asylum Seekers - Carlisle Refugee Action Group (CRAG) update	Policy	TBC
	Welfare Reform Board - update presentation on work and issues for local residents	Policy	TBC
	Local Cycling and Walking Infrastructure Plans	Policy	Darren Crossley
24/11/2022	Budget monitoring Q2 2022/23	Monitoring	Steven Tickner
	Performance Report Q2 2022/23	Monitoring	Steven O'Keeffe
	Sickness Absence - Q2 2022/23	Monitoring	Bibian McRoy
	Community Centre Sustainability – currently/ post LGR		TBC
	LGR - support for staff, assurance on proposed arrangements	Policy	Bibian McRoy
12/01/2023	Corporate Projects - LGR handover	Monitoring	Jason Gooding
	Corporate Risk Register - LGR handover	Monitoring	Darren Crossley
23/02/2023	Budget monitoring Q3 2022/23	Monitoring	Steven Tickner
	GLL	Partnership	Luke Leathers
	Scrutiny Annual Report	Policy	Rowan Jones

**For information reports**

Jul-22	Update on IT projects - Part B	Monitoring	D. Strong/ M. Kelly
Aug-22	Performance Report Q1 2022/23	Monitoring	Steven O'Keeffe
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

