



EXECUTIVE DECISIONS

DECISIONS MADE AT THE EXECUTIVE MEETING HELD ON 16 DECEMBER 2013

Date of Publication: 18 DECEMBER 2013

CALL IN PERIOD ENDS 30 December 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.

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EXECUTIVE

MONDAY 16 DECEMBER 2013 AT 4.00 PM

PRESENT:

Councillor Glover (Leader)
Councillor Mrs Martlew (Deputy Leader; and Environment and Transport Portfolio Holder)
Councillor Ms Quilter (Culture, Health, Leisure and Young People Portfolio Holder)
Councillor Mrs Riddle (Communities and Housing Portfolio Holder)
Councillor Dr Tickner (Finance, Governance and Resources Portfolio Holder)
Councillor Mrs Bradley (Economy and Enterprise Portfolio Holder)

OFFICERS:

Town Clerk and Chief Executive
Deputy Chief Executive
Director of Resources
Director of Governance
Director of Local Environment
Communities, Housing and Health Manager
Policy and Communications Manager

ALSO PRESENT:

Councillor Mrs Luckley (Chairman of the Community Overview and Scrutiny Panel)
Councillor Allison (Observer)

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Mrs Bowman (Chairman of the Environment and Economy Overview and Scrutiny Panel) and the Director of Economic Development

DECLARATIONS OF INTEREST

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

CALL-IN

It was noted that The Mayor had, on 11 December 2013, agreed that the following items should be exempt from call-in as call-in procedures would overlap the City Council meeting on 7 January 2014 when the matters would be considered:

- Review of Reserves and Balances
- Tullie House Museum and Art Gallery Trust Business Plan 2014 – 2017
- Asset Review Business Plan – Refresh of Disposal Programme
- Review of Polling Arrangements

The Leader indicated that the Finance, Governance and Resources Portfolio Holder would present Agenda items A.1 (a), (b) and (c); following which the Chairman of the Community Overview and Scrutiny Panel would be invited to speak on item A.1(d).

The Finance, Governance and Resources Portfolio Holder commented that, as Members were aware, the budget consultation process was ongoing and the Executive would respond to feedback at their meeting on 15 January 2014. He then presented the following items in turn:

EX.151/13 REVENUE ESTIMATES: SUMMARY OF OVERALL BUDGETARY POSITION 2014/15 TO 2018/19
(Key Decision – KD.030/13)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

Pursuant to Minute EX.128/13, the Finance, Governance and Resources Portfolio Holder submitted report RD.62/13 summarising the Council's revised revenue base estimates 2013/14, together with base estimates for 2014/15 and updated projections to 2018/19. The report had been updated since the Executive meeting in November 2013 and set out the potential impact of new savings and new spending pressures currently under consideration, together with the potential impact on the Council's overall revenue reserves.

He added that it was clear, even at this stage of the budget process, that all of the pressures currently identified could not be accommodated without identifying additional savings. Decisions would need to be made to limit budget increases to unavoidable and high priority issues, together with maximising savings and efficiencies.

The Finance, Governance and Resources Portfolio Holder informed Members that there were still a large number of significant issues affecting the projections that were not yet known, but which were nonetheless key to the Council's budget process including the Government Finance Settlement – RSG and NNDR; Welfare Reform Act; Triennial Revaluation of the Pension Fund; and Transformation.

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

Summary of options rejected None

DECISION

That the Executive:

1. Noted the updated budget projections for 2013/14 to 2018/19, and made recommendations in the light of the budget pressures and savings submitted to date, together with the potential use of balances and reserves, in order to issue a draft Budget for consultation purposes.

2. Approved, for recommendation to Council as part of the budget process, the 2014/15 Local Support for Council Tax Scheme.

Reasons for Decision

To ensure that a balanced budget is set

EX.152/13 PROVISIONAL CAPITAL PROGRAMME 2014/15 TO 2018/19 (Key Decision – KD.030/13)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

Pursuant to Minute EX.136/13, the Finance, Governance and Resources Portfolio Holder submitted report RD.65/13 providing revised details of the capital programme for 2013/14, together with the proposed method of financing. He informed Members that a Corporate Programme Board of senior Officers continued to take the lead on the prioritisation of investment and the monitoring and evaluation of schemes, with a view to improving performance monitoring and business case analysis of capital projects.

The report also summarised the proposed programme for 2014/15 to 2018/19 in light of the capital pressures identified; and summarised the estimated capital resources available to fund the programme.

The Finance, Governance and Resources Portfolio Holder then moved the recommendations, reinforcing in particular that any capital scheme for which funding had been approved by Council may only proceed after a full report (including business case and financial appraisal) had been approved.

The Leader seconded the recommendations.

Summary of options rejected None

DECISION

That the Executive:

1. Noted the revised Capital Programme and relevant financing for 2013/14 as set out in Appendices A and B of Report RD.65/13.
2. Recommended that Council approve reprofiling of £710,000 from 2013/14.
3. Made recommendations on the Provisional Capital Programme for 2014/15 to 2018/19 in the light of the capital bids submitted to date, together with the estimated available capital resources for budget consultation purposes.

4. Noted that any capital scheme for which funding had been approved by Council may only proceed after a full report, including business case and financial appraisal, had been approved.

Reasons for Decision

To enable the Executive's draft Budget proposals to be prepared for consultation purposes

EX.153/13 TREASURY MANAGEMENT STRATEGY STATEMENT, INVESTMENT STRATEGY AND MINIMUM REVENUE PROVISION STRATEGY 2014/15 (Key Decision – KD.030/13)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

Pursuant to Minute EX.138/13, the Finance, Governance and Resources Portfolio Holder submitted report RD.63/13 setting out the Council's Treasury Management Strategy Statement for 2014/15 in accordance with the CIPFA Code of Practice on Treasury Management.

He informed Members that the Investment Strategy and the Minimum Revenue Provision Strategy for 2014/15 were incorporated as part of the Statement, as were the Prudential Indicators as required within the Prudential Code for Capital Finance in Local Authorities.

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 the Executive approved the draft Treasury Management Strategy Statement for 2014/15 incorporating the Investment Strategy and Minimum Revenue Provision Strategy, together with the Prudential Indicators for 2014/15 for draft Budget consultation purposes as set out in Appendix A and the Treasury Management Policy Statement as set out at Appendix D to Report RD.63/13.

Reasons for Decision

To enable the Executive's draft Budget proposals to be prepared for consultation purposes

EX.154/13 REVIEW OF CHARGES 2014/15 (Key Decision – KD.030/13)

Portfolio Cross-cutting

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

Subject Matter

Pursuant to Minutes EX.129/13, EX.130/13, EX.131/13, EX.132/13 and EX.133/13, further consideration was given to the Charges Reviews in respect of charges falling within the responsibility of the Local Environment; Community Engagement; Economic Development; Governance and Resources Directorates; and the Licensing Section. Copies of reports LE.30/13, CD.53/13, ED.35/13; GD.55/13; and GD.50/13 had been circulated.

Subsequent to publication of the above mentioned reports, the following Review of Charges 2014/15 Reports had been amended for the reasons stated:

- Local Environment (Report LE.38/13) – Options 1 and 3 being removed in relation to charges for Sports Pitches, with option 2 remaining as the recommended charging proposal for 2014/15. Option 1 being removed with regard to City Centre Events Charges – option 2 being the recommended option.
- Community Engagement (Report CD.53/13 (amended)) – Additional narrative and figures provided to support both the Hostel charges and the charge for the Homelife (HIA) service.
- Economic Development (Report ED.35/13 (amended)) – The charge for the Assembly Room at the Tourist Information Centre for 2014/15 rounded to £66 (from £66.43).

A document pack containing the amended Review of Charges Reports had been circulated under cover of a letter dated 6 December 2013 from the Director of Governance.

Copy Extracts from the Minutes of the meetings of the Community Overview and Scrutiny Panel on 19 November 2013 (COSP.76/13); Environment and Economy Overview and Scrutiny Panel on 21 November 2013 (EEO.SP.79/13); and Resources Overview and Scrutiny Panel on 28 November 2013 (ROSP.84/13) in respect of the charges were also submitted.

It was noted that the Chairman of the Environment and Economy Overview and Scrutiny Panel was unable to be present and had submitted apologies prior to the meeting; and that the Chairman of the Resources Overview and Scrutiny Panel was not in attendance.

The Chairman of the Community Overview and Scrutiny Panel stated that she had reported on the Budget to the special Executive meeting held on 9 December 2013. The only other matter related to the concerns some Panel Members had that local businesses in the covered market had to compete with out of town supermarkets and outdoor markets, which may affect custom.

The Finance, Governance and Resources Portfolio Holder made reference to the very detailed scrutiny undertaken by all three Overview and Scrutiny Panels, whose feedback had been taken on board by the Executive in formulating their budget proposals for consultation.

The Portfolio Holder then moved the Overview and Scrutiny Minutes and the level of charges to be applied as not yet resolved for Local Environment; Community Engagement;

Economic Development; Governance and Resources; and Licensing (as referred to on the Executive Agenda).

The Leader seconded the recommendation and thanked the Overview and Scrutiny Panels for their input.

Summary of options rejected a number of alternative charges as detailed in the above reports

DECISION

1. That the fees and charges for 2014/15 relating to those services falling within the responsibility of the Local Environment Directorate (set out in Report LE.38/13 and relevant Appendices) be approved with effect from 1 April 2014.
2. That the fees and charges, as set out in Report CD.53/13 (amended), be approved with effect from 1 April 2014 in respect of the Hostel Services and Disabled Facilities Grants falling within the responsibility of the Economic Development Directorate.
3. That the fees and charges, as set out in the relevant Appendices to Report ED.35/13 (amended), be approved with effect from 1 April 2014 for areas falling within the responsibility of the Economic Development Directorate.
4. That the fees and charges, as set out in Appendix A to Report GD.55/13, be approved with effect from 1 April 2014 in respect of the service areas and functions falling within the Governance and Resources Directorates.
5. That the Executive noted the Licensing Charges which had been approved by the Regulatory Panel on 20 November 2013; and approved the appropriate fees under the Scrap Metal Dealers Act 2013, as outlined at paragraph 4.7 and Appendix 'A'(C) of Report GD.50/13.
6. That the Overview and Scrutiny Panels be thanked for their consideration of and contribution to the matter.

Reasons for Decision

The proposed charges and options reflected the Corporate Charging Policy as set out in the Medium Term Financial Plan, whilst attempting to recognise service pressures and trends.

EX.155/13 EXECUTIVE RESPONSE ON THE 2014/15 BUDGET
(Key Decision – KD.030/13)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

The Finance, Governance and Resources Portfolio Holder tabled the Executive's draft Budget proposals, together with a summary thereof, for consultation. He indicated that the Executive would continue to consult on their budget proposals until the special Council meeting on 4 February 2014.

The Finance, Governance and Resources Portfolio Holder then made the following statement on behalf of the Executive:

The budget proposals assumed that significant savings must be found within the next five year period; £3.939million in total, with £1.839million to be found by 2015/16 with £2.1million in later years.

The Executive had a history of achieving savings, having identified and achieved approximately £6million since 2010/11. That was due to cuts in funding from central Government.

Despite having to make these savings, which included an approximate 38% reduction in Government grant, due to prudent financial management, the Council had a sound financial base upon which to set its 2014/15 budget. The Executive was still able to deliver on their proposals despite savage cuts.

The Executive's budget:

- Had frozen car parking charges for the third year running
- Maintained the Council's ambitious capital programme including the Arts Centre
- Provided additional funding for Council events in promoting Carlisle
- Maintained the popular 'Clean Up Carlisle' initiative, which had been well received by businesses and the community
- Supported the recruitment and development of four new apprentices for a two year period

It was with some reluctance that the Executive required to recommend a 1.99% increase in Council Tax for 2014/15 after four years of maintaining a council tax freeze.

Over the next four weeks, the Executive was consulting on its budget proposals with business, trade unions and its residents, and would respond to consultees' feedback at its budget meeting on 15th January 2014.

In conclusion, the Finance, Governance and Resources Portfolio Holder formally moved the draft Budget for consultation.

Whilst seconding the recommendation, the Leader wished to place on record the Executive's thanks to the Officer Team who had done a tremendous job in very difficult circumstances. The Leader also expressed thanks to the Portfolio Holder and to Members of the Overview and Scrutiny Panels for their contribution. The Executive would look forward to receiving further consultation responses as the process continued.

Summary of options rejected a number of options which had been considered as part of the Council's 2014/15 budget deliberations as identified in various reports

DECISION

The Executive's draft Budget proposals, as tabled at the meeting and appended to these Minutes as Appendix A, be agreed and circulated for consultation.

Reasons for Decision

To produce the draft Budget proposals for consultation purposes

EX.156/13 **REVIEW OF RESERVES AND BALANCES (Key Decision – KD.031/13)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

Pursuant to Minute EX.139/13, the Finance, Governance and Resources Portfolio Holder reported (RD.66/13) that a fundamental review of all of the Council's reserves was last undertaken in 2003. It was therefore timely that, given current budgetary constraints, a further review be carried out to establish whether all current reserves held were still required. He further outlined the legislative and governance requirements relative thereto, reiterating that Reserves could be held for three main purposes:

- (i) A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – that formed part of general reserves;
- (ii) A contingency to cushion the impact of unexpected events or emergencies – that also formed part of general reserves; and
- (iii) A means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

Members' attention was drawn to the current actual reserves held by the Council as at 31 March 2013, details of which were provided at Section 4.1 of the report.

The Finance, Governance and Resources Portfolio Holder reiterated that, as there were significant budgetary pressures on the Council in the coming years, the reserves highlighted above had been reviewed to determine whether they were adequate, still required and whether any potential existed for the release of any funds back to the General Fund. He added that certain reserves were still business critical, for example Welfare Reform, Transformation and Cremator Replacement, and it was proposed that those reserves remain untouched at the present time.

Guidance in relation to the purpose of the various Reserves, and how and when they could be used was also provided at Section 5 of the report.

The Resources Overview and Scrutiny Panel had, on 28 November 2013, considered the matter (ROSP.89/13) and resolved that Report RD.60/13 be welcomed.

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. Had considered the level and type of reserves held by the Council, noting their designated use as outlined in Section 5 of Report RD.66/13; and
2. Approved, for recommendation to Council, the release of the LSVT Warranties Reserve to the General Fund Reserve.

Reasons for Decision

To seek approval, for recommendation to Council, of the release of the LSVT Warranties Reserve to the General Fund Reserve

EX.157/13 **TULLIE HOUSE MUSEUM AND ART GALLERY TRUST BUSINESS PLAN 2014 – 2017
(Key Decision – KD.024/13)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

Portfolio Culture, Health, Leisure and Young People

Relevant Overview and Scrutiny Panel Community

Subject Matter

Pursuant to Minute EX.140/13, the Culture, Health, Leisure and Young People Portfolio Holder submitted report SD.10/13 presenting the Tullie House Museum and Art Gallery Trust 2014-2017 Business Plan.

The purpose of the report was to allow final consideration of the Business Plan in order that the Executive may confirm core funding for the Trust (and inform the Council's ongoing budget setting process accordingly).

That was in line with Section 5 of the Partnership Agreement signed at the establishment of the Trust; that the Business Plan submitted by the Trust to the City Council should be used as the basis for the agreement of funding.

The Community Overview and Scrutiny Panel had, on 19 November 2013, considered the matter (COSP.78/13) and resolved that Report SD.09/13 be noted. A copy of the Minute Excerpt had been circulated.

The Chairman of the Community Overview and Scrutiny Panel advised that the Panel's reaction to the ambitious plans for development in the Tullie House Business Plan had been very favourable. Members felt that the Trust's capability to deliver the Plan was evidenced by the targets set and achieved in their first years.

The Panel was pleased to see that the Trust had exceeded expectations in drawing in considerable external funding, and that more strong partnerships were being formed with regional, national and international museums. Also that Tullie House had won four special awards and was listed in the Daily Telegraph's 20 Top Family Friendly Museum Award Scheme.

They further noted that, from the commencement of the Trust, the Council had been saved £220,000 in direct costs (10% per year). The proposed £¼m cut in the Council funding from 2015/16 onwards would save the Council a further 20%, therefore providing a 30% reduction in costs for the Council. Whilst the Panel recognised that obvious benefit to the Council, there were worries on its impact, both on the plans for the Museum and on Tullie House staff. Members were also concerned that the Shaddongate Mill lease would expire in 2016 and mention was made in their comments of the Herbert Atkinson House and Garden, as possibly part of the answer in the urgent matter of the storage of the collections.

Overall, Members felt that the Plan was an impressive and exciting vision for Tullie House's future. Members were impressed with what had been achieved in their first years and, though many difficult challenges faced the Trust and the Portfolio Holder had commented that the Trust had some tough decisions to make, increasing charges might be one option.

In conclusion, the Chairman stated that the combined programme of actions being put in place were the right actions to expand a service which benefitted the City both culturally and economically.

In response, the Culture, Health, Leisure and Young People Portfolio Holder said that the Council would continue to work with the Tullie House Trust Board on future plans and decisions. She then moved the recommendations set out in the report which were duly seconded by the Deputy Leader.

Summary of options rejected None

DECISION

That the Executive:

1. Had considered and approved the Tullie House Business Plan for 2014 – 2017.
2. Approved Carlisle City Council's grant of £1,217,200 (including inflationary increases up to and including 2011/12) to the Tullie House Trust in respect of core funding for the period 2014-15.

3. Noted that the Tullie House Business Plan did reflect the proposed reduction in core funding levels to £967,200 (including inflationary increases up to and including 2011/12) for the periods 2015/16 and thereafter (a reduction of £250,000 as reflected in the City Council's Medium Term Financial Plan).

Reasons for Decision

The recommendations allow for Business Plan and associated core funding to be approved in line with the Partnership Agreement

EX.158/13 **ASSET REVIEW BUSINESS PLAN – REFRESH OF DISPOSAL PROGRAMME (Key Decision – KD.026/13)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

Pursuant to Minute EX.121/13, the Finance, Governance and Resources Portfolio Holder reported (RD.64/13) that Officers had, in discussion with Portfolio Holders, undertaken a mid-term review of the Disposal Programme, stocktaking the current position in the light of progress, changing circumstances, and the emerging priorities in the Carlisle Plan 2013-2016 to address future housing needs. The Disposal Monitoring Schedule (attached at Appendix 1) set out the current position and work in progress for each of the original 51 assets earmarked for disposal. Also shown (for those assets where sales had been completed) were the target receipts and actual outcomes; the impact on rental income and leases; and the cost to date of realising sales.

The Finance, Governance and Resources Portfolio Holder also summarised the overall position to date in terms of disposals, acquisitions and the impact on rental income. The cost to date of realising sales including marketing, agency fees and ancillary disbursements, amounted to circa £133k which at 2% of gross receipts was within budget targets.

He reiterated that a significant part of the Business Plan delivery, and the re-engineering of the Council's portfolio, hinged on the release and disposal of the latent value in the Council's retail and residential assets at Morton. There was a risk that delays in the disposal of that asset would have a substantial impact on the Disposal Programme, the capital reinvestment plans and revenue position of the Council. That had been recognised and identified on the Council's Corporate Risk Register and was being carefully monitored.

Turning to the issue of Housing priorities, the Finance, Governance and Resources Portfolio Holder reminded Members that The Carlisle Plan 2013-16 identified the delivery of housing as a priority action for the Council going forward. A number of sites earmarked for disposal in the original Disposal Programme (10 in total) had the potential, subject to

market demand and planning to deliver residential development opportunities in the short to medium and longer term. That could be through the private sector, Registered Social Landlords, a mix of both or bespoke initiatives such as self build schemes.

Additionally a recent trawl of the operational portfolio had been undertaken to identify any vacant land, or assets which may become surplus to requirements in the future, and merit consideration for inclusion in the Disposal Programme as a 2nd Phase of asset sales, which potentially may be suitable for release as housing development land. The sift had resulted in a further 9 assets being identified for possible inclusion in the Disposal Programme, those were shown listed within the Disposal Monitoring Schedule Appendix 1 as “Phase 2”.

Bringing forward land for residential development for sale in the market place was commonly a resource intensive and time consuming exercise. Much depended upon the planning situation, whether there was a current housing allocation, the prospect if at all for a future allocation and, if that could be realised, whether the timescale was in the short, medium or longer term.

The suitability of the 19 assets in the original Disposal Programme and “Phase 2” to deliver future housing needs had been assessed through a desk top appraisal by Planning, Housing and Property Officers. Site locations for all the assets involved were shown on the Plan, attached as Appendix 2, edged in red and shaded either green, red, orange or yellow. Land shaded light pink on the Plan highlighted the relationship of those sites with other land in Council ownership.

The desktop evaluation had looked at the pertinent criteria most likely to influence the ability to deliver land for residential development including inter alia current use and occupation, planning, site conditions and constraints, end users, value and market demand, and timescales. The conclusions from the exercise had been assembled and tabled together; and were presented in Appendix 5 for comment, with a proposed recommendation in terms of disposal strategy and a pipeline delivery programme.

The Finance, Governance and Resources Portfolio Holder then outlined the Disposal Programme going forward highlighting, in particular, the Schedules attached at Appendices 3, 4 and 5.

The Resources Overview and Scrutiny Panel had, on 28 November 2013, considered the matter and resolved “That the Refresh of the Disposal Programme (Report RD.47A/13) be welcomed.” A copy of Minute Excerpt ROSP.81/13 had been circulated.

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 had considered the comments of the Resources Overview and Scrutiny Panel, as set out in Minute Excerpt ROSP.81/13, and referred the Report to full Council for adoption.

Reasons for Decision

To more effectively manage the Council's assets in pursuit of wider strategic and budgetary objectives, and bring forward land for development to meet the goals of the Carlisle Plan to address housing needs

EX.159/13 **REVIEW OF POLLING ARRANGEMENTS (Key Decision – KD.027/13)

(In accordance with Paragraph 15(i) of the Overview and Scrutiny Procedure Rules, the Mayor had agreed that call-in procedures should not be applied to this item)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

The Finance, Governance and Resources Portfolio Holder submitted report GD.58/13 presenting the results of a review of polling arrangements as required by the Representation of the People Act 1983. The Directorate Plan provided for an annual polling review to be carried out and it had been the practice in previous years to review the arrangements in those Wards having local elections in the following May.

Details of the statutory provisions and the criteria which had been used in carrying out the review were provided.

As Members were aware, the Review of the Cumbria County Council carried out by the Local Government Boundary Commission for England and completed in late December 2012, necessitated a number of changes to polling districts to reflect the change of County Council Division boundaries. Those changes were implemented in time for the County Council elections held in May 2013.

Notice of the review of Parliamentary Polling Districts and Polling Places was published on the Council's website, in the Library and in the Civic Centre in October 2013 with a closing date for submission of representations / comments of end of October. All City Councillors had been consulted on the polling arrangements for their particular Wards; County Councillors in the Carlisle area had been consulted on arrangements in their Divisions; the two local M.P.s, Parish Councils and persons appointed as Election Agents in recent elections had also been consulted. The views of the Carlisle Access Group were also sought on polling arrangements.

The Finance, Governance and Resources Portfolio Holder advised that Council had a duty to consult the Returning Officer of every parliamentary constituency in the Council's area on the arrangements. The Returning Officer for the Penrith and the Border constituency, which currently included all rural Wards except Burgh, Dalston and Wetheral, commented that he had not had occasion to visit either personally or through any member of staff the polling places within the City of Carlisle which fell within the Penrith and Border Constituency since the last election. He had no particular representations to make in relation to the review and had no suggested alternatives to the polling places which were identified. The Returning Officer noted that the facilities were community facilities which

were close to distinct settlements and was satisfied that staff from Carlisle would inspect the premises to ensure that they remained suitable and accessible. (Copy letter attached as Appendix 2)

The current polling places and electorate were listed in Appendix 1 and those locations had been reviewed in the light of any representations and comments received.

The Finance, Governance and Resources Portfolio Holder drew Members' attention to the use of mobile polling stations and the use of houses / schools as polling places. He added that, in response to requests from School Governing Bodies and representations from the Local Education Authority, the number of schools used as polling places had been reduced in recent years, and now only nine Schools within the Council's area were used as polling venues.

As part of the current review Officers had taken the opportunity to look ahead at the possible impact of future residential developments on polling districts and polling district boundaries.

Planning Services had provided details of outstanding planning permissions for residential developments within the City Council's area and outline permissions. There were a number of potential developments in the City with outstanding or outline permissions for circa 50 properties and above. In forecasting the potential impacts of developments on electoral numbers the usual formula used was 1.8 electors per unit. Details of the position following the use of that formula to forecast the impact of major developments within the City on current electoral registers for that area were provided.

The figures referred to indicated that, if the developments were fully built then some realignment of the register for Dalston (Districts OA and OC), Denton Holme (District HC), Harraby (District EA), St. Aidans (District CD) and Stanwix Rural (Districts PAG1 and PAU1) may be required. However, as the timescales for the above developments were not clear at present, it was suggested that the position be noted at the present time and that no changes be made to polling district boundaries.

No representations had been received during the review with regard to polling district boundaries in the City Council area and, whilst noting the position on the potential impact of future developments as set out above, it was considered that the polling district boundaries currently in place were an acceptable arrangement. In the light of that it was recommended that no changes be made to current polling district boundaries at this time.

The large majority of polling places were satisfactory and had remained unchanged for many years. The choice of suitable buildings was limited and, in most cases, there was no alternative to the present arrangements.

The Finance, Governance and Resources Portfolio Holder then reported in more detail on suggested changes in voting arrangements for the Belle Vue, Castle, Great Corby and Geltsdale and Stanwix Rural Wards. He further recommended that the Returning Officer be given authority, after consultation with the relevant Ward Councillors and himself, to change polling place locations at the European / City Council elections if the usual premises proved to be unavailable due to unforeseen circumstances.

The Finance, Governance and Resources Portfolio Holder wished to place on record his thanks to the Electoral Services Officer and his team for what was a very clear and well written report. He then moved the recommendations contained within the report, which were duly seconded by the Deputy Leader.

Summary of options rejected A number of options set out in Report GD.58/13 with regard to polling arrangements

DECISION

That Report GD.58/13 and the recommendations therein be referred to Council for consideration, the recommendations being:

1. That no changes be made to current polling district boundaries.
2. That the polling arrangements in the following wards remain unchanged:

Belah	Denton Holme	Morton
Botcherby	Harraby	St Aidans
Brampton	Hayton	Stanwix Urban
Burgh	Irthing	Upperby
Currock	Longtown & Rockcliffe	Wetheral
Dalston	Lyne	Yewdale

3. The Church of the Nazarene Moorhouse Road replace Belle Vue School as the polling place for districts MA and MB (Belle Vue Ward).
4. The Church of Science and Reading Rooms on the junction of Victoria Place and Chatsworth Square be designated as the polling place for polling district JD/JF (Castle Ward) to replace the location at the Cumbria Deaf Vision premises in Compton Street which are no longer available.
5. That polling facilities for polling district PAH in Cargo (Stanwix Rural Ward) be provided by siting a portable cabin in the play area at the Old School Yard Cargo to replace the location at Four Oaks Cargo which is no longer available.
6. That Officers continue to investigate the provision of polling facilities for polling district PR1 and PR2 in Cumrew and liaise with the local Member on possible options for providing polling facilities. Should it not be possible to provide a suitable alternative venue for a polling station Officers be authorised to provide polling facilities by siting a portable cabin in Cumrew
7. That letters of thanks be sent to Cumbria Deaf Vision, the owners of Four Oaks Cargo and the owners of Helme Farm Cumrew for their assistance in providing a venue for polling stations over the last few years
8. Officers continue to monitor the use of portable cabins as polling stations and continue to investigate potential alternatives. It be further recommended that Officers discuss with the supplier the use of a number of self contained units and

improved units with a wider door as detailed in paragraph 23 above at a number of polling station locations where portable cabins are currently used.

9. The Returning Officer be given authority, after consultation with relevant Ward Councillors and Portfolio Holder, to change polling place locations at the European / City Council elections if the usual premises prove to be unavailable due to unforeseen circumstances.

Reasons for Decision

To carry out a review of the Council's polling arrangements

EX.160/13 PRIVATE SECTOR HOUSING ENFORCEMENT (Key Decision – KD.033/13)

Portfolio Communities and Housing

Relevant Overview and Scrutiny Panel Community

Subject Matter

The Communities and Housing Portfolio Holder reminded Members (ED.42/13) that the City Council had in 2011 commissioned a Private Sector Housing Stock Condition Survey. The results of that survey (in 2012) revealed that 86% of the district's housing stock was in the private sector, with 14.5% of the total stock owned and managed by private sector landlords. That was up from 9.7% in the 2001 census.

There was estimated to be a total of 7160 private rented dwellings in the district, with around 21% of those properties containing a Category 1 hazard under the Housing Health and Safety Rating System, and 34.3% classed as non Decent under the Decent Homes Standard revised 2006.

The Communities and Housing Portfolio Holder reported that the Housing Act 2004 introduced the Housing Health and Safety Rating System (HHSRS) as a statutory system for assessing housing conditions in England and Wales. The system placed a duty on the Council to take statutory action where any Category 1 hazard was identified in a property.

The Government was actively encouraging Local Authorities to look more to the private rented sector to fulfil their housing obligations, and meeting Carlisle's housing needs was a key priority within the Carlisle Plan. The 2011 Housing Need and Demand Survey noted that part of the gap between the likely future need for affordable housing and future supply was likely to be met by the Private Rented Sector. The study also noted that in 2009 and 2010, the Private Rented Sector housed 463 households in housing need per annum, supported by Local Housing Allowance (LHA). As that pattern looked set to continue, there was a clear role for the Council to engage private sector landlords and institutions to ensure that the standard of housing met legal obligations and the supply continued to be available to meet housing need.

Members' attention was then drawn to the draft Enforcement Policy attached at Appendix 1, in addition to which Appendix 1a outlined how the Council proposed to utilise fairly and consistently all the powers contained within the Housing Act 2004 to achieve improvements to housing, health and the environment in the City. The policy would ensure that the authority protected vulnerable occupants and provided the foundation for strategic targeted enforcement.

In conclusion, the Communities and Housing Portfolio Holder recommended that the Executive approve the draft Enforcement Policy for Private Sector Housing. The Culture, Health, Leisure and Young People Portfolio Holder seconded the recommendation.

Summary of options rejected None

DECISION

That the Executive approved the draft Enforcement Policy for Private Sector Housing comprising Appendix one of Report ED.42/13,

Reasons for Decision

To ensure a consistent, proportionate and transparent approach to private sector housing enforcement

EX.161/13 HOMELIFE CARLISLE – BUSINESS MODEL
(Key Decision – KD.032/13)

Portfolio Communities and Housing

Relevant Overview and Scrutiny Panel Community

Subject Matter

The Communities and Housing Portfolio Holder submitted report CD.43/13 concerning the business model of Homelife Carlisle, the Home Improvement Agency (HIA).

The Portfolio Holder outlined the background position, explaining that enabling people to remain living independently at home was a key part of Government policy. An increasing older population impacted upon the demand for public services in Carlisle. She added that the delivery of services under the HIA would allow services to be targeted to help those older and vulnerable people needing support and help. The HIA also provided an opportunity to develop new services and find new funding opportunities to pay for these services.

Details of the current income / expenditure streams, and how funding was used to cover the cost of running and developing the service were provided.

The Communities and Housing Portfolio Holder explained that the Executive was required to approve the Business Model of the HIA to ensure that the income it generated met its costs, and that any surplus income was used appropriately to help older and vulnerable residents. The Executive further required to note the income and expenditure made during the set up phase of the HIA.

In conclusion, the Communities and Housing Portfolio Holder moved the recommendation, which was seconded by the Culture, Health, Leisure and Young People Portfolio Holder.

Summary of options rejected None

DECISION

That the Executive:

1. Approved the business model for the delivery of Homelife Carlisle, as set out in Report ED.43/13, together with the proposed charging regime for work undertaken by the HIA.
2. Noted the income and expenditure that had taken place to date in establishing the HIA and its work streams.

Reasons for Decision

It is a requirement that the Council approve the HIA's business model structure as well as ensuring that its surpluses are used to improve services and meet the reasonable costs of running those services

EX.162/13 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 15 November 2013 was submitted for information.

Subsequent to publication of the Notice, it was determined that the Homelife Carlisle – Business Model would be considered during the public part of the meeting.

Summary of options rejected None

DECISION

That the Notice of Executive Key Decisions dated 15 November 2013 be noted.

Reasons for Decision

Not applicable

EX.163/13 SCHEDULE OF DECISIONS TAKEN BY PORTFOLIO HOLDERS
(Non Key Decision)

Portfolio Leader

Relevant Overview and Scrutiny Panel Resources

Subject Matter

Details of a decision taken by the Leader under delegated powers were submitted.

Summary of options rejected None

DECISION

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

Reasons for Decision

Not applicable

EX.164/13 SCHEDULE OF DECISIONS TAKEN BY OFFICERS
(Non Key Decision)

Portfolio Finance, Governance and Resources

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 C, be noted.

Reasons for Decision

Not applicable

EX.165/13 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 meetings of the Joint Management Team held on 28 October and 4 November 2013 were submitted for information.

Summary of options rejected None

DECISION

That the Minutes of the meetings of the Joint Management Team held on 28 October and 4 November 2013, attached as Appendix D, be noted.

Reasons for Decision

Not applicable

EX.166/13 MARKET MANAGEMENT GROUP
(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 Market Management Group held on 28 October 2013 were submitted for information.

Summary of options rejected None

DECISION

That the Minutes of the meeting of the Market Management Group held on 28 October 2013, attached as Appendix E, be noted.

Reasons for Decision

Not applicable

EX.167/13 QUARTER TWO PERFORMANCE REPORT 2013/14
(Non Key Decision)

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.21/13 updating the Executive on the Council's service standards which helped measure performance and customer satisfaction. Also included were updates on key actions contained within the Carlisle Plan.

Members' attention was drawn to Appendix 1 which provided details of each service standard. The table illustrated the cumulative year to date figure; a month-by-month breakdown of performance; and, where possible, an actual service standard baseline established either locally or nationally. The updates against the actions in the Carlisle Plan followed on from the service standard information attached at Appendix 2.

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

Summary of options rejected None

DECISION

That the Executive had given consideration to the performance of the City Council, presented in Report PC.21/13, with a view to seeking continuous improvement in how the Council delivered its priorities.

Reasons for Decision

To seek continuous improvement in how the Council delivered its priorities

EX.168/13 SALARY SACRIFICE CAR SCHEME
(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.61/13 concerning a proposal to introduce a Salary Sacrifice Car Scheme for employees.

The Finance, Governance and Resources Portfolio Holder outlined the principles of Salary Sacrifice Car Schemes explaining that, from the Council's perspective, the Scheme allowed the Council to provide an additional benefit to the employee at no additional cost with the potential to achieve savings (depending on how the Scheme was set up). For taxation purposes the vehicles would invoke Benefit in Kind tax liability (BiK) for the employee. The employee would give up a proportion of salary in return for the provision of the salary sacrifice vehicle. The advantage for the employee with a Salary Sacrifice Scheme was that the reduction in gross salary resulted in savings on income tax and national insurance contributions which more than offset the BiK liability.

A further benefit for the Council was a reduction in the cost of fuel reimbursement via mileage claims. The Council paid 52.2pence per mile for an employee using their own car or 40.9pence per mile for essential users. All employees who took a salary sacrifice car would only be able to claim mileage at the lower company car rate of 10.3pence per mile.

The Scheme would be provided through a framework agreement accessed through Sector, the Council's Treasury Services Advisors. Details of the benefits of the Scheme to the Council and to the employee, together with the potential savings to the Council from the implementation of the Scheme were provided.

A Salary Sacrifice Scheme was not without risk and there were issues that needed to be managed. However, the Scheme could be set up in such a way as to mitigate the impact of most, if not all, of the risks which had been outlined in section 5.1 of the report.

The Finance, Governance and Resources Portfolio Holder added that the Employment Panel had, on 12 November 2013, considered the matter (EMP.19/13) and resolved:

"1) That the introduction of a Salary Sacrifice Car Scheme for employees be approved, including the policy decisions included at 8.2 of report RD.57/13, in principle subject to a consultation process being undertaken with staff and approval for incurring expenditure being requested of and approved by the Executive.

2) That a report be submitted to the Employment Panel in twelve months time reviewing all of the Employee Benefits available."

A copy of the Minute Excerpt had been circulated.

In order to progress implementation of the Scheme, the Finance, Governance and Resources Portfolio Holder recommended that the Executive give approval to incur expenditure which would then be fully recharged to the employee taking up the benefit.

In seconding the recommendation the Leader (speaking as Chairman of the Employment Panel) added that the scheme was excellent and had received cross-party support.

Summary of options rejected None

DECISION

That the Executive granted approval for the Salary Sacrifice for Cars Scheme to incur expenditure, which would then be fully recovered from the member of staff taking up the benefit.

Reasons for Decision

To gain approval for the Salary Sacrifice for Cars Scheme to incur expenditure, which would be fully recovered from the member of staff taking up the benefit

EX.169/13 CAPITAL RELEASE FOR PLAY AREAS
(Non Key Decision)

Portfolio Environment and Transport

Relevant Overview and Scrutiny Panel Resources

Subject Matter

The Deputy Leader; and Environment and Transport Portfolio Holder reported (LE.36/13) that, under the 2013 Play Areas Review, Dale End Field play area had been identified as being of strategic importance and in poor condition. Whilst the play area met basic safety requirements it had low play value and was therefore underused by local children.

Having assessed the play area as being of strategic importance, Officers then had to consider options for upgrading it. The likely cost (in the region of £75,000) was beyond the scope of regular budgets. However, a Section 106 contribution was made by the developer of the nearby Cavaghan & Gray site in 2010 which was eligible for that purpose.

It was proposed that the £60,000 from that contribution, already paid to the City Council by the developer, should be used to upgrade the Dale End Field play area. Further contributions had been offered from a number of sources, including the Cumbria Waste Management Environment Fund (Landfill Tax grant).

In conclusion the Deputy Leader; and Environment and Transport Portfolio Holder moved the recommendation which was duly seconded and agreed.

Summary of options rejected None

DECISION

That the Executive approved the release of £60,000 from the Section 106 monies received from Barratt Homes in respect of the Cavaghan and Gray development for the replacement of the children's play area at Dale End Field, London Road.

Reasons for Decision

To facilitate replacement of an obsolete play area at Dale End Field, London Road, Harraby

(The meeting ended at 4.27 pm)