



AGENDA

Executive

Tuesday, 30 August 2022 AT 16:00
In the Flensburg Room, Civic Centre, Carlisle, CA3 8QG

APOLOGIES FOR ABSENCE

To receive apologies for absence.

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

5 - 14

To agree the minutes of the meeting held on 25 July 2022.
(Copy Minutes herewith)

PART A

To be considered when the Public and Press are present

A.1	<u>FOOD LAW ENFORCEMENT SERVICE PLAN 2022-23</u>	15 - 38
	(Key Decision KD.18/22)	
	The Corporate Director of Governance and Regulatory Services to submit the Food Law Enforcement Service Plan for 2022/23. (Copy Report GD.45/22 herewith)	
A.2	<u>NOTICE OF EXECUTIVE KEY DECISIONS</u>	39 - 44
	(Non Key Decision)	
	The Notice of Executive Key Decisions, published on 29 July 2022, is submitted for information. (Copy Notice herewith)	
A.3	<u>SCHEDULE OF DECISIONS TAKEN BY OFFICERS</u>	45 - 48
	(Non Key Decision)	
	A Schedule detailing decisions taken by Officers under delegated powers is attached for information. (Copy Schedule herewith)	
	Background Papers – as detailed within the Schedule	
A.4	<u>JOINT MANAGEMENT TEAM</u>	49 - 50
	(Non Key Decision)	
	The Minutes of the meeting of the Joint Management Team held on 25 July 2022 are submitted for information. (Copy Minutes herewith)	

A.5 REVENUE BUDGET OVERVIEW & MONITORING REPORT - APRIL TO JUNE 2022 **51 - 70**

(Non Key Decision)

The Corporate Director of Finance and Resources to submit a report providing an overview of the Council's overall budgetary position for the period April to June 2022 for revenue schemes only.
(Copy Report RD.31/22 herewith)

A.6 TREASURY MANAGEMENT - APRIL TO JUNE 2022 **71 - 84**

(Non Key Decision)

The Corporate Director of Finance and Resources to submit the regular quarterly report on Treasury Transactions, including the requirements of the Prudential Code.
(Copy Report RD.33/22 herewith)

A.7 CAPITAL BUDGET OVERVIEW & MONITORING REPORT - APRIL TO JUNE 2022 **85 - 100**

(Non Key Decision)

The Corporate Director of Finance and Resources to submit a report providing an overview of the budgetary position of the Council's capital programme for the period April to June 2022.
(Copy Report RD.32/22 herewith)

A.8 REFERENCE FROM PEOPLE PANEL **101 - 102**

(Non Key Decision)

To consider a reference from the People Panel held on 14 July 2022.
(Copy Minute Excerpt PEP.22/22 herewith)

PART B

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

- NIL -

Members of the Executive

Councillor J Mallinson (Leader's Portfolio)

Councillor G Ellis (Deputy Leader, and Finance, Governance and Resources Portfolio Holder)

Councillor Mrs Bowman (Economy, Enterprise and Housing Portfolio Holder)

Councillor N Christian (Environment and Transport Portfolio Holder)

Councillor S Higgs (Culture, Heritage and Leisure Portfolio Holder)

Councillor Mrs E Mallinson (Communities, Health and Wellbeing Portfolio Holder)

Councillor K Meller (Local Government Reorganisation Transition Portfolio Holder)

Notes to Members:

Decisions made at this meeting, if not subject to call-in, will normally become live on 9 September 2022

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



Executive

Date: Monday, 25 July 2022

Time: 16:00

Venue: Flensburg Room

Present: Councillor Mrs Marilyn Bowman, Councillor Nigel Christian, Councillor Gareth Ellis, Councillor Stephen Higgs, Councillor Mrs Elizabeth Mallinson, Councillor John Mallinson, Councillor Keith Meller

Officers: Town Clerk and Chief Executive
Deputy Chief Executive
Corporate Director of Governance and Regulatory Services
Corporate Director of Finance and Resources
Corporate Director of Economic Development

EX.90/22 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of the Chair of the People Panel.

EX.91/22 DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

EX.92/22 PUBLIC AND PRESS

It was agreed that the items in Part A be dealt with in public and the items in private be dealt with in Part B.

EX.93/22 MINUTES OF PREVIOUS MEETINGS

RESOLVED - That the minutes of meetings of the Executive held on 25 April, 25 May and 27 June 2022 be signed.

EX.94/22 BUSINESS RATES OUTTURN 2021/22

(Key Decision – KD.11/22)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel People

Subject Matter

The Finance, Governance and Resources presented the summary of the 2021/22 provisional outturn and performance position for Business Rates and the impact it would have on the

overall General Fund Balance (RD.26/22). The report requested approval of the transfer of General Fund reserves of £425,000 subject to the recommendations of the Executive

Section 4.3 of the report 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. It was also recommended that responsibility for the reserve rested with the Corporate Director of Finance and Resources and that approval to release the reserve could be given by the Corporate Director of Finance and Resources via an officer decision notice.

The People Panel had considered the matter at their meeting on 21 July 2022 (Minute Excerpt PEP.25/22 referred) and asked the Executive to consider how the additional transfer of £425,000 to the General Fund Reserves could be used to support communities and build a solid foundation for the new authority.

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

Summary of options rejected None

DECISION

That the Executive:

- (i) noted the provisional outturn position for Business Rates at 31 March 2022;
- (ii) noted the additional transfer to General Fund reserves of £425,000
- (iii) approved the transfer of the Business Rates S.31 Grant earmarked reserve as outlined in paragraph 4.3 of report RD.26/22.

Reasons for Decision

To receive the Business Rates Outturn for 2021/22

EX.95/22 CARLISLE TOWN DEAL

(Key Decision - KD.16/22)

Portfolio: Economic, Enterprise and Housing

Relevant Scrutiny Panel: Place

Subject Matter:

The Economic, Enterprise and Housing Portfolio Holder provided an update on the progress of the six Town Deal Business cases that had previously been submitted for approval for the submission to the Department for Levelling Up, Housing and Communities (DLUHC).

The DLUHC had confirmed, on 6 June 2022, that all six projects had passed through their summary document review process, the projects would proceed to the delivery stage. This

formally triggered the Council's Accountable Body function which required approval for the projects to be added to the capital programme to enable grant funding agreements to be drawn up.

The Environment and Transport Portfolio Holder congratulated the team on the excellent work and highlighted the importance of the environmental aspect in the Garden Village, Station development and Carlisle Southern Gateway projects.

The Economic, Enterprise and Housing Portfolio Holder moved, and the Leader seconded, the recommendations.

Summary of options rejected: None

DECISION

That the Executive:

- (1) Gave approval for the Council to be the accountable body for the Town Deal Programme;
- (2) Approved, for recommendation to Council, a budget of £15,888,000 be added to the Council's Capital Programme, according to the financial profile for the years 2022-23, 2023-24, 2024-25 and 2025-26 as set out in Table 2 of report ED.16/22;
- (3) Approved, for recommendation to Council, a budget of £797,000 be added to the Council's Revenue Budget, according to the financial profile for the years 2022-23, 2023-24, 2024-25 and 2025-26 as set out in Table 2 of report ED.16/22;
- (4) Approved, for recommendation to Council, a budget of £3,015,000 be added to the Council's Capital Programme, according to the financial profile for the years 2022-23, 2023-24, 2024-25 and 2025-26 as set out in Table 2 of report ED.16/22 subject to final approval of the business case by the DLUHC and gave approval to delegate authority to the Corporate Director of Finance and Resources and the Corporate Director of Economic Development;
- (5) Gave approval to enter into grant funding agreements with the following organisations to enable project delivery:

Carlisle Southern Gateway – Cumbria County Council would manage and deliver the project as outlined in the approved business case for this project

Project Tullie – the Tullie House Trust would manage and deliver the project as outlined in the approved business case for this project

Digital and Community Learning Hub – Cumbria County Council would manage and deliver the project as outlined in the approved business case for this project

Carlisle Business Exchange Centre – the University of Cumbria would manage and deliver the project as outlined in the approved business case for this project

The final terms of the grant funding agreements for the four projects to be agreed by the Corporate Director of Economic Development following consultation with the Corporate Director of Finance and Resources, Corporate Director of Governance and Regulatory Services, Portfolio Holder for Economic Development and the Leader of the Council and subject to the project being assured by the agreed governance structure;

(6) Delegated authority to the Corporate Director of Economic Development, following consultation with the Leader, the Chief Executive, the Corporate Director of Governance and Regulatory Services and the Corporate Director of Finance and Resources, to decisions relating to any Change Controls, reprofiling and redistribution of Town Deal funding;

(7) Delegated authority to the Deputy Chief Executive, following consultation with the Leader, the Corporate Director of Economic Development and the Corporate Director of Governance and Regulatory Services to enter into contract(s) with the preferred contractor(s) for the delivery of the Lighting Up Carlisle project;

(8) Delegated authority to the Corporate Director of Economic Development, following consultation with the Leader, and the Corporate Director of Governance and Regulatory Services to enter into contract(s) with the preferred contractor(s) for the delivery of the Start with the Park project.

Reasons for Decision

The successful implementation of the Town Deal programme would support the delivery of the vision set out in the Carlisle Plan, which is to enable Carlisle to grow and prosper as the capital of the Borderlands region.

The projects to be delivered through the Town Deal programme would contribute directly to the priority of delivering inclusive and sustainable economic growth, by making Carlisle a more attractive place for investment.

EX.96/22 SHARED PROSPERITY FUND INVESTMENT PLAN

(Key Decision - KD.17/22)

Portfolio: Economy, Enterprise and Housing

Relevant Scrutiny Panel: Place

Subject Matter:

The Economy, Enterprise and Housing Portfolio Holder reported that the Government had allocated £4.1 million for the Carlisle area from the UK Shared Prosperity Fund (UKSPF). To draw it down the Council must submit an investment plan to Government setting out how it intended to use and deliver the funding.

Report ED.17/22 outlined the format and the required content of the investment plan, including the arrangements for its production. In this regard, the report also sought approval from the Executive to delegate the submission of the investment plan to the Corporate Director of Economic Development in consultation with the Leader of the Council, the Chief Executive, the Monitoring Officer, and the Section 151 Officer.

The Communities, Health and Wellbeing Portfolio Holder commented that the fund was good news for Carlisle and its communities, she acknowledged the work of officers and Members in achieving the allocation.

The Economy, Enterprise and Housing Portfolio Holder moved the recommendations which

were seconded by the Leader.

Summary of options rejected: To not draw down the allocated funding.

DECISION

That the Executive:

(1) Noted the format, content, and arrangements for the production of the investment plan of the investment plan outlined in Sections 2 and 3 of report ED.17/22;

(2) Delegated authority to the Corporate Director of Economic Development, following consultation with the Leader, the Chief Executive, the Corporate Director of Governance and Regulatory Services and the Corporate Director of Finance and Resources, to finalise and submit the investment plan to the Department for Levelling Up, Housing and Communities.

Reasons for Decision

The successful development and delivery of the UKSPF programme would support the delivery of the vision set out in the Carlisle Plan, which is to enable Carlisle to grow and prosper as the capital of the Borderlands region.

The projects / interventions delivered through the UKSPF programme would contribute directly to the priority of delivering inclusive and sustainable economic growth, by improving the health and wellbeing of our local communities and making Carlisle a more attractive place for investment.

EX.97/22 NOTICE OF EXECUTIVE KEY DECISIONS

(Non Key Decision)

Portfolio: Cross Cutting

Relevant Scrutiny Panel

Place Panel; People Panel; Resources Panel

Subject Matter:

The Notice of Executive Key Decisions dated 24 June 2022 was submitted for information.

Summary of options rejected None

DECISION

That the Notice of Executive Key Decisions dated 24 June 2022 be received.

Reasons for Decision Not applicable

EX.98/22 SCHEDULE OF DECISIONS TAKEN BY THE LEADER - PORTFOLIO HOLDERS

(Non Key Decision)

Portfolio Cross Cutting

Relevant Scrutiny Panel

People Panel; Place Panel; Resources Panel

Subject Matter

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

Summary of options rejected None

DECISION

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

Reason for Decision Not applicable

EX.99/22 SCHEDULE OF DECISIONS TAKEN BY OFFICERS

(Non Key Decision)

Portfolio Cross Cutting

Relevant Scrutiny Panel

People Panel; Place Panel; Resources Panel

Subject Matter

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

Summary of options rejected None

DECISION

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

Reason for Decision Not applicable

EX.100/22 JOINT MANAGEMENT TEAM

(Non Key Decision)

Portfolio Cross Cutting

Relevant Scrutiny Panel

People Panel; Place Panel; Resources Panel

Subject Matter

The minutes of the meeting of the Joint Management Team on 27 June 2022 were submitted for information.

Summary of options rejected None

DECISION

That the minutes of the meeting of the Joint Management Team held on 27 June 2022, attached as Appendix C, be received.

Reasons for Decision Not applicable

EX.101/22 PUBLIC AND PRESS

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

EX.102/22 CARLISLE STATION GATEWAY

(Public and Press excluded by virtue of Paragraph 3)

(Key Decision - KD.12/22)

Portfolio Leader

Relevant Scrutiny Panel Place

Subject Matter:

The Leader reported that the Borderlands Inclusive Growth Deal had committed £20m towards the delivery of the Carlisle Station Gateway project. Cumbria County Council would be the recipient of the Borderlands grant funding and would deliver the early phases of the project with Cumberland

Council taking responsibility for the project from April 2023. Carlisle City Council continued to play a key role in the development of this transformational project, working in partnership with the County Council.

The report provided an overview of the Carlisle Station Gateway project and the role of the City Council to enable its delivery i.e., the transfer of its land assets to the County Council so that the site could be assembled and handed over to the contractors appointed to undertake the works. The proposed properties to be transferred were outlined in red in the plan contained in Appendix 2 of report ED.18/22.

The Leader moved the recommendations and the Economy, Enterprise and Housing Portfolio Holder seconded them.

Summary of Options rejected not to transfer the land assets

DECISION

That the Executive:

(1) Noted the Carlisle Station Gateway project proposals and the site assembly and land transfers required to enable its delivery;

(2) Gave approval to the disposal of The Pools site and the public toilets at Court Square to Cumbria County Council at nil consideration on final terms to be agreed by the Head of Property Services following consultation with the Leader of the Council and the Corporate Directors of Economic Development and Governance & Regulatory Services;

(3) Approved report ED.18/22 going forward to Council for approval to dispose of the properties at less than best consideration;

(4) Following the disposal of the Pools Site, approved that the Council entered into a leaseback of the Victorian Health Suite at nil rent with the County Council on final terms to be agreed by the Head of Property Services following consultation with the Leader of the Council and the Corporate Directors of Economic Development and Governance & Regulatory Services.

Reasons for Decision

The Carlisle Station Gateway project would support the delivery of the vision set out in the Carlisle Plan, which is to enable Carlisle to grow and prosper as the capital of the Borderlands region. It also contributed directly to the priority of delivering inclusive and sustainable economic growth, by making Carlisle a more attractive place for investment, improving skills and drive key sector development.

EX.103/22 DISPOSAL OF ASSET

(Public and Press excluded by virtue of Paragraph 3)

(Key Decision KD.15/22)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Place

Subject Matter

The Finance, Governance and Resources Portfolio Holder provided an update on the proposed disposal of 15 Manor Road, Upperby (GD.36/22).

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

Summary of options rejected Not to dispose of the asset

DECISION

That the Executive:

(1) Authorised the disposal of the property asset at 15 Manor Road, Upperby, Carlisle, CA2 4LH (hereafter referred to as the Subject Asset) which is shown edged red on attached Plan 1 that forms Appendix 1 to report GS.36/22;

(2) Authorised the Corporate Director of Governance and Regulatory Services to finalise and agree the heads of terms and complete the disposal of the Subject Asset provided that the Head of Property Services is satisfied that the disposal represents best consideration;

(3) In the event of the proposed disposal not proceeding as planned the Corporate Director of Governance and Regulatory be authorised to re-market the Subject Asset by any appropriate property disposal method, such as a sale by auction, and agree the heads of terms for its disposal provided:

- a. The Subject Asset is exposed to the open market
- b. The Head of Property Services is satisfied that the disposal represents best consideration
- c. The disposal is progressed at a value that is equal to or greater than £160,000 (one hundred and sixty thousand pounds);

(4) Authorised the Corporate Director of Governance and Regulatory Services to complete all necessary legal and other relevant documentation required to progress the disposal of the Subject Asset.

Reason for Decision

Although not in the current Asset Disposal Plan (Report GD.91/18) the generation of a capital receipt as proposed would assist with generating capital to help fund major investment opportunities for developing Carlisle as the regional capital, and/or assist with creating additional income generating opportunities that would support the delivery of Council front line services.

The Meeting ended at: 16:08

Carlisle City Council

Report to Executive

Item
A.1

Report details

Meeting Date:	30 th August 2022
Portfolio:	Environment and Transport
Key Decision:	Yes: KD.18/22
Policy and Budget Framework	Yes
Public / Private	Public
Title:	FOOD LAW ENFORCEMENT SERVICE PLAN 2022/23
Report of:	Corporate Director of Governance and Regulatory Services
Report Number:	GD.45/22

Purpose / Summary:

The Food Law Enforcement Plan sets out how Regulatory Services will deploy its resources in 2022 to 2023 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It seeks to target interventions to tackle local issues whilst ensuring Carlisle City Council achieves its national statutory responsibilities. To assist members, a summary report of the plan has been produced as Appendix 1.

Recommendations:

That the Executive:

- i. Agree the key actions of the Food Law Enforcement Service Plan
- ii. Refer the said plan to Place Panel in accordance with the Council's Budget and Policy Framework.

Tracking

Executive:	30th August 2022 & 26th September 2022
Scrutiny: Place	1st September 2022
Council:	8th November 2022

1. Background

- 1.1 The main statutory objective of the Food Standard Agency's (FSA) Strategy for 2022 to 2027 is ***'to protect public health from risks which may arise in connection with the consumption of food (including risks caused by the way in which it is produced or supplied) and otherwise to protect the interests of consumers in relation to food'***. As enforcers of official food controls within most food establishments, the City Council, through its Food and Public Protection Team, play a significant role in the delivery of the FSA Strategy
- 1.2 In improving food standards, Regulatory Services are contributing to ensuring a safe, healthy and sustainable food chain for the benefit of consumers. Service plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
- 1.3 The "Framework Agreement on Official Feed and Food Controls by Local Authorities" (2010) sets out what the FSA expects from Carlisle City Council in delivering official controls on feed and food law. To help to ensure local transparency and accountability, and to show the Service's contribution to the authority's Carlisle Plan, the Framework Agreement recommends that food service plans are approved at the relevant level established for that local authority. The Food Law Enforcement Service Plan is in Carlisle City Council's Policy Framework in Article 4 of the Constitution.
- 1.4 The Food Law Codes of Practice (March 2021) issued by the FSA, details how local authorities deliver their enforcement duties but allows local authorities flexibility over how to deliver the national food controls. The Plan sets out how and at what level official food controls will be provided, in accordance with the Codes of Practice.
- 1.5 The Plan covers the period 1st April 2022 to the 31st March 2023 and includes the statutory food safety controls to be performed by the authority e.g. Inspections/sampling. The plan also includes targeted educational and promotional work to be undertaken by the section. A summary of the previous year's performance and activities is also provided.
- 1.6 The COVID-19 pandemic had a significant impact on the delivery of food safety controls for the 2020 and 2021 period. Targeted inspections and sampling work were postponed whilst the nation experience national lock downs and mandatory business closures. Authorised officers within the Food and Public Protection Team were redeployed to assist with the local track and trace programme and enforce the COVID business restrictions. Resource allocated for food safety controls were directed to towards those complaints / incidents that presented a serious risk to public health.
- 1.7 In July 2021, the FSA released the COVID-19 Local Authority Recovery Plan. This recovery plan provided a framework for re-starting the delivery of food control interventions in line with the Food Law Codes of Practice for the period from 1 July 2021 to 2023/24. The guidance and advice within the document aim to ensure that

during the period of recovery from the impact of COVID-19, local authority resources are targeted where they add greatest value in providing safeguards for public health and consumer protection in relation to food. The Food Law Enforcement Service Plan for 2022/23 incorporates the principles of the FSA's recovery plan framework . Priority will be given to new business registrations, high risk food businesses and those establishments that are less than broadly compliant.

2. Proposals

That the Executive:

- i. Agree the key actions of the Food Law Enforcement Service Plan
- ii. Refer the said plan to Place Scrutiny Panel in accordance with the Council's Budget and Policy Framework.

3. Risks

- 3.1** Failure to develop and implement a food law service plan which, approved at the relevant level, would not satisfy the requirements laid down in the Food Standards Agency 'framework agreement'. The framework, for which we are monitored and audited against, sets out the standards expect by Local Authorities responsible for official controls on food law. The publication of the food law enforcement plan helps ensure local transparency and accountability. To ensure compliance with the framework, the Food Law Enforcement Service Plan is in Carlisle City Council's Policy Framework in Article 4 of the Constitution.

4. Consultation

- 4.1** Consultation to Date. - The Plan has been drafted in consultation with officers within Regulatory Services.
- 4.2** Consultation proposed. - The Plan to be referred to Place Scrutiny Panel on the 1st September 2022.

5. Conclusion and reasons for recommendations

- 5.1** The recommended key actions have been identified following consultation and reflect the resources available to Regulatory Services in the financial year 2022 to 2023.

6. Contribution to the Carlisle Plan Priorities

- 6.1** **Priority: Economic Growth** - We will continue to prioritise the current response to and rapid recovery from the economic impacts of the Covid-19 pandemic on the local economy.

- Deliver an improved service to existing and new businesses in the District – joining up our statutory and advisory support functions. The Food Safety Service provides free and impartial advice on both legal and technical matters relevant to the trade. A key requirement of the regulators code is to use the regulators unique contact with local businesses as a means of ensuring growth as well as compliance.

Priority: Health & Wellbeing - we will promote a vibrant and diverse food economy, with local communities having access to a range of healthy and affordable food options.

- Continue to support and develop the Food City Partnership. As a member of the group, the Food Safety Service have a key role in the delivery of the Local Healthy Options Award and advising food businesses on healthy menu alternatives.

Priority: Key economic growth programmes and projects - Delivering the Borderlands Inclusive Growth Deal, the Future High Street Fund, Town Deal Accelerated Fund and related regeneration projects

- We work in partnership in delivering projects with organisations such as: Cumbria County Council Trading Standards, Cumbria Food Group (made up of all 6 Cumbrian Local Authorities), UKHSA Laboratory York, UKHSA Health Protection Team, Food Standards Agency.

Priority: Create the new Cumberland unitary authority – To improve services for local people, making them more effective and efficient with a greater integration of planning and delivery activities.

- We will work with colleagues across the 7 local authorities in Cumbria to ensure a smooth transition to the new working arrangements for the service.

Contact details:

Contact Officer: Andrew Smith (Principal Health & Housing Officer) Ext: 7098

Appendices attached to report:

- **Appendix 1 – Food Law Enforcement Service Plan - Summary Report**
- **Appendix 2 – Food Law Enforcement Service Plan 2022 to 2023**

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

- None

Corporate Implications:

Legal - The Council has a Food Law Enforcement Service Plan in accordance with the Food Standard Agency's Framework Agreement which applies to local enforcement of all feed and food laws and incorporates the latest guidance and standards on feed and food law enforcement. As stated in the report, the Food Law Enforcement Service Plan forms part of the Council's Policy Framework and as such, needs to be considered by the relevant Scrutiny Panel before being referred by the Executive for approval by Council.

Property Services - No property implications

Finance - The costs of implementing and monitoring this Food Law Enforcement Service Plan can be met from within existing base budgets under the control of the Governance and Regulatory Services Directorate in 2022/23.

Equality – None

Information Governance - It is recommended that Officers are mindful when recording personal and special category data during inspections and the need to ensure appropriate processing and protection in accordance with the GDPR and Data Protection law.

FOOD LAW ENFORCEMENT SERVICE PLAN 2022 – 2023 - Summary Report

Regulatory Services – Food & Public Protection Team

Background

This Service Plan sets out how Carlisle City Council intends to provide an effective food safety service that meets the requirements of the Food Standards (FSA) Framework. The main objective of the service plan is to ensure that all food and drink intended for sale for human consumption that is produced, stored, distributed, handled or consumed in Carlisle City is safe, hygienic and compliant with food hygiene and standards legislation and that all food businesses and food handlers comply with the Food Hygiene Regulations.

Food Business Profile

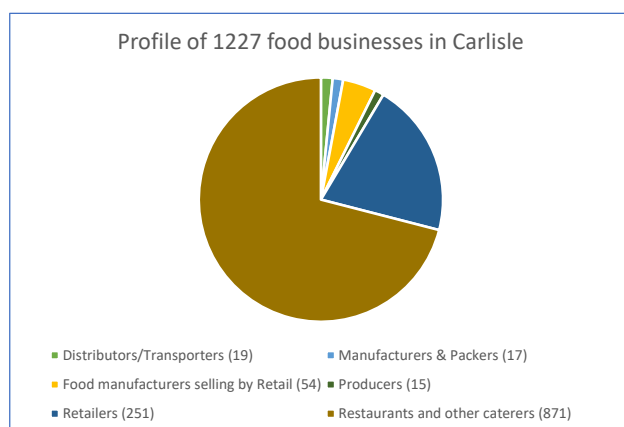


Figure 1: Chart showing the breakdown of food business types

Category	Frequency of Intervention	Number of premises
A	6 months	0
B	12 months	4
C	18 months	160
D	24 months	515
E	36 months	447
UNRATED		15
OUTSIDE		86
Total		1227

Table 1: Breakdown of food businesses by risk category and frequency of interventions (Category A being highest risk)

Key work activities performed during 2021/22

Table 2: Summary of food hygiene related visits made 2021/22 – these are significantly lower than previous years due to the impact of the COVID pandemic.

Type of visit:	Number
Food Inspection & Audit Visits	112
Food New Business Inspections	136
Food Hygiene Complaint Visits	3*
Food Hygiene Revisits following inspection	8
Total	260

* More food related complaint visits will have been undertaken during 2021-22 as part of COVID enforcement visits – unable to extract and interpret this data for the purposes of food hygiene.

Table 3: Number of incidents received/responded to 2021/22

Type of Incident / Action	Number
Premises hygiene complaints / Food Complaints	92
FSA Food Alerts (inc Product Recall)	71
FSA Food alerts for action by LA	2
FSA Allergy Alerts	98
Export Certificates approved	337
Requests for food advice	30
Infectious disease cases	205

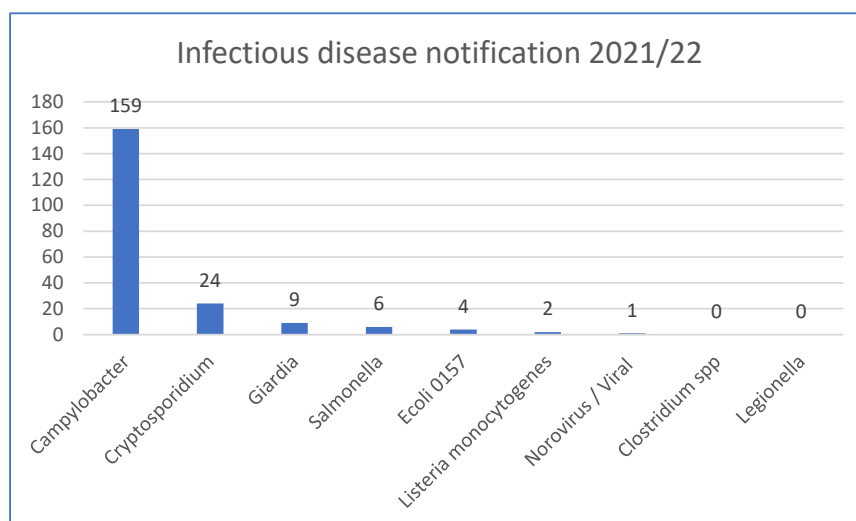


Figure 2 - Chart showing the number of foodborne / waterborne infectious diseases received and investigated during 2021/22

Enforcement actions by authorised officers during 2021/22

- 94 written warnings for food hygiene contraventions
- 3 Hygiene Improvement Notice

Planned inspections/interventions by risk category for 2022/23

Food Establishment Risk Category	Number of inspections to be undertaken by 31/3/23*
A	0
B	4
C	106
D	402
Total	512

*In line with the FSA COVID-19 Local Authority Recovery Plan

Key objectives for 2022/23:

- Undertake food control interventions in accordance with the FSA COVID-19 Local Authority Recovery Plan
- Prioritise resources toward business that are high risk and those that are non-compliant (0-2 FHRs rated) and take appropriate action to raise compliance level
- Continue to work with and promote the National Food Hygiene Rating System – upload ratings onto FSA's FHRs website and issue FHRs rating stickers to food businesses.
- Sample foodstuffs for microbiological safety in accordance with local and national programmes.
- Assist in the planning and implementation of LGR with regard to Food Safety – attendance at regional meetings
- Work in partnership with other agencies and regulatory bodies to achieve common food safety goals.

FOOD LAW ENFORCEMENT SERVICE PLAN 2022 - 2023

Carlisle City Council

Regulatory Services – Food & Public Protection Team

Governance & Regulatory Services

1. Introduction

This Service Plan sets out how Carlisle City Council intends to provide an effective food safety service that meets the requirements of the Food Standards (FSA) Framework Agreement. It covers the functions carried out by authorised officers of the Food and Public Protection Team under the provisions of the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and relevant EU retained law.

2. Service aims and objectives

To ensure that all food and drink intended for sale for human consumption that is produced, stored, distributed, handled or consumed in Carlisle City is safe, hygienic and compliant with food hygiene and standards legislation and that all food businesses and food handlers comply with the Food Hygiene Regulations. This will be achieved through:

- Programmed inspections
- Targeted interventions
- Investigation of complaints
- Investigation and control of infectious diseases
- Sampling initiatives
- Training
- Advisory visits
- Promotional events

2.1 Links to Corporate Priorities and Plans

The Food Law Enforcement Service Plan supports and contributes to the Carlisle Plan 2021-23 and the Regulatory Services Service Plan. The service provides a range of mandatory and discretionary activities that protect the health and well-being of the citizens of Carlisle. This Service links directly to some of the key priority actions of the Carlisle Plan:

Priority: Economic Growth - We will continue to prioritise the current response to and rapid recovery from the economic impacts of the Covid-19 pandemic on the local economy.

- Deliver an improved service to existing and new businesses in the District – joining up our statutory and advisory support functions. The Food Safety Service provides free and impartial advice on both legal and technical matters relevant to the trade. A key requirement of the regulators code is to use the regulators unique contact with local businesses as a means of ensuring growth as well as compliance.

Priority: Health & Wellbeing - we will promote a vibrant and diverse food economy, with local communities having access to a range of healthy and affordable food options.

- Continue to support and develop the Food City Partnership. As a member of the group, the Food Safety Service have a key role in the delivery of the Local

Healthy Options Award and advising food businesses on healthy menu alternatives.

Priority: Key economic growth programmes and projects - Delivering the Borderlands Inclusive Growth Deal, the Future High Street Fund, Town Deal Accelerated Fund and related regeneration projects

- We work in partnership in delivering projects with organisations such as: Cumbria County Council Trading Standards, Cumbria Food Group (made up of all 6 Cumbrian Local Authorities), UKHSA Laboratory York, UKHSA Health Protection Team, Food Standards Agency.

Priority: Create the new Cumberland unitary authority – To improve services for local people, making them more effective and efficient with a greater integration of planning and delivery activities.

- We will work with colleagues across the 7 local authorities in Cumbria to ensure a smooth transition to the new working arrangements for the service.

2.2 Links to Other Strategies

The Service seeks to achieve the priority outcomes for regulatory services as detailed in the Better Regulation Delivery Office document “Priority Regulatory Outcomes – A New Approach to Refreshing the National Enforcement Priorities for Local Authority Regulatory Services” (November 2011). Regulators must take into account and give due weight to the priority outcomes when developing policies and operational procedures, setting standards or giving guidance on enforcement.

Regulatory Priority Outcomes:

1. Support economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment. **(Direct Link to the Carlisle Plan)**
2. Improve quality of life and well-being by ensuring clean and safe neighbourhoods **(Direct Link to the Carlisle Plan)**
3. Help people live healthier lives by preventing ill health and harm and promoting public health.
4. Ensure a safe, healthy and sustainable food chain for the benefit of consumers and the rural economy

The “**Regulators’ Code 2014**” made under section 23 of the Legislative and Regulatory Reform Act 2006, applies to all the activities delivered by Regulatory Services. The code requires Regulatory Services, along with its principal function of protecting public health, to engage with and support business growth.

All interventions with businesses and members of the community are carried out with regard to the local authority’s commitment to equality of opportunity for local people as stated in the Equality Policy 2020.

3 Background

3.1 Profile of the authority

Carlisle is the capital of Cumbria with a population more than 108,000. The city is recognised as the capital of an economic region serving 1.1 million people who live in Cumbria, Northumberland, and Southern Scotland.

The City of Carlisle is the largest settlement in the district with more than two thirds of the population. The remaining population is distinctly more rural and in places extremely sparse. The most significant rural populations are in smaller market towns and large villages spread across the district, including Brampton, Dalston, Longtown and Wetheral.

Across the district, there are a wealth of natural and cultural assets making Carlisle a great place to live, work and visit. Carlisle draws strength from its strategic location, with heritage and environmental sites of national and international importance (Solway Coast and North Pennines) and good connections to national infrastructure.

3.2 Organisational structure

The structure of Food and Public Protection Team can be seen in page 13. The Principal Health & Housing Officer (Food and Public Protection) is responsible for the day to day supervision of the team and has a lead responsibility for the food hygiene function. The Food and Public Protection Team is positioned within the Regulatory Services Department and perform other regulatory duties, including infectious disease investigations, health and safety, nuisance complaints, public health burials, animal related licensing and registrations for acupuncture, cosmetic piercing & tattooing/skin colouring. The Council's Pest Control Service also sits within the Food and Public Protection Team.

Food and Public Protection sits within the Council's Portfolio for Environment & Transport.

3.2 Scope of the service

The Food and Public Protection Team are responsible for the enforcement of relevant Food Law, including the Food Safety and Hygiene (England) Regulations 2013.

Carlisle City Council carries out all functions relating to food safety matters, including the following:

- Carrying out interventions e.g. inspections, audits, sampling at food establishments
- Providing advice to food business operators including help on implementing the most appropriate food safety management system for that business; for example the Food Standards Agency's Safer Food, Better Business food safety management system
- Operating inland imported food control at retail and catering establishments etc.
- Registration of food establishments

- Identifying and assessing premises that require approval for specific food products and ensuring that they are issued with conditional and full approval as necessary
- Undertaking food sampling
- Issuing export certificates
- Investigation of complaints concerning food establishments and food handling practices
- Investigation of cases of suspected and confirmed food poisoning
- Providing food hygiene training where appropriate
- Liaison with the local authority's procurement team when selecting new food contracts
- Consulting on relevant planning and premises licence applications

3.3 Demands on the food enforcement service

The City Council's food safety service is delivered from the 5th Floor of the Civic Centre, Rickergate, Carlisle Tel 01228 817200 Email: environmentalhealth@carlisle.gov.uk.

As of 1st April 2022 a total of **1227** food premises are subject to programmed food hygiene interventions as per the table below

Type of Premises	Number
Distributors/Transporters	19
Manufacturers & Packers	17
Food manufacturers selling by Retail	54
Producers	15
Retailers	251
Restaurants and other caterers	871
Total	1227

The City Council also has 5 “approved” processes subject to Regulation 853/2004 (retained EU law).

Ref no	Name	Product	App Number
66460	Nestle	Dairy - Milk powder/cream	VK302
66469	Esk	Dairy - Milk/cream	VK010
66442	Cavaghan and & Gray (Eastern Way)	Meat / Fish / Dairy / Egg	VK001
66444	Cavaghan and & Gray (Riverbank)	Fish / Dairy / Egg	VK011
66576	Bells Fishmongers	Fish	VK007

All food premises are rated according to their level of risk, as defined by the Food Standards Agency Code of Practice. The risk rating determines the frequency and nature of the interventions that are classed as official controls. However, for the 2022/23 period, the authority will be following the targetting framework laid down in the FSA's COVID-19 Local Authority Recovery Plan (see Section 4)

The table below provides a summary of the food business risk profile as of 31st March 2022:

Category	Intervention Type	Frequency	Number of premises
A	Full & Partial Inspection / Audit	6 months	0
B	Full & Partial Inspection / Audit	12 months	4
C	Full & Partial Inspection / Audit / Other Official control - Broadly compliant premises total	18 months	157
C	Less than broadly compliant total	18 months	3
D	Inspection / Audit / Other Official Control (e.g. surveillance, verification, sampling)	24 months	515
D	Less than broadly compliant total	24 Months	0
E	Inspection / alternative enforcement strategy	36 months	447
UNRATED	Awaiting inspection		15
OUTSIDE	Outside inspection programme		86
Total			1227

Officers will aim to inspect new food premises within 28 days of being notified to the City Council. Each business will be rated in accordance with the Food Standards Agency - Food Law Code of Practice and incorporated into the inspection programme. Officers will decide if a revisit is necessary following an inspection and the Civica database will be used to programme the revisit date. During 2021/22, the local authority inspected 136 new food businesses.

The food sampling programme is an intervention that supports the other official controls undertaken by officers.

The Food and Public Protection Team are also required to meet additional demands arising from local activities, such as inspecting the visiting markets and other seasonal festivals.

Officers are required to undertake inspections/interventions outside normal working hours, for example where food businesses operate only at night or at weekends to attend markets and festivals.

The City Council has procedures in place to share its food premises database with the County Council's Trading Standards Department who have responsibility for Food Standards within the District.

In 2021-22 the local authority dealt with a range of incidents and enquiries. These are set out in the following table:

Type of Incident / Action	Number
Premises hygiene complaints / Food complaints	92
FSA Food Alerts (inc Product Recall)	71
FSA Food alerts for action by LA	2
FSA Allergy Alerts	98
Export certificates approved	337
Requests for food advice	30
Infectious disease cases	205

Summary of food hygiene related visits made 2021-22

Type of visit:	Number
Food Programmed Inspection & Audit Visits	112
Food New Business Inspections	136
Food Hygiene Complaint Visits	3*
Food Hygiene Revisits following inspection	8
Total	260

*** More food related complaint visits will have been undertaken during 2021-22 as part of COVID enforcement visits – unable to extract and interpret this data for the purposes of food hygiene.**

4 Service Delivery

4.1 Food interventions – 2022 / 23

FSA COVID-19 Local Authority Recovery Plan

During the COVID-19 pandemic, the inspection programme was adversely impacted by the introduction of numerous national lockdowns, business closures and redirection of LA resources. In July 2021, the Food Standards Agency released the COVID-19 Local Authority Recovery Plan. This recovery plan provided a framework for re-starting the delivery of food control interventions in line with the Food Law Codes of Practice for the period from 1 July 2021 to 2023/24.

The guidance and advice within the document aim to ensure that during the period of recovery from the impact of COVID-19, local authority resources are targeted where they add greatest value in providing safeguards for public health and consumer protection in relation to food.

Figure 1: Outline of the Recovery Plan



Notes

The key milestone dates within the Recovery Plan for higher risk establishments are shown.

For lower risk establishments not shown in the figure, local authorities have the flexibility to defer planned interventions and only undertake intervention where information/intelligence suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed.

In the case of food standards, the impact on the business of the new requirements on allergen labelling for products prepacked for direct sale - that apply from 1 October 2021 - should also be taken into account.

This Authority will follow the principles of the framework as outlined above. Priority will be given to new business registrations, high risk food businesses and those establishments that are less than broadly compliant.

Following an assessment of the risk profile of food businesses within the district and the resources available, it is the aim of this department to visit all food business establishments rated category C & D. The following table shows a breakdown of the businesses by category identified for targeted inspection which will receive an inspection by 31st March 2023.

Number of inspections to be achieved 1/4/22 to 31/3/23:

Food Establishment Risk Category	Number of inspections to be undertaken by 31/3/23
A	0
B	4
C	106
D	402
Total	512

Where resource permits, the Authority will also engage with low risk Category E premises, are defined in the Food Law Code of Practice, by means of inspection or alternative enforcement intervention (e.g. questionnaire).

Revisits following an inspection will be undertaken by officers when deemed necessary or in response to a requested revisit or appeal under the Food Hygiene Rating Scheme (FHRS).

During the course of delivering the food safety service, officers may need to resort to formal action in some circumstances. During 2021-22 officers issued:

94 Written warnings for food hygiene contraventions

3 Hygiene Improvement Notices

4.2 Enforcement policy

The local authority's Food Safety Enforcement Policy outlines the enforcement options available for dealing with problems relating to non-compliance with the legislation. The Policy has been written having regard to Government's Regulators Code and can be found on the website:

https://www.carlisle.gov.uk/LinkClick.aspx?fileticket=nOIE44j_VWY%3d&tabid=728&portalid=0&mid=2830

4.3 Food complaints

The investigation of customer's complaints regarding food safety is an important area of work for the team. The local authority has a response target of 5 days for such complaints, however more serious complaints/allegations will be visited on the day of receipt where possible. In 2021/22 the local authority dealt with 45 complaints relating to food and 47 complaints about the hygiene of premises.

4.4 Primary and home authority principle

The Home Authority Principle was developed by food and trading standards authorities to aid consistent enforcement. The scheme provides businesses with a home authority source of guidance and advice and provides a system for the resolution of disputes.

Alternatively, businesses can form a 'Primary Authority' statutory partnership with a local authority to assist with consistent enforcement. The guidance and advice the local authority provides will be taken into consideration by officers carrying out inspections and dealing with instances of non-compliance.

Carlisle City Council fully endorses the Home authority and Primary Authority principle but has yet not received any requests for business support in this area.

4.5 Advice to business

The Food and Public Protection Team provide advice and support for all food businesses on request. Information is available on the local authority website, <http://www.carlisle.gov.uk/Residents/Environmental-Problems/food-safety>. Information leaflets are also available from the Civic Centre Offices. Officers are available to visit businesses to advise on any aspect of food safety and hygiene. Advice is also given during the planning and building control processes.

4.6 Food sampling

As part of the prioritisation approach of resources undertaken during the pandemic, food sampling work was placed on hold until appropriate resources were made available. A food sampling programme has now been developed for the 2022/23 period which outlines the local authority's sampling strategy and approach to specific local and national priorities.

UK Health Security Agency carried out a sampling consultation to agree their study programme for 2022/23. As a result the following studies were agreed:

National Surveys:

- Study 74 - Hygiene in sandwich and salad bars (Apr – Oct 22)
- Study 75 - Vegan meals/ingredients/meat alternatives (Sept 22 – March 23)
- Study 78 – Reactive - topic will be agreed at a later date based on public health intelligence (Jan – Mar 2023)

Microbiological examinations are undertaken by UKHSA - Food, Water and Environmental Microbiology Laboratory York, National Agri-Food Innovation Campus, Block 10, Sand Hutton, York YO41 1LZ.

When necessary, food complaint samples are sent to the Public Analyst at Lancashire County Scientific Services, Pedders Way, Ashton-on-Ribble, Preston PR2 2TX for non-microbiological food analysis. The analysis includes testing for food composition and contamination.

The team also utilised the insect identification service provided by the Authority's pest control product supplier, to identify a number of insects found in food complaints.

4.7 Control and investigation of outbreaks and food-related infectious disease

The Food and Public Protection Team will investigate food-related infectious disease notifications in accordance with procedures agreed with UKHSA. The response to notifications of illness will be dependant on the severity of illness ranging from immediate response in the case of serious infections e.g. E.coli 0157 & typhoid; to postal questionnaires for cases of campylobacter.

Investigation of outbreaks will be in accordance with the Outbreak Control Plan agreed with UKHSA.

The table below summarises the number of cases notified to Carlisle City Council in 2021-22.

Disease	Number
Campylobacter	159
Salmonella	6
Ecoli 0157	4
Clostridium spp	0
Legionella	0
Norovirus / Viral	1
Listeria monocytogenes	2
Cryptosporidium	24
Giardia	9

There were no confirmed food poisoning outbreaks during 2021/22.

4.8 Food safety incidents

Food alerts are issued by the Food Standards Agency to relate information on national food issues to local authorities, the majority being for information only. Food alerts for action require officers to undertake a wide variety of courses of action dependent upon the issue at hand. In 2021-22 a total of 171 Food Alerts were received by the authority, of which 2 required action by the Food & Public Protection Team.

4.9 Liaison with other organisations

Environmental Health involves a number of stakeholders in the supply and operation of its food hygiene services including:

- UK Health Security Agency (formerly Public Health England)
- The County Council's Public Health and Trading Standards Departments
- Cumbria Food Liaison Group
- Cumbria Health Protection Liaison Group
- Care Quality Commission
- Cumbria Chamber of Commerce and the Carlisle and Penrith Federation of Small Business
- Food Standards Agency
- Better Regulation Delivery Office
- Carlisle Food City Steering Group
- Neighbouring local authorities

4.10 Food safety and promotions

Carlisle City Council participates in the Food Standards Agency National Food Hygiene Ratings Scheme. The scheme is designed to provide information about business hygiene standards to members of the public but is also a useful tool to drive up performance standards of food businesses.

5.0 Resources

5.1 Staffing resource

A structure chart is available on page 12. The number of full time equivalent (FTE) officers estimated to be deployed solely on food safety is set out in the following table:

Officer Post	FTE
Regulatory Services Manager	0.1
Principal Health & Housing Officer	0.4
Environmental Health Officers / Technical Officer	2.1
Total	2.6

5.2 Officer development

Carlisle City Council are committed to ensuring officers authorised to perform food safety enforcement functions receive relevant structured ongoing training to promote competency, ensure understanding of legislation and technological developments. As stipulated within the Food Law Code of Practice (England) March 2021, all authorised officers will receive a total of 20 CPD hours per year, relevant to the activities they are authorised to undertake. These 20 hours CPD are split as follows:

- a minimum of 10 hours training on food safety issues set out in Chapter 1 of Annex II of Regulation (EU) 2017/625 and on the obligations of the Competent Authority resulting from this Regulation, relevant to the activities they are authorised to undertake.
- 10hours on other professional matters

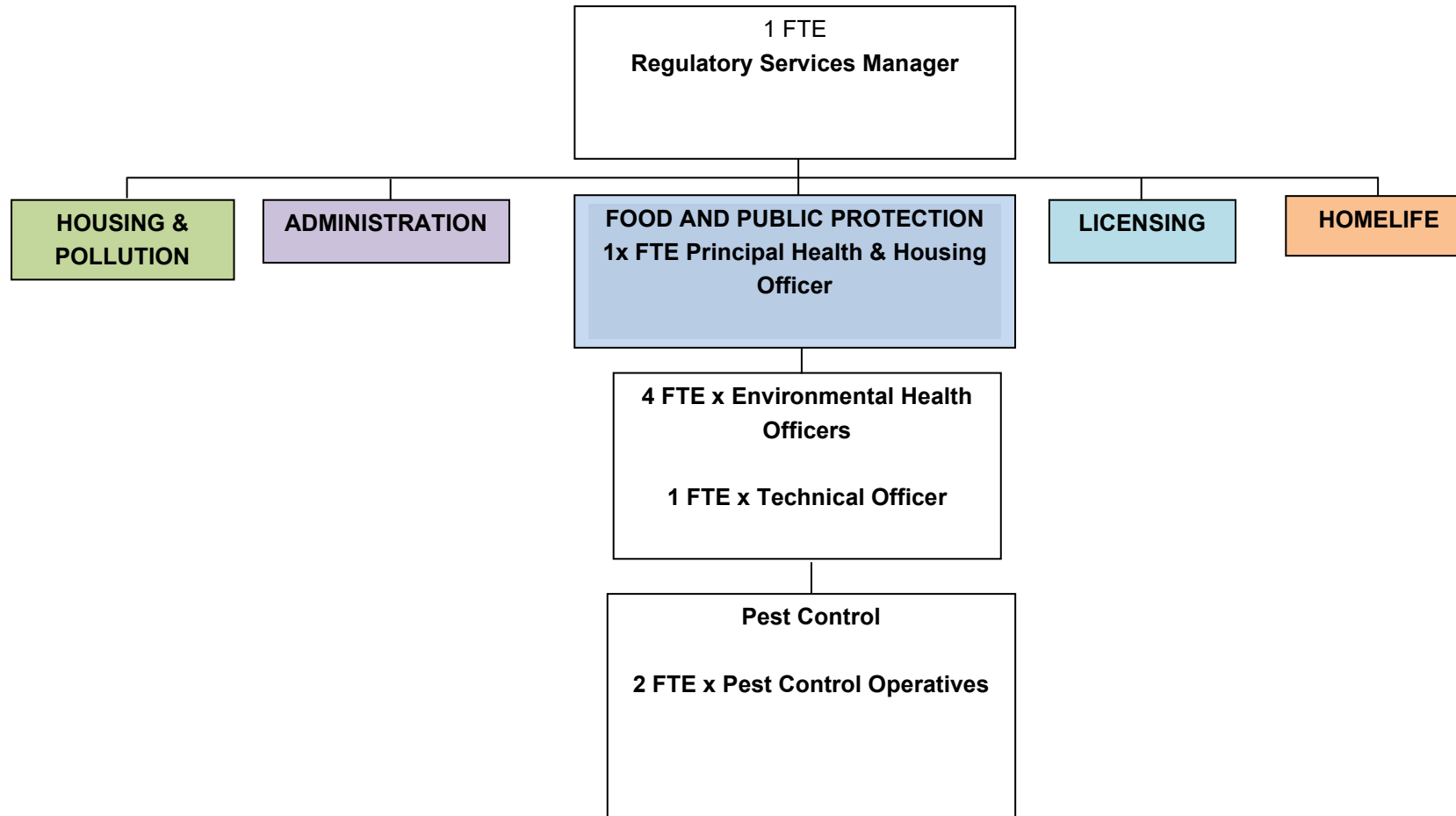
All existing officers have obtained the Certificate of Registration of the Environmental Health Registration Board (EHRB) or the Diploma in Environmental Health award by the Royal Environmental Health Institute of Scotland (REHIS). A record of certificates of registration, qualifications and records of on-going training for authorised officers are stored and maintained by the department. The Principal Health & Housing Officer for Food & Public Protection team is required to monitor and report on compliance with our competency requirements. Any essential training needs identified will be provided either in-house or externally.

5.3 Quality assessment and performance management

The Principal Health & Housing Officer (Food & Public Protection) and the Regulatory Services Manager will monitor quality and performance on a monthly basis. Audit actions will be recorded on the department's database management system (FLARE – Civica App).

REGULATORY SERVICES

Structure Chart 20222 / 2023



Plan of work – 2022/23

Objective	Outcome	Specific Task	Measure	Achievable	Resource	Start	End
Compliance with our statutory duties to regulate food safety	Ensure a safe healthy and sustainable food chain for the benefit of consumers	Provide an informal out of hour's service for Food & Health and Safety where circumstances necessitate.	React to out of hours requests where circumstances necessitate.	Within existing staff	Food & Public Protection Team	1/4/22	31/3/23
	Help people live healthier lives by preventing ill health and harm and promoting public health	Inspection of new registered food businesses	Within 28 days of registration or from when the Authority becomes aware the business is operating, whichever is sooner.	Within existing staff	Food & Public Protection Team	1/4/22	31/3/23
		Undertake food control interventions in accordance with the FSA COVID-19 Local Authority Recovery Plan	<p>FSA recovery programme targets achieved.</p> <p>For the period 1/4/22 - 31/3/23 - we aim to inspect the following identified establishments by risk category:</p> <ul style="list-style-type: none"> • Cat B – 4 • Cat C – 106 • Cat D – 402 • Unrated - 15 	Within existing staff / use of external consultant	Food & Public Protection Team	1/4/22	31/3/23

		Identified non-compliant businesses / 0-2 FHRs rated food businesses - take appropriate action to raise compliance level (to broadly compliant)	Measure against broadly compliant businesses – target at least 98%	Within existing staff	Food & Public Protection Team	1/4/22	31/3/23
		To sample foodstuffs for microbiological safety in accordance with local and national priorities	Collect samples as requested by UKHSA coordinated sampling programme and local priority samples as determined by risk – see F&PP sampling plan 22/23	Within existing staff	Food & Public Protection Team	1/4/22	31/3/23
Support National FHRs Scheme	Promote consumer choice & confidence on where to eat	Ensure registered food businesses within the scope of the scheme are issued a rating displayed on the FHRs website – in accordance with FSA brand standard.	Check monthly monitoring reports to ensure accuracy of data uploaded on to FHRs portal.	Within existing staff	Food & Public Protection Team	1/4/22	31/3/23

Liaise with Cumbrian LA Food Authorities & other Agency's	Consistency of approach to enforcement Awareness of National changes / priorities	To actively take part in Cumbria Food Liaison Group (FLG) plan of work	Full Contribution and Attendance at arranged meetings and development of Action Plan	Within existing staff	Food & Public Protection Team	1/4/22	31/3/23
Promote Public Health messages / campaigns	Help people live healthier lives by preventing ill health and harm and promoting public health	Participate in "public health" related activity as requested by partners such as the County Council, UKHSA and the Food Standards Agency. Use of Council Social Media	Evidence of campaign involvement	Within existing staff	Food & Public Protection Team / support from Comms Team	1/4/22	31/3/23
Local Government Reorganisation – formation of Cumberland Unitary	Transition to Cumberland Unitary Authority	Assist in the planning and implementation of LGR with regard to Food Safety – attendance at regional meetings	Progress measured against LGR framework timescales	Within existing staff	Food & Public Protection Team Cumbria LA Food Lead Officers	Started	31/3/23

NOTICE OF EXECUTIVE KEY DECISIONS

29 July 2022

Notice of Key Decisions

This document provides information on the 'key decisions' to be taken by the Executive within the next 28 days. The Notice will be updated on a monthly basis and sets out:

- Details of the key decisions which are to be taken;
- Dates of the Executive meetings at which decisions will be taken;
- Details of who will be consulted and dates for consultation;
- Reports and background papers which will be considered during the decision making process;
- Details of who to contact if further information is required
- Details of where the document can be inspected
- Details of items which the public may be excluded from the meeting under regulation 4(2) and the reason why
- Details of documents relating to the decision which need not, because of regulation 20(3) be disclosed to the public and the reason why.

The dates on which each new Notice will be published are set below:

Publication Dates

24 June 2022	21 October 2022
29 July 2022	18 November 2022
26 August 2022	12 December 2022
23 September 2022	

Key decisions are taken by the City Council's Executive and these are usually open to the public. Agendas and reports and any other documents relevant to the decision which may be submitted can be viewed in the Customer Contact Centre at the Civic Centre, Carlisle or on the City Council's website (www.carlisle.gov.uk). Agendas and reports are published one week ahead of the meeting.

A Key Decision is an Executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant* having regard to the local authority's budget for the service or function to which the decision relates;
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

*significant expenditure or savings to the authority in excess of £70,000

The City Council's Executive Members are:

- Councillor J Mallinson (Leader / Chair)
- Councillor G Ellis (Deputy Leader, and Finance, Governance and Resources Portfolio Holder)
- Councillor N Christian (Environment and Transport Portfolio Holder)
- Councillor S Higgs (Culture, Heritage and Leisure Portfolio Holder)
- Councillor Mrs Mallinson (Communities, Health and Wellbeing Portfolio Holder)
- Councillor Mrs Bowman (Economy, Enterprise and Housing Portfolio Holder)
- Councillor Meller (Local Government Reorganisation Transition Portfolio Holder)

Should you wish to make any representations in relation to the items being held in private or If you require further information regarding this notice please contact Democratic Services on 01228 817039 or committeeservices@carlisle.gov.uk.

Index of Active Key Decisions

		Date Decision to be considered:	Date Decision to be taken:
KD.18/22	Food Law Enforcement Service Plan 2022 / 2023	30 August 2022 consultation period to include Overview and Scrutiny as appropriate	26 September 2022

Notice of Key Decisions to be taken by the Executive

The following key decision is to be made on behalf of Carlisle City Council:

Key Decision Reference:	KD.18/22
Type of Decision:	Executive
Decision Title:	Food Law Enforcement Service Plan 2022 / 2023
Decision to be taken:	The Executive will be asked to decide and agree the Regulatory Service's inspection and educational priorities for improving food safety in Carlisle during 2022 /2023.
Date Decision to be considered:	30 August 2022 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	26 September 2022
Is the Decision Public or Private?:	The decision will be taken in public
Documents submitted for consideration in relation to the Decision:	The report of the Corporate Director of Governance and Regulatory Service swill be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Governance and Regulatory Services, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Environment and Transport (Councillor Christian)
Relevant or Lead Overview and Scrutiny Panel:	Place Panel

All public reports can be viewed in the Customer Contact Centre of the Civic Centre, Carlisle, the Public Library and on the Council's website www.carlisle.gov.uk.

Other documents relevant to the matter may be submitted to the decision maker. These, if available, may be obtained by contacting the named contact officer.

Notice prepared by Councillor John Mallinson,
Leader of Carlisle City Council

Date: 29 July 2022

Officer Decisions

Below is a list of decisions taken by Officers which they have classed as significant, full details and supporting background documents can be viewed on the Council's website www.carlisle.gov.uk/CMIS/

Decision Ref No	Title: Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:	Decision Maker:
OD.83/22	<p>Licensing Decision taken on 20 July 2022</p> <p>The Licensing Manager has granted the attached licence under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx).</p> <p>The attached licence was given to a vehicle that was 3 years, 1 month and 5 days old. The Council's policy states vehicles must be 3 years old and under. The Licensing Manager granted the exemption with the agreement of the Chair of the Regulatory Panel.</p>	Applications for various licences. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	20 July 2022	The Licensing Manager
OD.84/22	<p>Release of S106 Funds to Capital Programme, 11062 12/0793 – The Ridings, Durdar</p> <p>A sum of £445,713.74 was received from Story Homes on 24/01/2020 as part of a Section 106 (developer contribution) agreement for a residential development off Durdar Road, Carlisle.</p> <p>The agreement states that the funds were to be utilised at Hammonds Pond, Upperby and divided as below: Footpath improvements - £205,960.57 CCTV and security improvements - £12,657.00 Landscaping and drainage improvements - £52,508.01 Recreation facilities improvements - £174,588.16</p> <p>The Healthy City Team has already utilised much of the available funding to deliver a range of improvements across the park. Several small</p>	None	21 July 2022	Deputy Chief Executive

	<p>additional projects are now being undertaken to support the main works and further enhance the site.</p> <p>The remaining sum of £27,508.01 requires release from the Landscaping and drainage improvements allocation into a capital budget to progress the following:</p> <ul style="list-style-type: none"> • Additional landscaping, topsoiling and wildflower seeding around the pond edge (£10,900) • Supply and landscaping of topsoil around recently resurfaced paths (£5,700) • Supply and installation of throw line stations to replace vandalised life rings (£1,700) • Supply and installation of bollards to prevent unauthorised vehicle access onto the park (£5,000) <p>Supply and installation of an electricity supply and lighting columns for the Blackwell Road car park (£4,200)</p>			
OD.85/22	<p>Release of S106 Funds to Capital Programme, 11062 12/0793 – The Ridings, Durdar.</p> <p>A sum of £445,713.74 was received from Story Homes on 24/01/2020 as part of a Section 106 (developer contribution) agreement for a residential development off Durdar Road, Carlisle.</p> <p>The agreement states that the funds were to be utilised at Hammonds Pond, Upperby and divided as below: Footpath improvements - £205,960.57 CCTV and security improvements - £12,657.00 Landscaping and drainage improvements - £52,508.01 Recreation facilities improvements - £174,588.16</p> <p>The Healthy City Team has already utilised just under £170,000 of these funds to completely upgrade the play provision and BMX track on the park, together with installing a new outdoor fitness area.</p>	None	21 July 2022	Deputy Chief Executive

	The remaining sum of £4,828.00 now requires releasing into a capital code to allow the progression of finishing works, to include patching of macadam surfacing and installation of CCTV to cover the fitness area.			
OD.86/22	<p>Yewdale Park and Morton West Play Areas</p> <p>The play areas at Yewdale Park and Morton West are well used facilities serving a wide range of local youngsters. Both sites have received partial upgrades in the past ten years, however the oldest existing equipment on both sites (approximately 30 years old) is now at the end of its' life.</p> <p>This project will replace the swings, multi play unit, spring rocker and spinner bowl at Yewdale Park, plus the infants' swings and cantilever tyre swing at Morton West.</p> <p>The work will be financed from the 2022/23 play areas capital funding allocation.</p> <p>An online and hard-copy consultation questionnaire for play area improvements was produced and advertised, with approximately 80 responses received between the two sites.</p> <p>The feedback received was used to produce a specification for a fixed budget project to deliver upgrades to the equipment at both play areas. This was tendered to suppliers via the City Council's Play Areas Framework Agreement in April 2022.</p> <p>Designs and quotations were received from four play equipment suppliers and, following tender scoring, the decision was made to award the contract to Kompan Scotland Ltd for a total value of £61,774.54.</p>	None	21 July 2022	Deputy Chief Executive
OD.90/22	Elected Member Training Councillor Marilyn Bowman to attend High Streets & Town Centre Investment & Development Conference on 6 th October 2022	N/A	21 July 2022	Deputy Chief Executive

OD.91/22	Landlord's consent to new signage proposals. To grant Landlord's consent to the proposed new signage for unit 32 at the Lanes Shopping Centre.	None	25 July 2022	Head of Property Services
OD.92/22	Landlord's consent to new lease of unit 12-15 at The Lanes Shopping Centre, Carlisle. To grant Landlord's consent to a new lease of unit 12-15 at The Lanes Shopping Centre, Carlisle.	None	28 July 2022	Head of Property Services
OD.93/22	Stanwix House, Kells Place, Carlisle Decision to carry out some essential roof repairs to property using funds from the Carry Forward Reserve, and the release of £4,000 from the reserve approved by the Corporate Director of Finance and Resources, under delegated powers.	Report RD23/22 (Council 19 July 2022)	28 July 2022	Corporate Director of Finance and Resources
OD.94/22	Landlord's consent to a new letting To grant Landlord's consent to the grant of a new letting at unit 56 of the Lanes Shopping Centre.	None	28 July 2022	Head of Property Services
OD.95/22	Carlisle City Centre Pavement Café Licence issued: - The Fryery (Scotch Street) Commercial Promotions: -Leeds Events – NDCS Promotion 4-9 July 2022. Telfords Citroen – 6 August 2022. St Stephen's Brass Band – 6 August 2022. Professional Fundraisers – WWF Charity Promotion 8-12 August 2022. Lifestyle Fitness Promotion – 19 August 2022. Summer International Market – 25-29 August 2022.	Applications received – Private Not for Publication by Virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.	29 July 2022	City Centre Officer
OD.96/22	Site 6 Durranshill Industrial Estate, Carlisle Agreement to request for consent to assign the lease.	None	10 August 2022	Head of Property Services

JOINT MANAGEMENT TEAM

Item
A.4

MINUTES – 25th July 2022

Attendees	Leader; Deputy Leader; PH Culture, Heritage & Leisure; PH Environment & Transport; PH Economy, Enterprise & Housing; PH Communities, Health & Wellbeing; PH Local Government Reorganisation Transition; Chief Executive; Deputy Chief Executive; Corporate Director of Governance & Regulatory Services; Corporate Director of Finance & Resources; Corporate Director of Economic Development
Apologies	

Agenda Item 1 – Minutes of Meeting 27th June 2022	Action
Noted and agreed	
Agenda Item 2 - Local Government Reorganisation	
The Chief Executive updated attendees with information available at this time	
Agenda Item 3 – Shared Prosperity Fund	
The Corporate Director of Economic Development provided an update on the current status	
Agenda Item 4 – Impact of economic situation on Community, Culture & Leisure Contracts	
The Deputy Chief Executive provided an update on the Report previously circulated	

Agenda Item 5 – Cumbria Coastal Woodland / Higher Level Scheme	
The Portfolio Holder for Environment & Transport and the Deputy Chief Executive provided additional information on the Report previously circulated	
Agenda Item 6 – Updates on Borderlands; The Sands; St Cuthbert’s Garden Village; Central Plaza; Turkish Baths	
Members of SMT attending provided the Executive with their update on the current position regarding each area	
Agenda Item 7 – Future Items for Notice of Executive Key Decisions	
Noted, discussed and agreed	
Agenda Item 8 - JMT Forward Plan	
Noted and updated	

Carlisle City Council

Report to Executive

Item
A.5

Meeting Date: 30 August 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Revenue Budget Overview & Monitoring Report: April to June 2022
 Report of: Corporate Director of Finance and Resources
 Report Number: RD.31/22

Purpose / Summary:

This report provides an overview of the Council's overall budgetary position for the period April to June 2022 for revenue schemes only. The report also includes details of balance sheet management issues, bad debts written off in the period and progress against the budget savings is also provided.

Recommendations:

The Executive is asked to:

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

Tracking

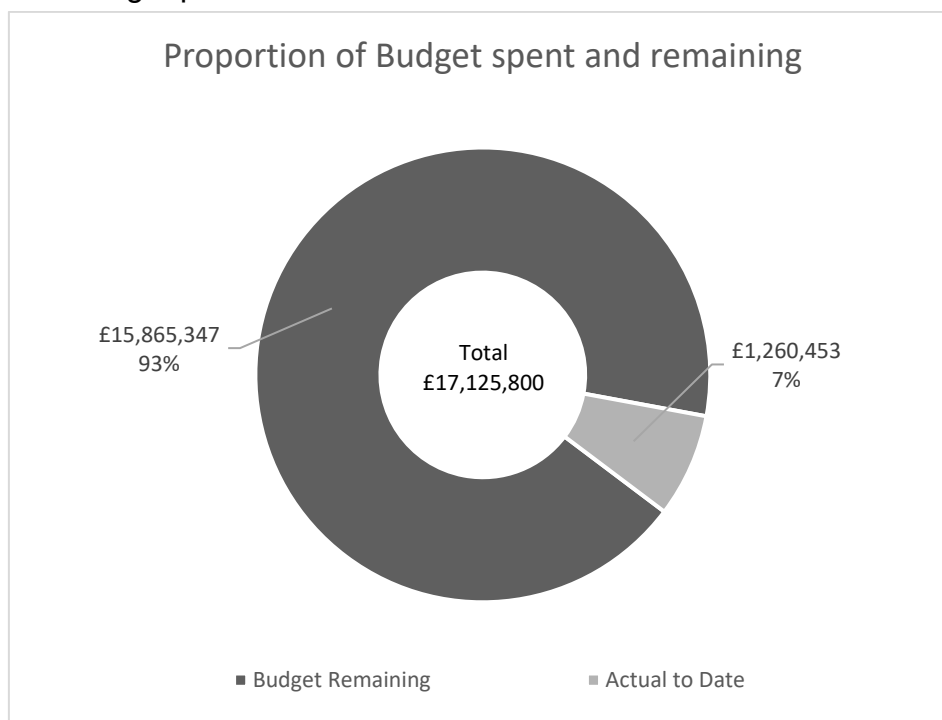
Executive:	30 August 2022
Scrutiny:	6 October 2022 (People Panel)
Council:	n/a

1. Background

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

2. 2022/23 Revenue Budget Monitoring

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



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

		Original Budget £	Net Updated £	Net Budget to Date £	Net Spend to Date £	Variance £
Community Services	B1	11,263,900	11,611,200	1,839,670	1,693,139	(146,531)
Corporate Support	B2	143,600	209,200	477,065	482,984	5,919
Economic Development	B3	1,897,400	2,378,400	508,596	589,878	81,282
Finance & Resources	B4	2,859,600	2,820,100	(868,720)	(1,399,164)	(530,444)
Governance & Regulatory Services	B5	2,013,100	2,708,200	332,402	204,208	(128,194)
Corporate Management	B6	(3,474,000)	(3,510,900)	(209,384)	(373,696)	(164,312)
Service Expenditure		14,703,600	16,216,200	2,079,629	1,197,349	(882,280)
Exceptional Items	B7	215,400	909,600	171,153	63,104	(108,049)
Service Expenditure		14,919,000	17,125,800	2,250,782	1,260,453	(990,329)
Parish Precepts		731,500	731,500	731,500	731,304	(196)
Total		15,650,500	17,857,300	2,982,282	1,991,757	(990,525)
Transfers to/(from) Reserves						
Cremator Replacement Reserve		0	21,100			
Revenue Grants Reserve		0	(161,100)			
General Fund Reserve		166,100	(1,801,800)			
Planning Services Reserve		0	27,100			
Council Tax Income Reserve		0	(23,000)			
Carry Forward Reserve		0	(126,000)			
Operational Risk Reserve		(777,000)	(777,000)			
Total Transfer to/(from) Reserves		(610,900)	(2,840,700)	771,868	2,727,957	1,956,089
Financed by:						
Precept from Collection Fund		(8,663,000)	(8,640,000)	(2,160,000)	(2,165,753)	(5,753)
Revenue Support Grant		0	0	0	(143)	(143)
Business Rate Retention		(6,376,600)	(6,376,600)	(1,594,150)	(2,553,818)	(959,668)
Total Grants		(15,039,600)	(15,016,600)	(3,754,150)	(4,719,714)	(965,564)
Total		(15,650,500)	(17,857,300)	(2,982,282)	(1,991,757)	990,525

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

Budget Area		Underspend £	Overspend £
Car Parking Income (excl. contracts)	B1	0	62,679
Bereavement Services	B1	0	52,021
Recycling and Waste Management	B1	(214,756)	0
Development Control Income	B3	0	76,410
Loan Interest (incl. new borrowing)	B4	(193,327)	0
Minimum Revenue Provision	B4	(199,479)	0
Revenues and Benefits	B4	(128,152)	0
Industrial Estates	B5	(53,622)	0
Asset Review Income	B5	(39,850)	0
Homeless Accommodation	B5	0	50,064
Salary Turnover Savings	B6	(138,963)	0

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

- A shortfall in car parking income from tickets, permits and PCNs.
- A net overspend on Bereavement Services due to reduced income from Cremation fees.
- A net underspend in Recycling and Waste Services due to increased income from plastic and card recycling, sale of recyclates, garden waste and Bring Sites.
- A decrease in Development Control fee income received.
- A saving from interest on borrowing due to no new borrowing scheduled for 2022/23 being entered into yet.
- A saving on Minimum Revenue Provision due to the year-end Capital Financing Requirement being lower than anticipated due to underspends and carry forwards in the 2021/22 capital programme.
- A net underspend in Revenues and Benefits mainly due to additional grant income received.
- Additional rental income from Industrial Estates.
- Additional income generated from completed rent reviews.
- An underspend of £15,126 on expenditure on Homeless Accommodation and a shortfall in income of £65,190. This is a direct result of Covid-19 as changes to occupancy and the available provision have had to be made to ensure the health and wellbeing of residents and staff. A budget pressure however was included in the 2022/23 budget to reflect this.
- Additional salary turnover achieved against the budget to date.

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

2.6 As usual the Council's virement procedures will be utilised in 2022/23 to accommodate new areas of spend outwith the current base budgets which can be

funded from underspends, as highlighted within this monitoring report, thus avoiding the additional use of reserves, or pressures on future years budgets.

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

		Original Budget £	Net Updated £	Net Budget to Date £	Net Spend to Date £	Variance £
Covid-19 Related Expenditure	B7	56,300	56,300	14,092	27,912	13,820
Covid-19 Specific Grants	B7	0	(8,900)	(81,690)	(81,631)	59
Local Government Reorganisation	B7	159,100	862,200	238,751	116,823	(121,928)
Total Exceptional Items		215,400	909,600	171,153	63,104	(108,049)

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

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

3. Forecast Outturn Position 2022/23

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

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

3.2 The Council's financial position will continue to be closely monitored and the projected year end position will be reported more fully in a future monitoring report. It will be important to maintain a prudent approach to ensure a sustainable position for future years to avoid any significant variance at year end.

- 3.3 The areas of significant variance noted in this report have been scrutinised fully and incorporated into the 2022/23 budget process for Cumberland Council where the position is deemed to be recurring in nature.

4. Funding

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

The figures show that based on the first quarter the Council may receive an extra £959,668 in business rates income over and above what it has budgeted for. However, it is anticipated that this position could change significantly throughout the year depending upon the performance of other authorities in the Cumbria Pool and the amount of reliefs granted during the year that are subject to Section 31 Grant reimbursement and an updated position will be reported later in the year. A 3-year deficit period was permitted for any Collection Fund deficits as at 31 March 2021 in accordance with the funding package provided by DLUHC.

The previous 2-years saw government provide rating support to the retail leisure and hospitality sectors as a response to the COVID-19 pandemic. This resulted in larger deficits on the collection fund, however, for 2022/23 there is no such support so there should be no exceptional deficits on the collection fund and any surpluses or deficits reported at the end of the year will be as a result of actual collection rates.

5. Balance Sheet Management

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

Balance Sheet item	Balance at 31/03/2022	Balance at Jun 2022	Note
Investments	£25.87m	£29.83m	(i)
Loans	£12.83m	£12.83m	(ii)
Debtors System	£1.74m	£1.20m	(iii)
Creditors System	£0.007m	£0.403m	

- (i) The anticipated annual return on these investments is estimated at £198,200 for 2022/23 with current forecasts anticipated to be slightly above these projections. Further details on the overall Treasury Management performance can be found elsewhere on the agenda.
- (ii) The cost of managing this debt (including any new debt budgeted for from 2022/23 onwards), in terms of interest payable, is budgeted at £980,500 in 2022/23 with costs currently showing a saving against budget due to new borrowing not entered into yet.
- (iii) There may be a significant impact on the cash flow of the Council if outstanding debts are not received. Any debts deemed to be irrecoverable are written off against a bad debt provision set up specifically for this purpose. Other significant debts relate to Council Tax, NNDR, and Housing Benefit overpayments.
- (iv) The Council's VAT partial exemption calculation for the period ending June 2022 is currently 1.67%, well below the 5% limit.

6. Bad Debt Write-Offs

- 6.1 The Corporate Director of Finance and Resources has delegated authority for the write-off of outstanding debts for NNDR, Council Tax and Debtors (including Penalty Charge Notices). In accordance with this, the Executive is asked to note that debts totalling £95,239.10 have been written off during Quarter 1 to the end of June 2022. A summary of bad debts is given in Table 1 in **Appendix E** of this report and these costs will fall against the following:

	£
General Fund	15,208.79
Council Tax (Collection Fund)	74,563.05
NNDR	5,467.26
Total Write-offs	95,239.10

- 6.2 The “write-ons” itemised in Table 2 in **Appendix E**, totalling £11,853.94 are in respect of balances originally written off that have since been paid. The write-ons will be credited as follows:

	£
General Fund	14.95
Council Tax (Collection Fund)	10,925.86
NNDR	913.13
Total Write-ons	11,853.94

- 6.3 In the case of the General Fund, the write-offs will be charged against provisions for bad debts. However, VAT, which has been identified separately, will be recouped in future VAT returns. Any write-off/write-on of Council Tax/NNDR will fall against the provisions within the Collection Fund. Any Council Tax court costs written off will be charged against the Bad Debt Provision within the General Fund.
- 6.4 The level of outstanding debt has increased during the pandemic and although a ‘soft’ debt recovery process was initially agreed whereby letters were issued asking debtors to contact the Council to discuss flexible repayment terms, and a signpost to the CTRS scheme for council taxpayers, the formal debt recovery procedures are now in place in order to safeguard the Council’s cash position.

7. Risks

- 7.1 The ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.
- 7.2 The main risk to the Council is the impact of energy and other cost of living inflationary pressures and also any on-going impact of COVID-19 in terms of additional costs and shortfalls of income.

8. Consultation

- 8.1 Consultation to date.
SMT and JMT have considered the issues raised in this report.
- 8.2 Consultation Proposed
People Panel will consider the report on 6 October 2022.

9. Conclusion and reasons for recommendations

- 9.1 The Executive is asked to:
- (i) Note the budgetary performance position of the Council to June 2022;
 - (ii) Note the action by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6;

- (iii) Note the release of reserves as set out in the table at paragraph 2.2, and note the virements approved as detailed in Appendix A.

10. Contribution to the Carlisle Plan Priorities

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

Contact details:

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- A, B1 to B7, C to E

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

- None

Corporate Implications:

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

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

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

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

Information Governance - There are no information governance implications.

REVENUE BUDGET MONITORING 2022/23

VIREMENTS PROCESSED FOR PERIOD APRIL TO JUNE 2022

Date	Virement Details	Recurring/ Non-recurring	Value	Authorised By
Requested by Officers (under £35,000 or delegated authority)				
09/05/2022	Release of Council Tax Income Guarantee to offset the deficit on the Collection Fund as a result of loss of Council Tax income in 2020/21 due to the Covid-19 pandemic	Non-recurring	23,000	OD.58/22 Corporate Director of Finance and Resources
07/06/2022 & 08/07/2022	Release of funding from Revenue Grant Reserve for Partnerships Place Co-ordinator	Non-recurring	9,300	Corporate Director of Finance and Resources
07/06/2022	Release of funding from Revenue Grant Reserve for Sustainable Food City Co-ordinator	Non-recurring	6,000	Corporate Director of Finance and Resources
07/06/2022 & 04/07/2022	Release of funding from Revenue Grant Reserve for One Public Estate	Non-recurring	16,100	Corporate Director of Finance and Resources
07/06/2022 & 08/07/2022	Release of funding from Revenue Grant Reserve for St Cuthbert's Garden Village	Non-recurring	135,100	Corporate Director of Finance and Resources
16/05/2022	Release of Carry Forward Reserve in respect of phase 1 site investigation work on land at Grearhill	Non-recurring	60,000	OD.64/22 Corporate Director of Finance and Resources
16/05/2022	Release of Carry Forward Reserve in respect of phase 1 site investigation work on land at Morton	Non-recurring	60,000	OD.65/22 Corporate Director of Finance and Resources
08/07/2022	Release of funding from Revenue Grant Reserve for Gas Safety Measures	Non-recurring	600	Corporate Director of Finance and Resources
Approved by Executive (£35,000 to £70,000 or delegated authority)				
21/02/2022	Additional non-recurring funding provided to support mental health provision in Carlisle and the continuation of the existing environmental clean-up and enforcement scheme.	Non-recurring	100,000	Executive RD.75/21
Approved by Council (over £70,000)				
19/07/2022	Revenue Carry Forwards from 2021/22 into 2022/23	Non-recurring	1,967,900	Council RD.23/22

REVENUE BUDGET MONITORING 2022/23

COMMUNITY SERVICES	Gross Expenditure	Gross Income	Recharges	Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	20,648,000	(5,305,000)	(3,731,800)	11,611,200
Budget to date	4,414,474	(1,513,975)	(1,060,829)	1,839,670
Total Actual	4,500,686	(1,754,688)	(1,052,859)	1,693,139
Variance	86,212	(240,713)	7,970	(146,531)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	86,212	(240,713)	7,970	(146,531)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Car Parking	1	20,354	51,390	43	71,787
Bereavement Services	2	18,047	33,878	96	52,021
Healthy Cities	3	(43,413)	(8,714)	0	(52,127)
Other Green Spaces	4	33,271	(53,887)	62	(20,554)
Recycling and Waste Services	5	44,160	(256,695)	(2,220)	(214,756)
Miscellaneous	6	13,794	(6,686)	9,989	17,097
Total Variance to date		86,212	(240,713)	7,970	(146,531)

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

REVENUE BUDGET MONITORING 2022/23

CORPORATE SUPPORT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	3,972,100	(307,500)	(3,455,400)	209,200
Budget to date	1,542,891	(200,949)	(864,877)	477,065
Total Actual	1,527,903	(180,982)	(863,937)	482,984
Variance	(14,988)	19,967	940	5,919
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(14,988)	19,967	940	5,919

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Customer Contact	1	(13,823)	20,042	272	6,490
Miscellaneous	2	(1,165)	(75)	668	(571)
Total Variance to date		(14,988)	19,967	940	5,919

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

REVENUE BUDGET MONITORING 2022/23

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	3,867,400	(1,072,600)	(416,400)	2,378,400
Budget to date	927,254	(314,432)	(104,226)	508,596
Total Actual	954,145	(260,167)	(104,100)	589,878
Variance	26,891	54,265	126	81,282
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	26,891	54,265	126	81,282

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Development Control	1	17,325	76,410	0	93,735
Miscellaneous	2	9,566	(22,145)	126	(12,453)
Total Variance to date		26,891	54,265	126	81,282

Note	Economic Development - Comments
1.	Overspend on employee related costs; shortfall in fee income received.
2.	Minor overspends and increased income across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

FINANCE AND RESOURCES	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	32,618,300	(26,908,700)	(2,889,500)	2,820,100
Budget to date	12,477,026	(12,833,327)	(512,419)	(868,720)
Total Actual	12,076,608	(12,963,972)	(511,800)	(1,399,164)
Variance	(400,418)	(130,645)	619	(530,444)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(400,418)	(130,645)	619	(530,444)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Treasury and Debt Management	1	(391,681)	(20,772)	0	(412,453)
Revenues and Benefits	2	(18,440)	(109,837)	126	(128,152)
Miscellaneous	3	9,703	(35)	493	10,161
Total Variance to date		(400,418)	(130,645)	619	(530,444)

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

REVENUE BUDGET MONITORING 2022/23

GOVERNANCE AND REGULATORY	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	12,452,900	(5,919,900)	(3,824,800)	2,708,200
Budget to date	3,324,506	(2,034,803)	(957,301)	332,402
Total Actual	3,265,002	(2,111,903)	(948,891)	204,208
Variance	(59,504)	(77,100)	8,410	(128,194)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(59,504)	(77,100)	8,410	(128,194)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Industrial Estates	1	24,449	(78,071)	0	(53,622)
Strategic Asset Investment	2	(38,676)	(4,242)	140	(42,778)
Homeless Accommodation	3	(15,126)	65,190	0	50,064
Miscellaneous	4	(30,151)	(59,977)	8,270	(81,858)
Total Variance to date		(59,504)	(77,100)	8,410	(128,194)

Note	Governance & Regulatory Services - Comments
1.	Overspend on third party payments; increased rental income as a result of backdated rent reviews.
2.	Additional income generated from completed rent reviews; increased level of valuation fees received.
3.	Underspend on employee related expenditure and supplies and services, overspend on premises expenditure; shortfall in income as a direct result of Covid-19 as changes to occupancy levels and the available provision have had to be made to ensure the health and wellbeing of residents and staff.
4.	Minor underspends and increased income across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

CORPORATE MANAGEMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	(1,541,200)	(1,969,700)	0	(3,510,900)
Budget to date	234,893	(444,277)	0	(209,384)
Total Actual	69,805	(443,501)	0	(373,696)
Variance	(165,088)	776	0	(164,312)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(165,088)	776	0	(164,312)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Other Financial Costs	1	(178,419)	775	0	(177,644)
Miscellaneous	2	13,331	1	0	13,332
Total Variance to date		(165,088)	776	0	(164,312)

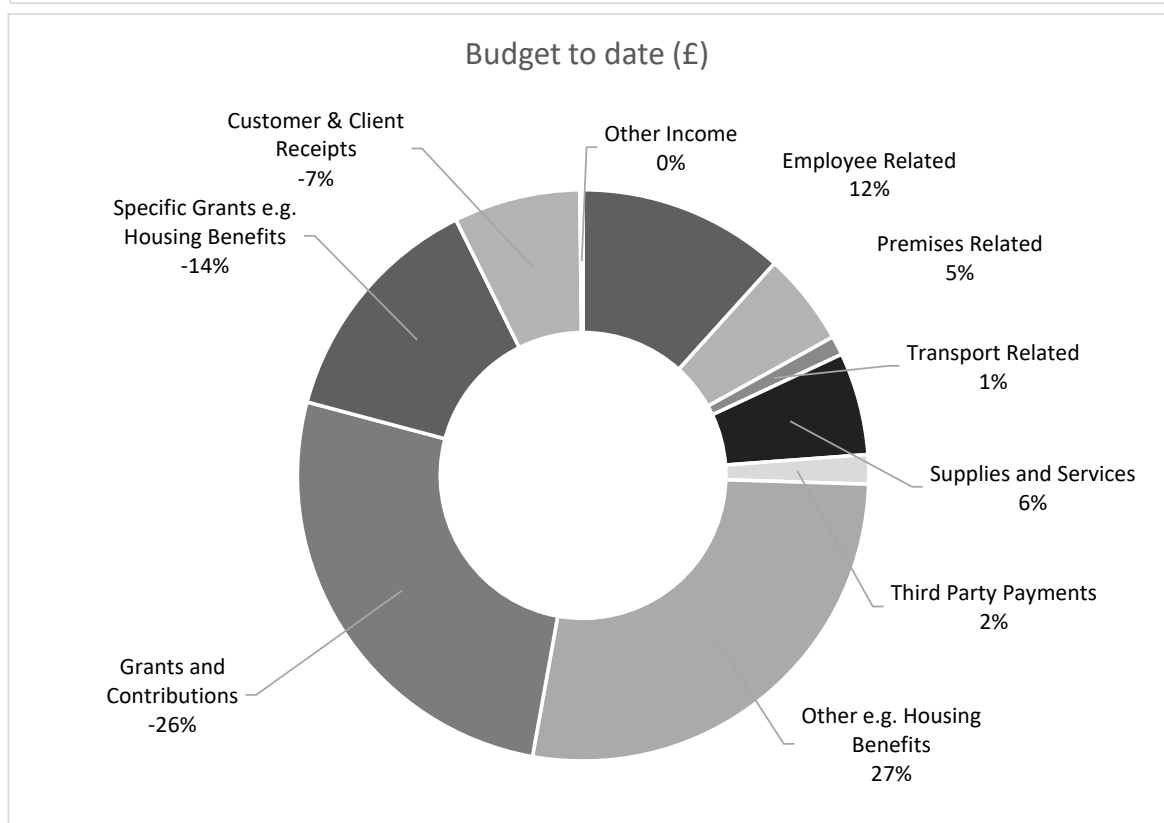
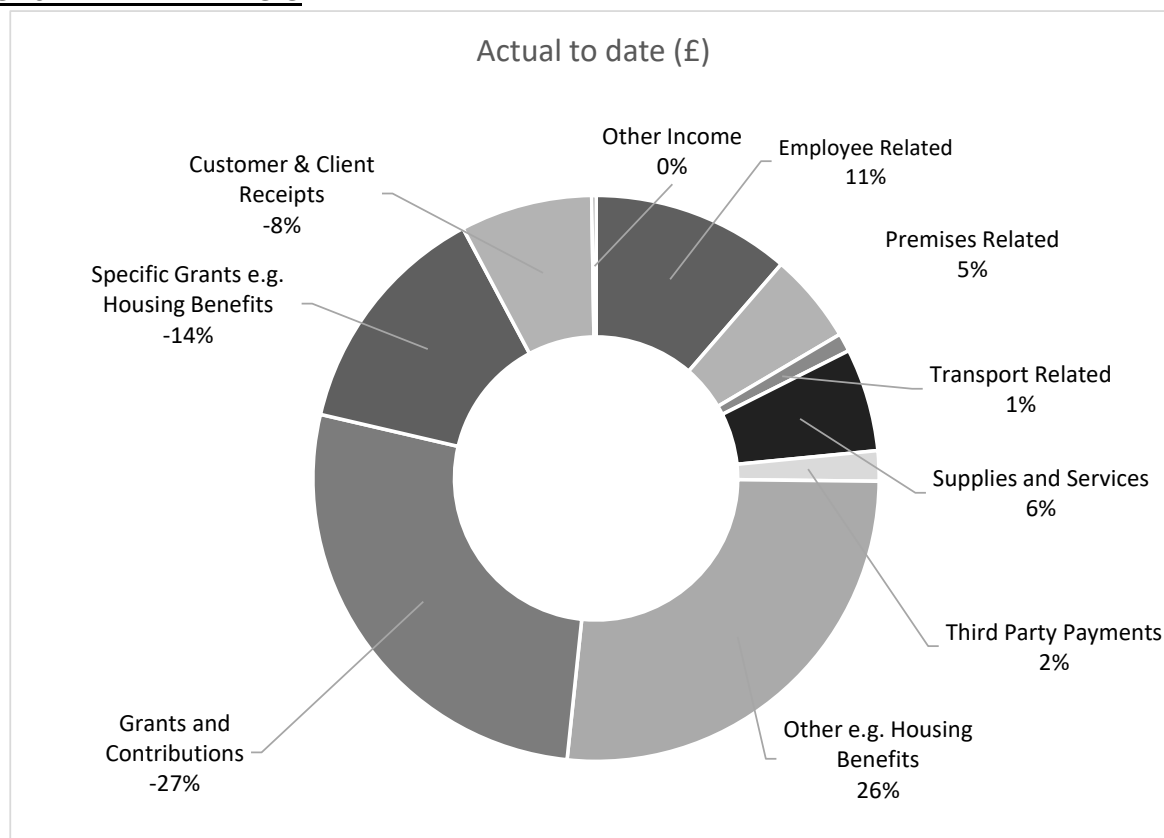
Note	Corporate Management - Comments
1.	Improvements in savings for Salary Turnover (£138,963) and additional savings found (£38,800).
2.	Minor overspends across other services within the Directorate.

REVENUE BUDGET MONITORING 2022/23

EXCEPTIONAL ITEMS	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 June 2022	£	£	£	£
Annual Budget	1,035,100	(125,500)	0	909,600
Budget to date	296,653	(125,500)	0	171,153
Total Actual	191,604	(128,500)	0	63,104
Variance	(105,049)	(3,000)	0	(108,049)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(105,049)	(3,000)	0	(108,049)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Covid-19 Related Expenditure & Grants	1	16,879	(3,000)	0	13,879
Local Government Reorganisation	2	(121,928)	0	0	(121,928)
Total Variance to date		(105,049)	(3,000)	0	(108,049)

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

SUBJECTIVE ANALYSIS

BUSINESS RATES INCOME

	2021/22 Outturn	2022/23 NNDR1	2022/23 Q1
Local Share of Income (Per NNDR1)	(17,415,961)	(16,489,930)	(16,489,930)
Renewables (Per NNDR1)	(378,052)	(412,335)	(412,335)
Renewables Bfwd (NNDR3 Previous Year)	4,122	0	0
Enterprise Zone (Per NNDR1)	(418,227)	(225,003)	(225,003)
Tariff (Per Final Settlement)	12,569,244	12,568,847	12,568,847
Section 31 Grants (reimbursement of funded reliefs)			
Section 31 Grants (Flooding)	(5,055,072)	(3,206,585)	(3,394,817)
Section 31 Grant Expanded Retail Discount, Nursery and Local Newspaper			
Estimated Collection Fund Deficit/(Surplus) per NNDR1	9,462,618	2,958,134	2,958,134
Spreading of Deficit	0	197,036	197,036
Levy Payable to Pool	1,349,235	1,660,000	1,430,000
Pool Redistribution	(700,000)	(940,000)	(813,000)
Total Income	(582,093)	(3,889,836)	(4,181,068)
Budget			
Section 31 Grant B/Fwd (Earmarked Reserve)	9,462,618	3,155,200	3,155,200
Baseline Funding	(3,335,200)	(3,335,700)	(3,335,700)
Business Rates Multiplier Grant	(173,800)	(340,900)	(340,900)
Additional Rates Income - Pooling/Growth	(2,700,000)	(2,700,000)	(2,700,000)
Total Budget	3,253,618	(3,221,400)	(3,221,400)
Additional Income retained	(3,835,711)	(668,436)	(959,668)

BAD DEBT PROVISION

TABLE 1		Write-Offs June 2022		
Type of Debt	No.	£	Comments	
NNDR (General)	4	5,467.26	01/04/22 to 30/06/22	
Council Tax	63	74,563.05	01/04/22 to 30/06/22	
Debtors:				
Private Tenants	0	0.00	01/04/22 to 30/06/22	
Housing Benefit Overpayments	17	6,977.48	01/04/22 to 30/06/22	
General Fund	15	8,231.31	01/04/22 to 30/06/22	
Penalty Charge Notices:				
On Street	0	0.00	01/04/22 to 30/06/22	
Off Street	0	0.00	01/04/22 to 30/06/22	
TOTAL	99	95,239.10		
TABLE 2		Write-Ons June 2022		
Type of Debt		£	Comments	
NNDR (General)	6	913.13	01/04/22 to 30/06/22	
Council Tax	18	10,925.86	01/04/22 to 30/06/22	
Debtors:				
Private Tenants	0	0.00	01/04/22 to 30/06/22	
Housing Benefit Overpayments	1	13.01	01/04/22 to 30/06/22	
General Fund	6	1.94	01/04/22 to 30/06/22	
TOTAL	31	11,853.94		

Carlisle City Council

Report to Executive

Item
A.6

Report details

Meeting Date:	30 August 2022
Portfolio:	Finance, Governance and Resources
Key Decision:	No
Policy and Budget Framework	Yes
Public / Private	Public
Title:	TREASURY MANAGEMENT: APRIL TO JUNE 2022
Report of	CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number	RD 33/22

Purpose / Summary:

This report provides the regular quarterly report on Treasury Transactions including the requirements of the Prudential Code.

Recommendations:

Members are requested to note

- (i) That this report be received, and the Prudential Indicators noted as at the end of June 2022.

Tracking

Executive:	30 August 2022
Audit Committee:	28 September 2022
Council:	Not applicable

1. Background

1.1 The purpose of this report is to inform Members on various Treasury Management issues. The report is set out as follows:

(i) Appendix A sets out the schedule of Treasury Transactions for the period April–June 2022

- Appendix A1 – Treasury Transactions April to June 2022
- Appendix A2 – Investment Transactions April to June 2022
- Appendix A3 – Outstanding Investments at June 2022

(ii) Appendix B discusses the Prudential Code and Prudential Indicators for 2022/23

- Appendix B1 – Prudential Code background
- Appendix B2 – Prudential Indicators

2. Risks

2.1 The Council's Treasury Management function is responsible for investing the Council's surplus cash balances and managing cash flows appropriately. The Treasury Management Strategy Statement and the Treasury Management Practices are completed and approved in line with the CIPFA Code and include appropriate mechanisms for dealing with the Council's investments and borrowing needs.

3. Consultation

3.1 Audit Committee will consider the report on 28 September 2022.

4. Conclusion and Reasons for Recommendations

4.1 That this report is received, and the Prudential Indicators noted as at the end of June 2022.

5. Contribution to the Carlisle Plan Priorities

5.1 To ensure that the Council's investments are in line with appropriate policies including the Treasury Management Strategy Statement.

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report: Appendix A1 – Treasury Transactions

Appendix A2 – Investment Transactions

Appendix A3 – Outstanding Investments

Appendix B1 – Prudential Code background

Appendix B2 – Prudential Indicators

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 – Treasury Management activities are delegated to the Corporate Director of Finance and Resources and Financial Procedure Rule 3.19 requires that she prepare an annual report on the topic. This Report fulfils that obligation.

Property Services – Not applicable

Finance – Included in the report

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

Information Governance – No implications

TREASURY TRANSACTIONS
APRIL to JUNE 2022

1. LOANS (DEBT)1.1 Transactions April to June 2022

	Raised		Repaid	
	£	%	£	%
P.W.L.B	0	0.00	0	0.00
Local Bonds	0	0.00	0	0.00
Short Term Loans	0	0.00	0	0.00
Overnight Borrowing	0	0.00	0	0.00
	0		0	

This provides a summary of any loans that have been raised or repaid, analysed by type, since the previous report.

1.2 Loans (Debt) Outstanding at end of June 2022

	£
PWLB	12,812,500
Short Term Loans	12,800
	12,825,300

1.3 Loans Due for Repayment (Short Term)

	PWLB £	Overnight £	Other £	Total £
Short Term Debt at end June 2022	475,000	0	12,800	487,800

2. INVESTMENTS

	Made		Repaid	
	£	%	£	%
Short Term Investments	12,050,000	0.51-2.05	8,290,000	0.51-0.81
	12,050,000		8,290,000	

A full schedule of investment transactions is set out in Appendix A2. Appendix A3 shows outstanding investments at end of June 2022. The weighted average return achieved on all investments as at the end of June was 1.42%. Bank base rate stood at 1.25% on the final day this report covered.

3 REVENUES COLLECTED

To: June 2022		Collected £	% of Amount Collectable %
2022/23	Council Tax NNDR	21,209,673	28.97
		13,567,381	31.76
Total		34,777,053	30.00
2021/22	Council Tax NNDR	20,326,669	28.88
		8,764,152	32.61
Total		29,090,821	29.61
2020/21	Council Tax NNDR	18,885,338	28.22
		6,493,519	28.27
Total		25,378,857	28.23

4 BANK BALANCE

At end of June 2022, £227,423 in hand.

This is the Council's bank balance at the end of the last day covered by the report.

5 PERFORMANCE ON TREASURY MANAGEMENT BUDGET
TO END OF JUNE 2022
 April – June 2022

	Profiled Budget £000	Actual £000	Variance £000
Interest Receivable	(50)	(70)	(20)
Interest Payable	193	0	(193)
Less Rechargeable	0	0	0
	193	0	(193)
Principal Repaid (MRP)	268	68	(200)
Debt Management	12	13	1
NET BALANCE	423	11	(412)

The profiled budget is to the end of June 2022.

Interest receivable is in line with current budget expectations.

The dividends received from the property fund have maintained an income of approximately £32,000 per quarter. The yield to the end of June was 3.09%. The valuation of the investment at the end of June was £4,068,820.

Interest payable is currently below budget due to no new borrowing entered into yet.

APPENDIX A2

INVESTMENT TRANSACTIONS APRIL TO JUNE 2022

INVESTMENTS MADE			INVESTMENTS REPAID	
	£			£
Federated Investors	4,000,000.00		Standard Chartered	1,000,000.00
Standard Chartered	1,000,000.00		HSBC	1,350,000.00
Standard Chartered	1,000,000.00		Standard Chartered	1,000,000.00
HSBC	1,350,000.00		HSBC	3,940,000.00
Standard Chartered	1,000,000.00		Standard Chartered	1,000,000.00
HSBC	3,700,000.00			
TOTAL	12,050,000			8,290,000
			Bfwd	25,866,729
			Paid	12,050,000
			Repaid	8,290,000
			Total	29,626,729
			CCLA	202,091
			Total	29,828,820

Outstanding Investments as at 30 June 2022

Category	Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Days to maturity at execution	Total Interest Expected (£)
Y	MMF Federated Investors (UK)	4,000,000	1.12%		MMF		
O	HSBC UK Bank Plc (RFB)	4,760,000	1.00%		Call1		
R	Standard Chartered Bank	1,000,000	1.23%	30/03/2022	29/07/2022	121	4,078
O	HSBC UK Bank Plc (RFB)	5,000,000	1.16%		Call31		
R	Standard Chartered Bank	1,000,000	1.35%	30/03/2022	26/08/2022	149	5,511
R	Standard Chartered Bank	1,000,000	1.48%	29/04/2022	28/10/2022	182	7,380
R	Standard Chartered Bank	1,000,000	1.59%	27/05/2022	25/11/2022	182	7,928
R	Standard Chartered Bank	1,000,000	2.05%	24/06/2022	22/12/2022	181	10,166
R	Santander UK PLC	7,000,000	1.01%		Call180		
Total Investments		£25,760,000	1.14%			163	£35,062

Borrower	Current Market Value (£)	Current Yield	Start Date	Initial Investment (£)	Initial Market Value (£)	Unrealised Growth (£)	% Growth
CCLA Property Fund	4,068,820	3.09%	31/07/2014	3,000,000	2,836,896	1,068,820	35.6%

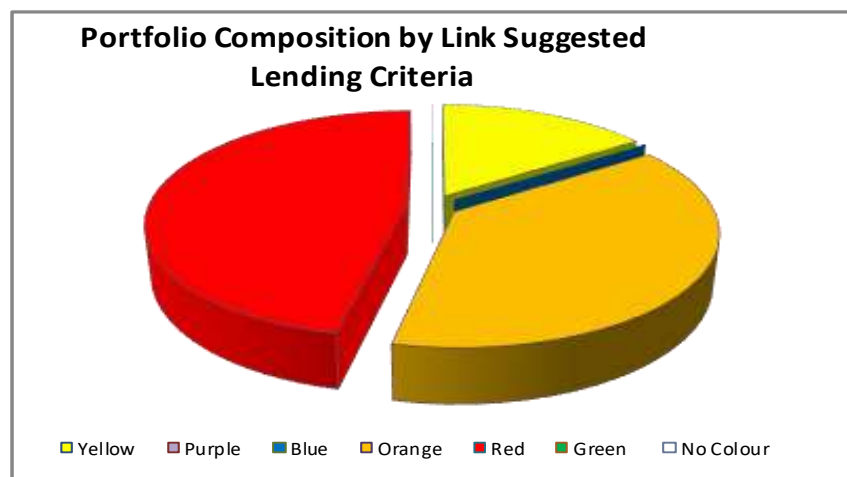
1. Entry Costs were charged against Treasury Management Budget in 2014/15

N.B Interest is recognised in the appropriate financial year in which it is due.

Investment Summary

	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	Weighted Average Rate of Return WARoR	Weighted Average Days to Maturity WAM	Weighted Average Days to Maturity from Execution WAM at Execution
Yellow	15.53%	4,000,000	100.00%	4,000,000	15.53%	1.12%	0	0
Purple	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Blue	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Orange	37.89%	9,760,000	100.00%	9,760,000	37.89%	1.08%	16	16
Red	46.58%	12,000,000	58.33%	7,000,000	27.17%	1.23%	149	173
Green	0.00%	-	0.00%	-	0.00%	0.00%	0	0
No Colour	0.00%	-	0.00%	-	0.00%	0.00%	0	0
	100.00%	25,760,000	80.59%	20,760,000	80.59%	1.14%	76	87

	Link's Suggested Criteria
Y	Up to 5 Years
P	Up to 2 Years
B	Up to 1 Year
O	Up to 1 Year
R	Up to 6 months
G	Up to 3 months
N/C	No Colour



Risk Score for Colour (1 = Low, 7 = High)	Jun-22	Mar-22	Dec-21	Sep-21
1	0.16	0.0	0.1	0.0
2	0.0	0.0	0.0	0.0
3	0.0	0.0	0.0	0.0
4	1.5	1.8	1.5	1.7
5	2.3	2.7	2.4	2.8
6	0.0	0.0	0.0	0.0
7	0.0	0.0	0.0	0.0
	4.0	4.5	4.0	4.5

Normal' Risk Score	3.5	3.5	3.5	3.5
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THE PRUDENTIAL CODE AND PRUDENTIAL BORROWING

1. Introduction

- 1.1 The Local Government Act 2003 brought about a new borrowing system for local authorities known as the Prudential Code (the Code). This gives to Councils much greater freedom and flexibility to borrow without government consent so long as they can afford to repay the amount borrowed.
- 1.2 The aim of the Code is to support local authorities when making capital investment decisions. These decisions should also be in line with the objectives and priorities as set out in the Council's Corporate Plan.
- 1.3 The key objectives of the Code are to ensure, within a clear framework, that the capital investment plans of the Council are affordable, prudent and sustainable, or if appropriate, to demonstrate that they may not be. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. These objectives are consistent with and support local strategic planning, local asset management planning and proper option appraisal. They also encourage sound treasury management decisions.

2. Prudential Indicators

- 2.1 To demonstrate that the Council has fulfilled these objectives, the Code sets out indicators that must be used. It is for the council to set any indicative limits or ratios. It is also important to note that these indicators are not designed to be comparative performance figures indicators but to support and record the Council's decision-making process.
- 2.2 Appendix B2 sets out the latest performance indicators for the current year.

3. Supported and Unsupported (or Prudential) Borrowing

- 3.1 Local authorities have always funded a substantial element of their capital programme via borrowing. This continues to be the case but until the introduction of the Prudential Code any local authority borrowing was essentially based upon a government 'permission to borrow'. Following the introduction of the Prudential Code in 2003, the permission to borrow was essentially withdrawn and Councils were given greater freedom to borrow so long as they can demonstrate that the

revenue consequences of such borrowing (i.e. the cost of the debt) are sustainable, affordable and prudent in the medium to long term.

PRUDENTIAL INDICATORS

Central to the operation of the Prudential code is the compilation and monitoring of prudential indicators covering affordability, prudence, capital expenditure, and treasury management. Set out below are the indicators for 2022/23 to date as detailed in the Treasury Management Strategy Statement for 2022/23.

(a) Affordability

	2022/23 Original Estimate £	2022/23 Current £
(i) Capital Expenditure	36,074,100	45,526,000
(ii) Financing Costs		
Total Financing Costs	1,049,900	(2,261)
(iii) Net Revenue Stream		
Funding from Govt Grants/Local Taxpayers	14,309,000	14,309,000
(iv) Ratio of Financing Costs to Net Revenue Stream	7.34%	(0.02%)
The figures monitor financing costs as a proportion of the total revenue stream from government grants and local taxpayers. The increase in the ratio of financing costs is mainly attributable to the forecast reduction in investment income.		
(v) Incremental Impact on Council Tax	8.85	8.85
This indicator allows the effect of the totality of the Council's capital investment decisions to be considered at budget setting time.		
(vi) Authorised Borrowing Limit	52,100,000	52,100,000
Maximum Level of Borrowing and Other Long term Liabilities	41,106,000	41,106,000
The authorised borrowing limit is determined by Council prior to the start of the financial year. The limit must not be altered without agreement by Council and should not be exceeded under any foreseeable circumstances.		

	2022/23 Original Estimate £	2022/23 Current £
(vii) Operational Borrowing Limit Maximum Level of Borrowing and Other Long term Liabilities The operational borrowing limit is also determined by Council prior to the start of the financial year. Unlike the authorised limit, it may be breached temporarily due to cashflow variations but it should not be exceeded on a regular basis.	47,100,000 41,106,000	47,100,000 41,106,000
(viii) Capital Financing Requirement (CFR) As at 31 March The CFR is a measure of the underlying borrowing requirement of the authority for capital purposes.	50,878,000	50,878,000

(b) Prudence and Sustainability

	2022/23 Original £
(i) New Borrowing to Date No Long Term Borrowing has been taken in 2022/23 to date	0
(ii) Percentage of Fixed Rate Long Term Borrowing at June 2022	100%
(iii) Percentage of Variable Rate Long Term Borrowing at June 2022 Prudent limits for both fixed and variable rate exposure have been set at 100%. This is due to the limited flexibility available to the authority in the context of its overall outstanding borrowing requirement.	0%
(iv) Minimum Level of Investments Classified as Specified Level of Specified Investments as at June 2022 As part of the Investment Strategy for 2022/23, the Council set a minimum level of 50% for its specified as opposed to non specified investments. The two categories of investment were defined as part of the Strategy but for the City Council non specified investments will presently refer mainly to either investments of over one year in duration or investments placed with building societies that do not possess an appropriate credit rating. These tend to be the smaller building societies.	50.00% 100.00%

Carlisle City Council Report to Executive

Item
A.7

Meeting Date: 30 August 2022
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Capital Budget Overview & Monitoring Report: April to June 2022
 Report of: Corporate Director of Finance and Resources
 Report Number: RD.32/22

Purpose / Summary:

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

Recommendations:

The Executive is asked to:

- (i) Note and comment on the budgetary position and performance aspects of the capital programme for the period April to June 2022;
- (ii) Note the adjustments to the 2022/23 capital programme as detailed in paragraph 2.1.

Tracking

Executive:	30 August 2022
Scrutiny:	6 October 2022 (People Panel)
Council:	n/a

1. Background

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

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

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

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

2. Capital Budget Overview

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

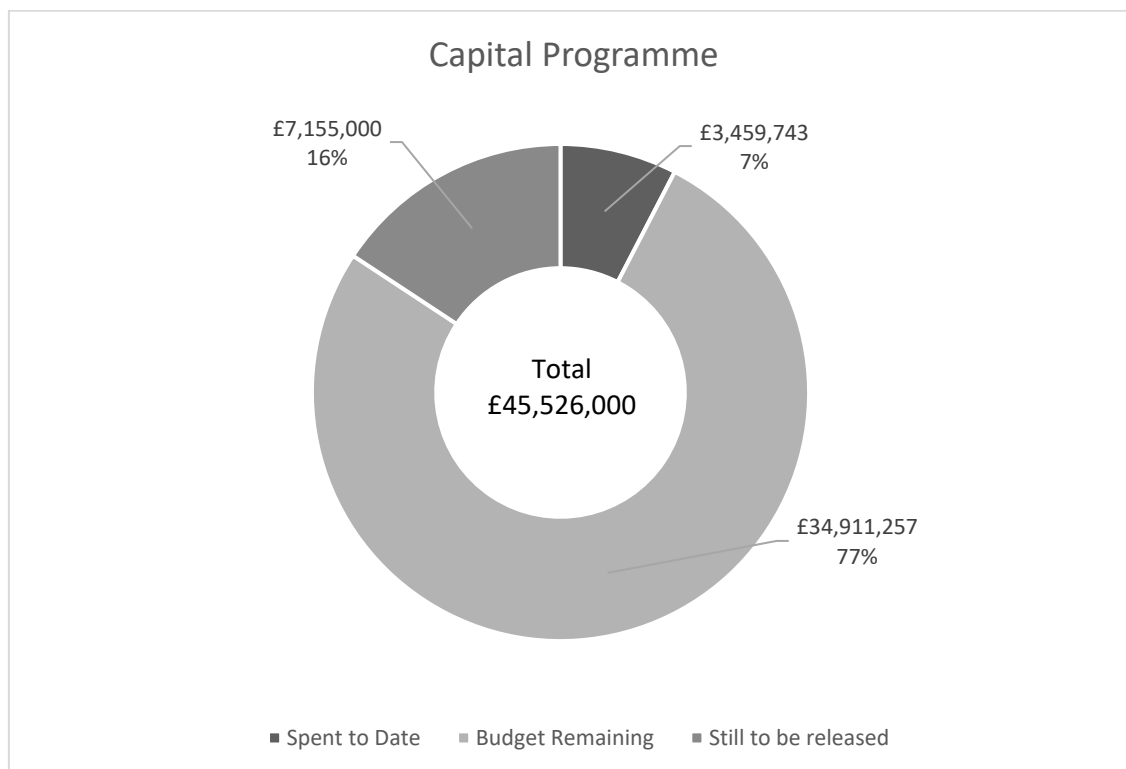
2022/23 Capital Budget	£
Original 2022/23 Programme (approved Feb 2022)	36,074,100
Carry forwards from 2021/22 (RD77/21 Council 01/03/22)	4,295,300
Carry forwards from 2021/22 (RD24/22 Council 19/07/22)	7,106,700
Reprofiling of Future High Street Projects (RD24/22 Council 19/07/22)	(2,284,500)
Additional Disabled Facilities Grant (RD16/21 Council 20/07/21)	255,800
2022/23 Capital Programme (RD24/22 Council 19/07/22)	45,447,400
Increase from S106 contributions towards Play Area Improvements (OD56/22 & OD57/22)	64,200
Increase from S106 contributions towards CCTV equipment (OD54/22)	1,900
Revenue Contribution towards the purchase of Waste Receptacles	12,500
Revised 2022/23 Capital Programme (at Jun 2022)	45,526,000
Less Capital Reserves to be released by Executive (see para 3.9)	(7,155,000)
Revised 2022/23 Capital Programme (released)	38,371,000

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

3. 2022/23 Budget Monitoring

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

Directorate	Revised Annual Budget	Budget to Date	Spend to date	Variance to date	Para. Ref.
	£	£	£	£	
Community Services	9,280,100	2,921,991	2,935,726	13,735	3.3
Corporate Support	494,000	4,226	4,459	233	3.4
Economic Development	4,177,600	44,963	44,953	(10)	3.5
Finance and Resources	43,500	0	0	0	3.6
Governance & Regulatory Services	24,375,800	739,462	474,605	(264,857)	3.7
Total	38,371,000	3,710,642	3,459,743	(250,899)	
Reserves to be released	7,155,000	0	0	0	3.9
Total	45,526,000	3,710,642	3,459,743	(250,899)	



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

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

- 3.2 As at the end of June, expenditure of £3,459,743 has been incurred on the Council's core capital programme. When considered against the profiled budget of £3,710,642 this equates to an underspend of £250,899.
- 3.3 The variance in Community Services relates an overspend of £10,252 on Civic Centre Developments. Bitts Park Improvements. This position is currently being reviewed.
- 3.4 There are no significant variances to report in Corporate Support.
- 3.5 There are no significant variances to report in Economic Development.
- 3.6 There are no significant variances to report in Finance and Resources.
- 3.7 The variance in Governance & Regulatory Services is attributable to an underspend of £261,161 on Disabled Facilities Grants. Spend in the first quarter of 2022/23 was

£444,817 which is consistent with the first half of 2021/22 (£428,974). The position is being closely monitored.

- 3.8 The unspent balance remaining of the revised annual budget of £38,371,000 is £34,911,257. A review of the 2022/23 capital programme will be undertaken to identify accurate project profiles for the remainder of the financial year and any potential slippage into future years.
- 3.9 A number of schemes are included in the capital programme for 2022/23 that require a report to be presented to the Executive for the release of funding before the project can go ahead.

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

4. Financing

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

	Annual Budget £	Current Programme £
Total Programme to be financed (para 2.1)	45,526,000	38,371,000
<u>Financed by:</u>		
Capital Receipts / Borrowing	285,500	285,500
Receipts Used to fund resources	(112,000)	(112,000)
Borrowing Requirement (in year)	16,256,100	10,426,100
Capital Grants		
• Disabled Facilities Grant	2,155,600	2,155,600
• Sustainable Warmth Grant	19,955,000	19,955,000
• Future High Street Fund	2,780,200	2,780,200
• General	933,700	933,700
Direct Revenue Financing	2,377,500	1,052,500
Other Contributions	894,400	894,400
Total Financing	45,526,000	38,371,000

5. Capital Resources

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

	Annual Budget £	Actual £	Variance £	Note
Capital Receipts				
· Asset Review	(285,500)	0	285,500	1
· Used to fund resources	112,000	0	(112,000)	1
· Vehicle Sales	0	(20,191)	(20,191)	2
· Renovation Grants Repaid	0	(10,000)	(10,000)	2
Capital Grants				3
· Disabled Facilities Grant	(2,155,600)	(2,155,574)	26	
· Future High Street Fund	(1,739,900)	(1,217,906)	521,994	
· Sands Centre	(200,000)	0	200,000	
Capital Contributions				4
· Section 106	(859,900)	(271,058)	588,842	
· Disabled Facilities Grants	0	(1,971)	(1,971)	
· General	(34,500)	(32,000)	2,500	
Total	(5,163,400)	(3,708,700)	1,454,700	

Notes:

1. Receipts for 2022/23 are anticipated to be received from asset review sales (£285,500).
2. Included within vehicle sales are receipts of £6,131 for individual vehicle sales that are below the de minimis for capital receipts. These will be transferred to revenue at the year end and will be used to fund the capital programme in line with the capital strategy.
3. Capital grants are generally received once associated capital expenditure has been incurred and the amounts then reclaimed from the sponsoring body.
4. Contributions from Section 106 agreements to Play Area Improvements/CCTV Equipment (£259,100) and Affordable Housing (£600,800).

6. Balance Sheet Management

- 6.1 In line with CIPFA guidance and best practice, information relating to significant capital items on the Council's balance sheet is provided in this section. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis and will ensure that the Council is using its resources effectively and that appropriate governance arrangements are in place around the use of Council assets and liabilities.

- 6.2 Fixed assets are revalued annually to ensure that an up to date value is held in the balance sheet. The revaluation programme is the responsibility of Property Services. It should be noted that some expenditure will be incurred during the course of the year which can be correctly classified as capital expenditure, but which will not increase the value of any of the Council's assets. This expenditure is written off to the revaluation reserve or through the Comprehensive Income and Expenditure Account as appropriate.
- 6.3 The value of fixed assets is a significant part of the balance sheet. In the 2021/22 accounts, fixed assets totalled £215million (2020/21 £191million). This represents 105% of the net current assets of the City Council.
- 6.4 Debtors
This relates to the amount of income due to the Council that has not yet been received. For capital items, this mainly relates to grants and contributions that the Council is able to claim towards funding capital expenditure. Generally capital debtors arise due to timing differences where a cut off point occurs (e.g. the financial year-end) and/or expenditure has been incurred in advance of making the grant claim. As at June 2022 debtors of £327,313 (£342,313 at 31 March 2022) were outstanding for capital grants, contributions and receipts.
- 6.5 Creditors
This is the amount of money due to be paid by the Council for goods and services received from its external customers and contractors. For capital schemes this also includes retentions i.e. the amount due to the contractor after a specified period (normally one year) following the completion of a project; this time is used to assess and correct any defects outstanding on the scheme. Amounts earmarked for retention as at June 2022 totalled £213,309 (£1,924,994 at 31 March 2022).
- 7. Performance**
- 7.1 The 2022/23 programme has been kept to a level that takes account of the Council's ability to deliver schemes with regard to capacity and available resources. Work is ongoing to continue to monitor the profiling of budgets, and these are adjusted to reflect progress in current capital schemes. It is likely that there will still be a requirement for some carry forwards at the year end due to further slippage and delays on projects. Members are reminded that budgets now totalling £7,155,000 are being held in reserves until approved by Executive for release.
- 7.2 The Senior Management Team will provide strategic overview and monitor the effectiveness of the overall programme of work in delivering the Council's priorities and objectives. Technical project support and quality assurance of business cases and associated project management activities will be managed by a Transformation

Sub-Group chaired by the Chief Executive. Decisions to proceed or otherwise with proposed projects will be made in the usual way in accordance with the Council decision making framework.

- 7.3 A review of all capital expenditure incurred is ongoing to ensure that the expenditure has been correctly allocated between revenue and capital schemes. This will facilitate the year end classification of assets.

8. Risks

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

9. Consultation

- 9.1 Consultation to date.
SMT and JMT have considered the issues raised in this report.
- 9.2 Consultation Proposed
People Panel will consider the report on 6 October 2022.

10. Conclusion and reasons for recommendations

- 10.1 The Executive is asked to:
- (i) Note and comment on the budgetary position and performance aspects of the capital programme for the period April to June 2022;
 - (ii) Note the adjustments to the 2022/23 capital programme as detailed in paragraph 2.1.

11. Contribution to the Carlisle Plan Priorities

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

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- A to G

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

- None

Corporate Implications:

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

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

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

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

Information Governance - There are no information governance implications.

Scheme	Original Capital Programme 2022/23 £	Carry Forwards from 2021/22 £	Carry Forwards from 2021/22 £	Updated Capital Programme 2022/23 £	Other Adjustments £	Revised Capital Programme 2022/23 £
Current non-recurring commitments						
Sands Centre Redevelopment	3,450,200	0	3,240,900	6,691,100	0	6,691,100
Future High Street Fund - Market Square	1,011,800	377,300	80,000	1,469,100	(390,000)	1,079,100
Future High Street Fund - 6-24 Castle Street	510,700	42,600	110,700	664,000	(170,200)	493,800
Future High Street Fund - Central Plaza	1,787,300	632,400	37,500	2,457,200	(1,669,700)	787,500
Future High Street Fund - Devonshire Street	220,900	33,600	40,000	294,500	(54,500)	240,000
Future High Street Fund - Delivery Costs	122,500	33,400	24,000	179,900	(100)	179,800
Play Area Improvements	250,000	0	205,500	455,500	64,200	519,700
Sands Car Park Resurfacing	210,000	0	0	210,000	0	210,000
Swifts Car Park Resurfacing	200,000	0	0	200,000	0	200,000
Sustainable Warmth Competition	17,745,000	2,210,000	0	19,955,000	0	19,955,000
Bitts Park Public Realm	0	32,000	10,000	42,000	0	42,000
Energy Monitoring System	0	0	12,000	12,000	0	12,000
Cemetery Infrastructure	0	0	5,700	5,700	0	5,700
Planning Software	0	0	150,000	150,000	0	150,000
Towns Deal - Caldew Riverside	0	0	646,600	646,600	0	646,600
Gateway 44	0	0	300,000	300,000	0	300,000
Rough Sleeping Initiative	0	0	4,800	4,800	0	4,800
Financials Upgrade	0	0	43,500	43,500	0	43,500
Affordable Homes	0	0	600,800	600,800	0	600,800
CCTV Equipment	0	0	0	0	1,900	1,900
	25,508,400	3,361,300	5,512,000	34,381,700	(2,218,400)	32,163,300
Recurring commitments						
Planned Enhancements to Council Property	250,000	80,000	127,700	457,700	0	457,700
Vehicles, Plant & Equipment	1,185,500	0	366,700	1,552,200	0	1,552,200
Recycling Containers	45,000	0	0	45,000	12,500	57,500
ICT Infrastructure	410,400	54,000	29,600	494,000	0	494,000
	1,890,900	134,000	524,000	2,548,900	12,500	2,561,400
Disabled Facilities Grants						
Private Sector Grants	1,899,800	800,000	608,400	3,308,200	255,800	3,564,000
Empty Property Grants	0	0	82,300	82,300	0	82,300
	1,899,800	800,000	690,700	3,390,500	255,800	3,646,300
TOTAL	29,299,100	4,295,300	6,726,700	40,321,100	(1,950,100)	38,371,000
Capital Reserves to be released						
Crematorium Infrastructure	1,775,000	0	350,000	2,125,000	0	2,125,000
Carlisle Southern Link Road	5,000,000	0	0	5,000,000	0	5,000,000
Cemetery Infrastructure	0	0	30,000	30,000	0	30,000
	6,775,000	0	380,000	7,155,000	0	7,155,000
REVISED TOTAL	36,074,100	4,295,300	7,106,700	47,476,100	(1,950,100)	45,526,000

COMMUNITY SERVICES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Vehicles & Plant	1,552,200	221,700	215,103	(6,597)	Replacement of vehicles will be contained within overall annual budget.
Cemetery Infrastructure	5,700	1,427	0	(1,427)	For further improvements to Cemetery due to be carried out in 2022/23.
Civic Centre Development	0	0	10,252	10,252	Final transactions being reviewed and budget will be identified as required.
Play Area Developments	519,700	289,424	304,658	15,234	Projects progressing as planned, additional S106 monies to be released into the budget.
Sands Car Park Resurfacing	210,000	0	0	0	Resurfacing and enhancement work to the Sands car park.
Swifts Car Park Resurfacing	200,000	0	0	0	Resurfacing and enhancement work to the Swifts car park which will serve as an overflow car park for the Sands.
Bitts Park Public Realm	42,000	10,513	0	(10,513)	Externally funded project to undertake public realm improvement works at Bitts Park.
Sands Centre Redevelopment	6,691,100	2,382,633	2,382,643	10	Capital expenditure for the enhancement work to Leisure Facilities. Progress is being monitored and is currently on schedule.
Recycling Containers	57,500	14,394	22,634	8,240	Purchase of waste receptacles.
CCTV Equipment	1,900	1,900	436	(1,464)	Fully funded by S106 monies.
Grand Total	9,280,100	2,921,991	2,935,726	13,735	

CORPORATE SUPPORT

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
ICT Infrastructure	494,000	4,226	4,459	233	Part of ICT Strategy Business Case.
Grand Total	494,000	4,226	4,459	233	

ECONOMIC DEVELOPMENT

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Towns Deal - Caldew Riverside Remediation	646,600	14,290	14,316	26	Funding received from the Town Deal Capital Accelerated Fund and presented and approved by Executive 14/12/2020.
Planning Software	150,000	0	0	0	Project yet to start.
Future High Street Fund - 6-24 Castle Street	493,800	0	0	0	Increase to capital programme approved by Council (ED22/21 20/07/21)
Future High Street Fund - Central Plaza	787,500	0	0	0	
Future High Street Fund - Market Square	1,079,100	10,036	10,000	(36)	
Future High Street Fund - Devonshire Street	240,000	0	0	0	
Future High Street Fund - Delivery Costs	179,800	20,637	20,637	0	
Affordable Homes	600,800	0	0	0	Use of Affordable Homes Commuted Sums to bring empty properties back into use approved by Executive 02/08/2021 (ED25/21)
Grand Total	4,177,600	44,963	44,953	(10)	

FINANCE AND RESOURCES

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

GOVERNANCE & REGULATORY SERVICES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Planned Enhancements to Council Property	457,700	9,476	9,475	(1)	Individual projects progressing as planned.
Rough Sleeping Initiative	4,800	2,067	2,067	0	Capital grant received from DLUHC for the development of the Rough Sleeping Initiative.
Gateway 44	300,000	1,341	1,341	0	Development and Improvement costs associated with the Junction 44 retail development.
Disabled Facilities Grants	3,564,000	705,978	444,817	(261,161)	Mandatory Grants. Grant work is picking up but it is still uncertain how this year's expenditure will be affected. The position is being closely monitored.
Empty Property Grants	82,300	20,600	16,905	(3,695)	Discretionary grants to assist getting empty properties back into use.
Sustainable Warmth Competition	19,955,000	0	0	0	Externally funded project by Business Energy and Industrial Strategy (BEIS) to address fuel poverty, improve energy efficiency and carbon savings and help boost local economy with energy efficiency measures across Cumbria.
Energy Monitoring System	12,000	0	0	0	To provide an Energy Management System to be installed to monitor energy usage across Council owned property.
Grand Total	24,375,800	739,462	474,605	(264,857)	

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

EXCERPT FROM THE MINUTES OF THE PEOPLE PANEL HELD ON 14 JULY 2022

Item
A.8

PEP.22/22 CITIZENS ADVICE CARLISLE & EDEN - UPDATE PRESENTATION ON WORK AND ISSUES FOR LOCAL RESIDENTS

The Healthy City Team Manager presented the work of Citizens Advice Carlisle and Eden (CAB), as they worked with City Council support, to assist residents of Carlisle and District.

Mr Auld, Chief Executive of Citizens Advice Carlisle and Eden, was in attendance to brief Members on the issues facing local residents.

Mr Auld informed the Panel that the CAB provided an independent, impartial advice service via a mixture of paid and voluntary staff. The CAB received financial support from the Council but it had not received an uplift in support for ten years.

Mr Auld set out the top five enquires for support for 2021/22 adding that there had been an increase in employment advice and utilities advice in the last twelve months. Mr Auld provided the Panel with detailed statistics from the CAB and the changes to the demographics of those who sought advice. He explained there had been an increase in those presenting with mental health issues and he outlined the holistic approach that provided by the CAB and partners.

The increase on demand to the service had resulted in budgetary pressures. The CAB used statistical data to identify the key areas of required support and forward plan potential challenges. Mr Auld highlighted the challenges with staff recruitment and retention, the CAB had excellent staff who were trained to a very high level, this meant they were in demand and the CAB could not match wages being offered elsewhere.

Mr Auld stated that the Local Government Reorganisation created funding uncertainty at a time when all available grants had reduced. He outlined some of the work the CAB were involved in including rural services and projects with the NHS. He reiterated that services were under a tremendous amount of pressure due to debt, energy costs, benefits demand and it was likely to get worse.

In considering the report and Mr Auld's presentation the panel raised the following comments and questions:

- Referring to the increase in energy prices, a Member noted that some companies were offering reduced payments which would not, ultimately, cover the cost of the energy bill. Would this impact the service as debt increased?

Mr Auld was aware of the offers being made by some companies to help with fuel costs but agreed it was moving the problem to a future time as the debt would still be there. The CAB provided advice on switching energy providers but this had become limited and there was now no long term help for people. He was aware of grants being given to eligible households, the money was often needed elsewhere and was not being used on energy costs, it would have been helpful for the grants to go direct to the energy bills.

- The eviction embargo had ended, and cases were being progressed through the court system. Was the potential impact of the evictions being monitored?

Mr Auld confirmed that the CAB had been made aware that social housing providers were beginning to start eviction processes, the situation and potential impact on the service was being monitored closely.

- Was there a change in the demographic of people accessing the CAB services?

Mr Auld responded that there had been an increase in households with up to £30,000 annual income accessing services. There was also an increase in request for advice from women under 35.

- The strength of the CAB were the staff, Members were concerned to hear that there was difficulty in recruitment / retention and asked what could be done to assist with the issue.

Mr Auld explained that the CAB had managed to retain contracts and had applied for additional funding to support the service. The CAB were looking at recruiting people who could maintain the remote service and free up local people to deal with face to face matters. The CAB were trying to be creative in how the services were provided in order to help as many people as possible.

The Healthy City Team Manager added that Age UK were training energy advisers and it was hoped that this would alleviate some of the demand on the CAB.

- How did the CAB support individuals who had mental health issues who did not know where to turn or how to access support.

Mr Auld responded that it was difficult to support people who did not reach out for help. If the CAB were contacted they would provide advice, support and signposting as required. A lot of work was being carried out with other organisations such as Mind to help those with mental health issues.

- Was there a waiting list to access CAB services?

Mr Auld confirmed that there was a 2 - 3 day waiting list for triage, then depending on the service required, there was a 1 to 4 week wait for an appointment.

- The CAB covered areas which would be in both of the new Unitary Authorities, was there anything the new authorities could do to support the work?

Mr Auld did not expect a lot of change for the CAB initially. The Reorganisation presented another challenge for the CAB but collaborative work already took place within Carlisle, Copeland and Allerdale areas and less so in the south of the County.

RESOLVED - 1) That Mr Auld, Chief Executive of Citizens Advice Carlisle and Eden, be thanked for insightful and informative presentation (CS.25/22)

2) That the work of the CAB and the statistical information they hold be incorporated into the work of the Cost of Living Crisis Task and Finish Group;

3) That the Panel asked, in light of the current cost of living crisis and the impact on demand for services, that the Executive give consideration to increasing the Carlisle City Council grant funding to the Citizens Advice Bureau.