



COUNCIL

SUMMONS

To the Mayor and Members of Carlisle City Council

You are summoned to attend the Meeting of Carlisle City Council which will be held on **Tuesday, 02 March 2021 at 18:45**, **This meeting will be a virtual meeting and therefore will not take place in a physical location.**

Corporate Director of Governance and Regulatory Services

AGENDA

Virtual Meeting - Link to View

This meeting will be a virtual meeting using Microsoft Teams and therefore will not take place at a physical location following guidelines set out in Section 78 of the Coronavirus Act 2020.

1. **The Mayor will invite the Chaplain to say prayers.**

2. **Register of Attendance and Declarations of Interest**

A roll call of persons in attendance will be taken and Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

3. Minutes

The Council will be asked to receive the Minutes of the meetings of the City Council held on 15 December 2020, 5 January 2021 and 2 February 2021.

4. 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.

5. Announcements

- (i) To receive any announcements from the Mayor
- (ii) To receive any announcements from the Leader of the Council
- (iii) To receive any announcements from Members of the Executive
- (iv) To receive any announcements from the Town Clerk and Chief Executive

6. Council Tax 2021/22

7 - 26

To consider a report of the Corporate Director of Finance and Resources regarding the setting of Council Tax for 2021/22.
(Copy Report RD.61/20 herewith)

7. Questions by Members of the Public

Pursuant to Procedure Rule 10.1, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted on notice by members of the public.

8. Presentation of Petitions and Deputations

Pursuant to Procedure Rule 10.11, the Corporate Director of Governance and Regulatory Services to report that no petitions or deputations have been submitted by members of the public.

9. Questions from Members of the Council

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted on notice by Members of the City Council

10. Minutes of the Executive

The Council will be requested to receive the Minutes of the meetings of the Executive held on 13 January 2021, 8 February 2021 and Special meeting on 15 February 2021 and ask questions of the Leader and Portfolio Holders on those Minutes.

11. Executive - Portfolio Holders Reports

The Council will be asked to receive reports from the following Portfolio Holders:

- | | |
|--|----------------|
| (i) <u>Culture, Heritage and Leisure</u> | 27 - 28 |
| (ii) <u>Communities, Health and Wellbeing</u> | 29 - 32 |
| (iii) <u>Environment and Transport</u> | 33 - 36 |
| (iv) <u>Economy, Enterprise and Housing</u> | 37 - 40 |
| (v) <u>Finance, Governance and Resources</u> | 41 - 42 |
| (vi) <u>Leader's Portfolio</u> | 43 - 46 |

and ask questions of the Leader and Portfolio Holders on those Reports.
(Copy Reports herewith)

12. Minutes

The Council will be asked to receive the Minutes of the meetings as detailed within Minute Book Volume 47(5); and ask questions of the Leader, Portfolio Holders and Committee Chairs.

For ease of reference the Minutes are:

Committee	Meeting Date
Health and Wellbeing Scrutiny Panel	14 and 28 January 2021
Business and Transformation Scrutiny Panel	7 January 2021

Economic Growth Scrutiny Panel	21 January 2021
Regulatory Panel	16 December 2020 and 20 January 2021
Licensing Committee	20 January 2021
Development Control Committee	2 and 4 December 2020 and 6 and 8 January 2021
Audit Committee	18 December 2022
Appeals Panels	11 December 2020
Employment Panel	4 February 2021

13. **Scrutiny**

The Council will be asked to receive reports from the following:

(i) **Vice Chair of the Health and Wellbeing Scrutiny Panel** **47 - 48**

Chair of the Business and Transformation Scrutiny Panel **49 - 50**

(iii) **Chair of Economic Growth Scrutiny Panel** **51 - 52**

(Copy Reports herewith)

14. **Notice of Motion**

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report that no motions have been submitted on notice by Members of the Council.

- 15. Proposals from the Executive in relation to the Council's Budget and Policy Framework**
- (i) Homelessness and Rough Sleeping Strategy 2021-2026** **53 - 140**
- Pursuant to Minute EX.15/21, to consider recommendations from the Executive that the City Council adopt the Homelessness and Rough Sleeping Strategy 2021-26 and action plan.
(Copy Report GD.22/21 and Minute Extracts herewith)
- (ii) Local Environment (Climate Change) Strategy** **141 - 208**
- Pursuant to Minute EX.18/21, to consider recommendations from the Executive that the City Council adopt the Local Environment (Climate Change) Strategy.
(Copy Report PC.05/21 and Minute Extracts herewith)
- (iii) Revenue Budget Overview and Monitoring Report: April to December 2020** **209 - 212**
- Pursuant to Minute EX.24/21, to consider a recommendation from the Executive that the City Council approve the reprofiling of £750,000 as a carry forward request into 2021/22.
(Copy Report RD.64/20 and Minute Extract herewith)
- (iv) Capital Budget Overview and Monitoring Report: April to December 2020** **213 - 216**
- Pursuant to Minute EX.25/21, to consider a recommendation from the Executive that the City Council approve the reprofiling of £3,031,500 to 2021/22.
(Copy Report RD.65/20 and Minute Extract herewith)
- 16. Report of the Independent Remuneration Panel - Members' Allowance Scheme** **217 - 272**
- To consider a report of the Corporate Director of Governance and Regulatory Services setting out the recommendations of the Independent Remuneration Panel.
(Copy Report GD.25/21 herewith)

- 17. Pay Policy Statement 2021/22** **273 - 286**
Pursuant to Minute EMP.09/21, to consider a recommendation from the Employment Panel that the City Council approves the 2021/22 Policy Statement on Chief Officers' Pay.
(Copy Report CS.15/21 and Minute Extract herewith)
- 18. Operation of the Provisions Relating to Call-in and Urgency** **287 - 290**
Pursuant to Overview and Scrutiny Procedure Rule 15 (i), the Corporate Director of Governance and Regulatory Services to report on the operation of call-in and urgency procedures.
(Copy Report GD.24/21 herewith)
- 19. Communications**
To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

PART 'B'

To be considered in private

- NIL -

Report to Council

Agenda
Item:

6.

Meeting Date: 2nd March 2021
Portfolio: Finance, Governance and Resources
Key Decision:
Within Policy and
Budget Framework YES
Public / Private Public

Title: COUNCIL TAX 2021/22
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD61/20

Summary & Recommendations:

This report sets out the calculations to be made by the City Council in setting:

- a) The level of basic Council Tax in 2021/22 in respect of City Council Services at £242.63 and the amount to be levied in non-parished areas at £222.20;
- b) The level of Basic (City) Council Tax which will be charged in different parts of the City Council's area to reflect Special Items (Parish Precepts) – **Appendix A**;
- c) The Basic amount of (City) Council Tax applicable to each category of dwelling in each part of the City Council's area;
- d) The total amount of Council Tax to be levied in 2021/22, inclusive of Cumbria County Council and Police and Crime Commissioner for Cumbria Precept, applicable to each category of dwelling in each part of the City Council's area;
- e) The Council Tax surplus/deficit - **Appendix B**
- f) The Council's Local Council Tax Reduction Scheme and War Pensions voluntary disregard as set out in **Appendix D**;
- g) Discounts and Premiums in accordance with the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 and The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 as set out at **Appendix D**, with Council confirming that:
 - i. The higher amount for long-term empty dwellings that have been unoccupied and substantially unfurnished for a continuous period of more than 10 years (long-term empty premium) to be set at 300% from 1st April 2021.

Council is asked to approve:

- h) The formal Council Tax Resolution as set out in **Appendix C**

Tracking

Council:	2 March 2021
----------	---------------------

1. INTRODUCTION

- 1.1 This meeting marks the third and final stage in the financial and budgetary process introduced by the Local Government Finance Act 1992, and amended by the Localism Act 2011, and culminates in the setting of the Council Tax levels to be applied throughout the Carlisle District for 2021/22.
- 1.2 Stage 1 required the City Council to calculate its Tax Base – this was delegated to the Corporate Director of Finance and Resources and calculated, for 2021/22, as at 15 January 2021.
- 1.3 Stage 2 required the City Council (as the billing authority) to calculate a council tax requirement for the year and this was undertaken at its meeting on 17 February 2021.
- 1.4 The Parish Council Precepts for 2021/22 are detailed in **Appendix A** and total £708,289.
- 1.5 Cumbria County Council is similarly required to calculate its Council Tax requirement, and this was determined at its meeting on 18 February 2021. The precept was set at £51,931,669. This results in a Band D Council Tax of £1,498.04 (1.99% increase for 2021/22 plus 2% Adult Social Care Precept).
- 1.6 The Police and Crime Commissioner for Cumbria is also required to calculate its Council Tax requirement separately from the County Council and this was determined at its meeting on 19 February 2021. The precept was set at £9,434,810. This results in a Band D Council Tax of £272.16 (an increase of 2.47%).
- 1.7 Finally, the City Council as “Billing Authority” is required under Section 30, to set an overall amount of Council Tax, by reference to the aggregate of its own Tax and that set by the Cumbria County Council and the Police and Crime Commissioner for Cumbria.
- 1.8 It should be noted that the City Council has increased its share of Council Tax by £5 (2.30%) for 2021/22. The County Council has raised its share for 2021/22 by 1.99% and 2% for the Adult Social Care Precept. The Police and Crime Commissioner has raised its Council Tax rates for 2021/22 by 2.47%.

2. RELEVANT CALCULATIONS

- 2.1 The legislation is framed in a way, which requires that the relevant calculations are made by the City Council.
- 2.2 Where the information required to support the calculations is complex or lengthy, it is contained in the appendices attached to this report.
- 2.3 The remainder of this report is in the form of a commentary on the relevant calculations, concluding with a recommendation as to the terms in which the City Council should make the appropriate resolution.

3. COUNCIL TAX BASE

The Council Tax Base is a measure of the City Council's taxable resources and is expressed in terms of the equivalent number of 2-person Band D properties. This was calculated by the City Council to be 34,666.41 for the whole of the area. The amount calculated for each parish is set out in **Appendix A**.

4. COUNCIL TAX REQUIREMENT

The City Council's Council Tax Requirement 2021/22 has been determined as £7,702,876.

5. GRANT INCOME

- 5.1 The City Council is required to calculate the aggregate of its estimated income specified grants for 2021/22. These have been notified as: -

	£
Retained Business Rates Baseline / S.31 Grant	3,508,955
Total	3,508,955

- 5.2 Under Council Tax regulations, transactions relating to any surplus or deficit arising from the previous year's Council Tax are to be aggregated and incorporated in the amount of Council Tax set by the billing authority. This is to be achieved by increasing the amount of grant income by the amount of any anticipated surplus on the Collection Fund at 31 March 2021. If a deficiency is anticipated, or the transactions to be accounted for in 2021/22 gave rise to a reduction in liability, then the aggregate of grant income is to be reduced.
- 5.2.1 **Appendix B** summarises the anticipated position on the collection of Council Tax. In accordance with the authority delegated to the Corporate Director of Finance and Resources by the Council, the overall estimated deficit on Council Tax for 2020/21 has been determined at £1,204,081. However, Government has

announced that any deficit can be recovered over a three-year period and the revised deficit to be collected in 2021/22 has therefore been determined at £526,608. The County Council's share of this deficit has been certified and rounded as £390,369, the Police and Crime Commissioner for Cumbria's Share certified and rounded as £71,971, leaving a balance of £64,268 for the City Council.

The Corporate Director of Finance and Resources has determined the budget for 2021/22 will include a deficit of £64,300 reducing to £41,300 in 2022/23 and 2023/24 and a recurring surplus of £50,000 from 2024/25 onwards for the City Council in the MTFP.

- 5.3 On this basis, total estimated grant income should be calculated as **£3,444,655**.

6. CITY COUNCIL BASIC COUNCIL TAX

- 6.1 Basic Council Tax is the average tax for the whole area in respect of the City Council's Council Tax Requirement after first deducting estimated grant income. Its relevance is as a basis for comparison since it will not actually be levied in any part of the Council's area.
- 6.2 Basic Council Tax is calculated by subtracting grant income from Budget Requirement and dividing the result by the Tax Base: -

	£
Budget Requirement	14,555,820
Less BR Estimate Pooling/Growth (note 1)	2,700,000
Less Grant Income	3,444,655
Net Requirement from Collection Fund	8,411,165
Divided by Tax Base	34,666.41
Basic Tax	242.63

Note 1 – The assumed level of Business Rate income because of economic growth combined with joining the Cumbria Pool for Business Rate Retention.

- 6.3 Next, it is necessary to calculate the level of Tax which will be levied in various parts of the City Council's area, according to whether there are special items (parish precepts) to be charged in the area.
- 6.4 By setting aside the total value of special items from the amount required from the Collection Fund, and recalculating the result in the same way as calculating the Basic Tax in 6.2, the result is the amount of Tax which will be levied in the Urban Area and in any parish area for which no precept is required:

	£
Net Requirement from Collection Fund	8,411,165
Less Special Items	708,289
Net requirement excluding Special Items	7,702,876
Divided by Tax Base	34,666.41
Basic Amount of Tax for the Urban Area and Parishes Not Levying a Precept	222.20

- 6.5 A similar calculation is required to be made in respect of each parish area for which a special item is to be charged and these are set out in detail within **Appendix C (Council Tax Resolution)**.

7. COUNCIL TAX APPLICABLE TO EACH PROPERTY BAND

- 7.1 Having calculated the “headline” Tax for each part of the area, it is now necessary to set the level of Tax for each of the eight property bands in each part of the area.

- 7.2 This is done by setting the Tax in proportion to that set for Band D, in the proportions set out in the legislation: -

Valuation Bands								
	A	B	C	D	E	F	G	H
Proportion to 9	6	7	8	9	11	13	15	18

- 7.2.1 The results of carrying out the above calculations are set out in **Appendix C (Council Tax Resolution)**.

8. CUMBRIA COUNTY COUNCIL PRECEPT

The County Council has issued a precept upon the City Council in the sum of £51,931,669 and set its basic Council Tax as £1,498.04 to be charged against each category of dwelling as follows: -

Valuation Band / Basic Amount of Tax

A	B	C	D	E	F	G	H
£998.69	£1,165.15	£1,331.59	£1,498.04	£1,830.93	£2,163.84	£2,496.73	£2,996.08

9. POLICE AND CRIME COMMISSIONER FOR CUMBRIA PRECEPT

The Police and Crime Commissioner for Cumbria has issued a precept upon the City Council in the sum of £9,434,810 and set its basic Council Tax as £272.16 to be charged against each category of dwelling as follows: -

Valuation Band / Basic Amount of Tax

A	B	C	D	E	F	G	H
£181.44	£211.68	£241.92	£272.16	£332.64	£393.12	£453.60	£544.32

10. TOTAL AMOUNT OF COUNCIL TAX 2021/22

- 10.1 The amount of Council Tax to be levied in 2021/22 in respect of each category of dwelling in each part of the City Council's area is arrived at by adding together the amounts calculated at paragraph 6.4 to the amount set by Cumbria County Council as notified and set out in paragraph 8 and the amount set by the Police and Crime Commissioner for Cumbria and set out in Paragraph 9. i.e.

	Band D Council Tax Levels		
	£	% Increase	% of Council Tax
City	222.20	2.30	11.1%
County*	1,498.04	3.99	75.2%
Police	272.16	2.47	13.7%
Total	1,992.40		100.0%

*Includes 2% Adult Social Care Precept

- 10.2 The amounts are set out in **Appendix C (Council Tax Resolution)**.

11. CONSULTATION

- 11.1 Consultation to Date.
Not applicable.

- 11.2 Consultation proposed.
Not applicable.

12. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 12.1 To ensure that a balanced budget is set.

Contact Officer: Emma Gillespie

Ext: 7289

**Appendices
attached to report:**

Appendix A The level of Basic (City) Council Tax which will be charged in different parts of the City Council's area to reflect Special Items (Parish Precepts)

Appendix B Council Tax surplus/deficit calculation

Appendix C The Formal Council Tax Resolution for 2021/22

Appendix D In accordance with the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012

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 must have a balanced budget to deliver its services and also achieve and sustain an appropriate level of reserves. The setting of the overall Council Tax for the Carlisle District is the final stage of the budget process and it is the responsibility of full Council to approve the aggregate charge by the statutory date of 11th March each year, in accordance with Section 30 of the Local Government and Finance Act 1992.

PROPERTY SERVICES – There are no property asset implications.

FINANCE – included 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.

SPECIAL AMOUNTS DUE TO PARISH COUNCILS

PARISH/AREA	SPECIAL ITEMS (Parish Precepts) £	TAX BASE	BASIC AMOUNT OF COUNCIL TAX £
Arthuret	59,121	732.14	80.75
Askerton	0	54.04	0.00
Beaumont	8,300	196.73	42.19
Bewcastle	4,500	138.76	32.43
Brampton	179,793	1,568.30	114.64
Burgh By Sands	17,200	508.87	33.80
Burtholme	2,400	90.28	26.58
Carlatton & Cumrew	1,700	60.61	28.05
Castle Carrock	6,273	141.59	44.30
Cummersdale	12,160	548.87	22.15
Cumwhitton	5,145	135.66	37.93
Dalston	77,933	1,166.61	66.80
Denton Nether	8,000	102.56	78.00
Denton Upper	1,216	35.49	34.26
Farlam	7,275	227.05	32.04
Hayton	16,500	897.07	18.39
Hethersgill	7,000	134.89	51.89
Irthington	8,501	319.34	26.62
Kingmoor	9,853	428.84	22.98
Kingwater	970	63.62	15.25
Kirkandrews	8,471	155.26	54.56
Kirklington	2,500	147.42	16.96
Midgeholme	0	25.01	0.00
Nicholforest	6,000	136.31	44.02
Orton	7,250	179.90	40.30
Rockcliffe	7,103	310.24	22.90
Scaleby	5,400	135.80	39.76
Solport & Stapleton	2,800	144.56	19.37
Stanwix Rural	46,500	1,422.95	32.68
St Cuthbert Without	25,500	1,881.51	13.55
Walton	7,725	108.71	71.06
Waterhead	1,200	48.50	24.74
Westlinton	2,000	141.05	14.18
Wetheral	152,000	2,673.53	56.85
Total	708,289		

APPENDIX B

2020/21 Council Tax Deficit to be collected in 2021/22					
	£	£	£	£	%
Income into Fund 2020/21					
Council Tax Payments (inc MOD)	63,727,943				
Plus Arrears to be Collected 2021/22 Onwards	2,426,518				
Net Transfers from Council Fund	0				
Rebates Including Second Adult	0				
Total Estimated Income 2020/21	66,154,461				
Expenditure from Fund 2020/21					
Police Authority Precept	9,154,518				13.7%
County Precept	49,654,101				74.1%
City Including Parish Precepts	8,174,780				12.2%
	66,983,399				
Estimated (Deficit)/Surplus on Fund as at 15/01/21	(828,938)				
1. <u>Deficit to be Collected 2021/22</u>	Total	2021/22	2022/23	2023/24	
(Surplus) on Collection Fund 31/03/20	(50,781)	(50,781)	0	0	
Deficit/(Surplus) 1993-2019	187,272	62,424	62,424	62,424	
Deficit/(Surplus) 2020/21 (See Above)	828,938	276,313	276,313	276,313	
Less (Deficit)/Surplus Distributed to 2019/20	238,653	238,653	0	0	
Deficit/(Surplus) to be Returned 2021/22	1,204,081	526,608	338,737	338,737	
Police Authority Share	164,559.96	71,970.77	46,294.60	46,294.60	
County Council Share	892,573.15	390,369.42	251,101.87	251,101.87	
City Council Share	146,948.37	64,268.29	41,340.04	41,340.04	
	1,204,081.48	526,608.47	338,736.50	338,736.50	

Note 1 – The Corporate Director of Finance and Resources has determined a deficit of £64,300 for 2021/22, a deficit of £41,300 for 2022/23 and 2023/24 and a recurring surplus of £50,000 from 2024/25 onwards for the City Council in its MTFP.

COUNCIL TAX RESOLUTION 2021/22

1. That it be noted that at its meeting on 2 March 2021 the City Council calculated the Council Tax Base 21/22:
 - a) For the whole Council area as 34,666.41 (Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (The “Act”), and;.
 - b) For dwellings in those parts of its area to which a Parish Precept relates as below:

Parish of:	
Arthuret	732.14
Askerton	54.04
Beaumont	196.73
Bewcastle	138.76
Brampton	1,568.30
Burgh By Sands	508.87
Burtholme	90.28
Carlton & Cumrew	60.61
Castle Carrock	141.59
Cummersdale	548.87
Cumwhitton	135.66
Dalston	1,166.61
Denton Nether	102.56
Denton Upper	35.49
Farlam	227.05
Hayton	897.07
Hethersgill	134.89
Irthington	319.34
Kingmoor	428.84
Kingwater	63.62
Kirkandrews	155.26
Kirklington	147.42
Midgeholme	25.01
Nicholforest	136.31
Orton	179.90
Rockcliffe	310.24
Scaleby	135.80
Solport & Stapleton	144.56
Stanwix Rural	1,422.95
St Cuthbert Without	1,881.51
Walton	108.71
Waterhead	48.50
Westlinton	141.05
Wetheral	2,673.53
& for the urban area of CARLISLE	19,604.34
Total	34,666.41

2. Calculate that the Council Tax requirement for the Council’s own purposes for 2021/22 (excluding Parish Precepts) is £7,702,876

3. That the following amounts be now calculated by the City Council for the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended):
 - (a) 14,555,820 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
 - (b) £3,508,955 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
 - (c) £8,411,165 Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax Requirement for the year. (Item R) in the formula in Section 31A(4) of the Act).
 - (d) £242.63 Being the amount at 3(c) above (Item R), all divided by Item T (1 above) calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
 - (e) £708,289 Being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act.
 - (f) £222.20 Being the amount at 3(d) above, less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept relates.
4. To note that the County Council and the Police and Crime Commissioner for Cumbria have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of dwellings.

BASIC AMOUNT OF COUNCIL TAX FOR CITY COUNCIL SERVICES APPLICABLE TO EACH CATEGORY OF DWELLING IN EACH PART OF								
PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	201.96	235.63	269.29	302.95	370.27	437.60	504.91	605.90
ASKERTON	148.13	172.82	197.51	222.20	271.58	320.96	370.33	444.40
BEAUMONT	176.26	205.63	235.01	264.39	323.15	381.90	440.65	528.78
BEWCASTLE	169.75	198.04	226.34	254.63	311.22	367.80	424.38	509.26
BRAMPTON	224.56	261.98	299.41	336.84	411.70	486.55	561.40	673.68
BURGH BY SANDS	170.66	199.11	227.55	256.00	312.89	369.78	426.66	512.00
BURTHOLME	165.85	193.49	221.14	248.78	304.07	359.35	414.63	497.56
CARLATTON & CUMREW	166.83	194.64	222.44	250.25	305.86	361.48	417.08	500.50
CASTLE CARROCK	177.66	207.28	236.89	266.50	325.72	384.95	444.16	533.00
CUMMERSDALE	162.90	190.05	217.20	244.35	298.65	352.95	407.25	488.70
CUMWHITTON	173.42	202.32	231.23	260.13	317.94	375.75	433.55	520.26
DALSTON	192.66	224.78	256.89	289.00	353.22	417.45	481.66	578.00
DENTON NETHER	200.13	233.49	266.84	300.20	366.91	433.63	500.33	600.40
DENTON UPPER	170.97	199.47	227.96	256.46	313.45	370.45	427.43	512.92
FARLAM	169.49	197.74	225.99	254.24	310.74	367.24	423.73	508.48
HAYTON	160.39	187.12	213.86	240.59	294.06	347.52	400.98	481.18
HETHERSGILL	182.72	213.18	243.63	274.09	335.00	395.91	456.81	548.18
IRTHINGTON	165.88	193.52	221.17	248.82	304.12	359.41	414.70	497.64
KINGMOOR	163.45	190.69	217.94	245.18	299.67	354.15	408.63	490.36
KINGWATER	158.30	184.68	211.07	237.45	290.22	342.99	395.75	474.90
KIRKANDREWS	184.50	215.26	246.01	276.76	338.26	399.77	461.26	553.52
KIRKLINTON	159.44	186.01	212.59	239.16	292.31	345.46	398.60	478.32
MIDGEHOLME	148.13	172.82	197.51	222.20	271.58	320.96	370.33	444.40
NICHOLFOREST	177.48	207.06	236.64	266.22	325.38	384.54	443.70	532.44
ORTON	175.00	204.16	233.33	262.50	320.84	379.17	437.50	525.00
ROCKCLIFFE	163.40	190.63	217.87	245.10	299.57	354.04	408.50	490.20
SCALEBY	174.64	203.74	232.85	261.96	320.18	378.39	436.60	523.92
SOLPORT & STAPLETON	161.04	187.89	214.73	241.57	295.25	348.94	402.61	483.14
STANWIX RURAL	169.92	198.24	226.56	254.88	311.52	368.16	424.80	509.76
ST CUTHBERT WITHOUT	157.16	183.36	209.55	235.75	288.14	340.53	392.91	471.50
WALTON	195.50	228.09	260.67	293.26	358.43	423.60	488.76	586.52
WATERHEAD	164.62	192.06	219.50	246.94	301.82	356.70	411.56	493.88
WESTLINTON	157.58	183.85	210.11	236.38	288.91	341.44	393.96	472.76
WETHERAL	186.03	217.04	248.04	279.05	341.06	403.08	465.08	558.10
All other parts of the City Council's area	148.13	172.82	197.51	222.20	271.58	320.96	370.33	444.40

Precepting Authority	VALUATION BANDS							
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Cumbria County Council	998.69	1,165.15	1,331.59	1,498.04	1,830.93	2,163.84	2,496.73	2,996.08
Police & Crime Commissioner for Cumbria	181.44	211.68	241.92	272.16	332.64	393.12	453.60	544.32

Aggregate of Council Tax requirements

AMOUNT OF COUNCIL TAX TO BE LEVIED IN 2021/22 IN RESPECT OF EACH CATEGORY OF DWELLING IN EACH PART OF								
PART OF THE COUNCIL'S AREA	VALUATION BANDS		BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	BAND A	BAND B						
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	1,382.09	1,612.46	1,842.80	2,073.15	2,533.84	2,994.56	3,455.24	4,146.30
ASKERTON	1,328.26	1,549.65	1,771.02	1,992.40	2,435.15	2,877.92	3,320.66	3,984.80
BEAUMONT	1,356.39	1,582.46	1,808.52	2,034.59	2,486.72	2,938.86	3,390.98	4,069.18
BEWCASTLE	1,349.88	1,574.87	1,799.85	2,024.83	2,474.79	2,924.76	3,374.71	4,049.66
BRAMPTON	1,404.69	1,638.81	1,872.92	2,107.04	2,575.27	3,043.51	3,511.73	4,214.08
BURGH BY SANDS	1,350.79	1,575.94	1,801.06	2,026.20	2,476.46	2,926.74	3,376.99	4,052.40
BURTHOLME	1,345.98	1,570.32	1,794.65	2,018.98	2,467.64	2,916.31	3,364.96	4,037.96
CARLATTON & CUMREW	1,346.96	1,571.47	1,795.95	2,020.45	2,469.43	2,918.44	3,367.41	4,040.90
CASTLE CARROCK	1,357.79	1,584.11	1,810.40	2,036.70	2,489.29	2,941.91	3,394.49	4,073.40
CUMMERSDALE	1,343.03	1,566.88	1,790.71	2,014.55	2,462.22	2,909.91	3,357.58	4,029.10
CUMWHITTON	1,353.55	1,579.15	1,804.74	2,030.33	2,481.51	2,932.71	3,383.88	4,060.66
DALSTON	1,372.79	1,601.61	1,830.40	2,059.20	2,516.79	2,974.41	3,431.99	4,118.40
DENTON NETHER	1,380.26	1,610.32	1,840.35	2,070.40	2,530.48	2,990.59	3,450.66	4,140.80
DENTON UPPER	1,351.10	1,576.30	1,801.47	2,026.66	2,477.02	2,927.41	3,377.76	4,053.32
FARLAM	1,349.62	1,574.57	1,799.50	2,024.44	2,474.31	2,924.20	3,374.06	4,048.88
HAYTON	1,340.52	1,563.95	1,787.37	2,010.79	2,457.63	2,904.48	3,351.31	4,021.58
HETHERSGILL	1,362.85	1,590.01	1,817.14	2,044.29	2,498.57	2,952.87	3,407.14	4,088.58
IRTHINGTON	1,346.01	1,570.35	1,794.68	2,019.02	2,467.69	2,916.37	3,365.03	4,038.04
KINGMOOR	1,343.58	1,567.52	1,791.45	2,015.38	2,463.24	2,911.11	3,358.96	4,030.76
KINGWATER	1,338.43	1,561.51	1,784.58	2,007.65	2,453.79	2,899.95	3,346.08	4,015.30
KIRKANDREWS	1,364.63	1,592.09	1,819.52	2,046.96	2,501.83	2,956.73	3,411.59	4,093.92
KIRKLINTON	1,339.57	1,562.84	1,786.10	2,009.36	2,455.88	2,902.42	3,348.93	4,018.72
MIDGEHOLME	1,328.26	1,549.65	1,771.02	1,992.40	2,435.15	2,877.92	3,320.66	3,984.80
NICHOLFOREST	1,357.61	1,583.89	1,810.15	2,036.42	2,488.95	2,941.50	3,394.03	4,072.84
ORTON	1,355.13	1,580.99	1,806.84	2,032.70	2,484.41	2,936.13	3,387.83	4,065.40
ROCKCLIFFE	1,343.53	1,567.46	1,791.38	2,015.30	2,463.14	2,911.00	3,358.83	4,030.60
SCALEBY	1,354.77	1,580.57	1,806.36	2,032.16	2,483.75	2,935.35	3,386.93	4,064.32
SOLPORT & STAPLETON	1,341.17	1,564.72	1,788.24	2,011.77	2,458.82	2,905.90	3,352.94	4,023.54
STANWIX RURAL	1,350.05	1,575.07	1,800.07	2,025.08	2,475.09	2,925.12	3,375.13	4,050.16
ST CUTHBERT WITHOUT	1,337.29	1,560.19	1,783.06	2,005.95	2,451.71	2,897.49	3,343.24	4,011.90
WALTON	1,375.63	1,604.92	1,834.18	2,063.46	2,522.00	2,980.56	3,439.09	4,126.92
WATERHEAD	1,344.75	1,568.89	1,793.01	2,017.14	2,465.39	2,913.66	3,361.89	4,034.28
WESTLINTON	1,337.71	1,560.68	1,783.62	2,006.58	2,452.48	2,898.40	3,344.29	4,013.16
WETHERAL	1,366.16	1,593.87	1,821.55	2,049.25	2,504.63	2,960.04	3,415.41	4,098.50
All other parts of the City Council's area	1,328.26	1,549.65	1,771.02	1,992.40	2,435.15	2,877.92	3,320.66	3,984.80

COUNCIL'S POLICY ON DISCOUNTS AND PREMIUMS:

Council Tax Reduction Scheme

The Council operates a local Council Tax Reduction Scheme under Section 13A and Schedule 1a of the Local Government Finance Act 1992. The scheme for pension age applicants is the Central Government scheme, as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) (Regulations 2012). The continuation of the current scheme for 2021/22 was approved as part of the budget setting process.

Modified Schemes – War Pensions Disregard

Housing Benefit and Council Tax Reduction Scheme assessments are determined in accordance with the Modified Scheme provisions, under which a 100% voluntary disregard is applicable of War Disablement Pensions, War Widows Pensions and War Widowers' Pensions, under Section 134(8) and 139(6) of the Social Security Administration Act 1992.

The regulations and explanations regarding the setting of The Council Tax Prescribed Classes of Dwellings, for England, for the purposes of Section 11A and 11B of the Local Government Finance Act 1992, as set out below:

Section 11A of the Local Government Finance Act 1992

Classes A and B:

Class A - unoccupied and furnished properties with a planning restriction of at least 28 days (second homes)

Class B –unoccupied and furnished properties which are not restricted by a planning condition (second homes).

Class A and Class B – no discount - 100% charge applies.

Classes C & D:

Class C – unoccupied and unfurnished.

Class D – unoccupied unfurnished properties requiring major repairs for a period up to 12 months.

Class C discount unchanged, to remain set at 50% for a period up to 6 months then 25% for a period up to 2 years and zero discount thereafter.

Class D discount unchanged, to remain set at 75%

Classes E & F:

Class E – A property excluded from the long term empty premium due to the relevant person residing elsewhere in accommodation provided for and in connection with their employment with the Ministry of Defence.

Class F – A property which forms part of an annexe to another property and is being used as part of that main residence.

Class E discount unchanged, to remain set at 50% for a period up to 6 months then 25% for a period up to 2 years and zero discount thereafter.

Class F discount unchanged, to remain set at 50% for a period up to 6 months then 25% for a period up to 2 years and zero discount thereafter.

Long Term Empty Premium

A long-term empty dwelling is a dwelling that has been unoccupied and substantially unfurnished for a continuous period of at least 2 years. A lower rate premium applies for dwellings unoccupied and substantially unfurnished for up to 5 years and a medium rate premium applies to dwellings unoccupied and substantially unfurnished for at least 5 years and less than 10 years. A higher rate premium applies to dwellings unoccupied and substantially unfurnished for 10 years or more.

The lower amount for long term empty dwellings to be set at 100%, the medium amount to be set at 200% and the higher amount to be set at 300%.

REGULATIONS:

The Local Government Finance Act 2012 - Regulations published:

- The Council Tax (Exempt Dwelling) (England) (Amendment) Order 2012
SI 2012/2965 – came into force on 1st April 2013
This amendment removed two of the classes from the order (Classes A and C) so they are no longer exempt from Council Tax.
- The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 - SI 2012/2964 - came into force on 1st April 2013.

S11(2) of the LGFA 1992 ("The Act") makes provision for empty homes discounts of 50%. Section 11A of the Act makes special provision for England, in relation to the empty homes discounts, providing for the discounts to be reduced in relation to certain classes of dwelling prescribed by the Secretary of State.

Section 11B of the Act (inserted by the LGFA 2012) makes provision for an empty homes premium to be charged in relation to such classes of long-term empty dwellings as the billing authority choose, subject to exceptions prescribed by the Secretary of State.

These regulations relate to England and prescribe one additional class of dwelling for the purposes of S11A of the Act and two further classes of dwelling for the purposes of Section 11B of the Act

The Prescribed Classes:

Class A - unoccupied and furnished properties with a planning restriction of at least 28 days (second homes)

Class B – unoccupied and furnished properties which are not restricted by a planning condition (second homes)

Paragraph (3) of regulation 2 prescribes Classes A and B in the 2003 Regulations for the purposes of Section 11A(4) of the Act. Billing authorities in England will be able to reduce or end the council tax discount for chargeable dwellings which are **unoccupied and furnished**, and the occupation of which is restricted by a planning condition preventing occupation for a continuous period of at least 28 days in the relevant year and therefore fall within Class A. Billing Authorities will also be able to reduce or end the Council Tax discount for chargeable dwellings which are **unoccupied and furnished**, and the occupation of which is not restricted by a planning condition preventing

occupancy for a continuous period of at least 28 days in the relevant year and therefore fall within class B.

In relation to dwellings of any class prescribed by the Secretary of State for the purposes of Section 11A(4A) of the Act (inserted by section 11 of the Local Government Finance Act 2012) an English billing authority may determine that the Council Tax discounts applicable where there is no resident of the dwelling shall be replaced by any percentage of Council Tax up to 100%.

Class C – unoccupied and unfurnished.

Class D – Unoccupied unfurnished properties requiring major repairs for a period up to 12 months.

Classes C and D are prescribed by paragraph (3) of regulation 2 for the purposes of section 11A(4A). Class D is an additional class inserted into the 2003 Regulations by paragraph (4) of regulation 2 of these Regulations. Billing authorities in England will be able to decide what percentage of Council Tax to charge in relation to these classes of dwelling instead of the discount, up to the full amount. Dwellings which are unoccupied and substantially unfurnished will fall into Class D where they are undergoing, or have undergone within the last six months, major repairs, but they will only fall into this class for a maximum period of 12 months. Dwellings, which are unoccupied and substantially unfurnished will fall into Class C.

Class E – Sole or main residence of an individual where:

That individual is a qualifying person in relation to another dwelling provided by the Secretary of State for defence for the purposes of armed forces accommodation and for which that individual is job-related (no empty homes premium)

Would be the sole or main residence of an individual if that individual were not a qualifying person in relation to another dwelling provided by the Secretary of State for Defence for the purposes of armed forces accommodation and for which that individual is job-related (no empty homes premium).

Class F – property which forms part of a single property which includes at least one other dwelling and which is being used by a resident of that other dwelling, or as the case may be, one of those other dwellings as part of their sole or main residence (no empty homes premium).

Classes E and F are prescribed by paragraph (3) of regulation 2 for the purposes of section 11B(2) of the Act. These classes are inserted into the 2003 Regulations by

paragraph (4) of regulation 2 of these Regulations. Billing Authorities in England will not be able to charge an empty homes premium in relation to a dwelling which would be the sole or main residence of a person but which is empty while that person resides in accommodation provided by the Ministry of Defence by reason of their employment i.e. service personnel posted away from home (described by Class E and the definitions and schedule currently in the 2003 Regulations). Billing Authorities will also be prevented from charging an empty homes premium in relation to dwellings which form annexes in a property which are being used as part of the main residence or dwelling in that property (described by Class F in the Regulations).

- The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 - Came into force on 1st April 2019

Higher amount for a long-term empty dwelling is prescribed by Section 12 of the LGFA 2012 which inserted Section 11B into the LGFA 1992. A long-term empty dwelling is a dwelling that has been unoccupied and substantially unfurnished for a continuous period of at least 2 years. The maximum percentage by which Council tax may be increased is as follows:

- For the financial year beginning on 1 April 2019 the relevant maximum is **100%**
- For the financial year beginning on 1 April 2020 the relevant maximum is **100%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for less than 5 years.
- For the financial year beginning on 1 April 2020 the relevant maximum is **200%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for at least 5 years.
- For the financial year beginning on 1 April 2021 the relevant maximum is **100%** for long-term empty dwellings that have unoccupied and substantially unfurnished for less than 5 years.
- For the financial year beginning on 1 April 2021 the relevant maximum is **200%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for at least 5 years and less than 10 years.
- For the financial year beginning on 1 April 2021 the relevant maximum is **300%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for at least 10 years.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Culture, Heritage & Leisure Portfolio Holder's Report –
Councillor Stephen Higgs**

TOURISM / DISCOVER CARLISLE

The Council's Event Management Safety Group has suspended all events and activities on Council land and property until 1st May. The Discover Carlisle team is contributing to the work of the Cumbria-wide Tactical Visitor Management Group and Cumbria Tourism on a post-COVID recovery campaign. The Destination Manager will be producing a Visitor Economy and City Centre COVID Recovery Action Plan, specific to Carlisle and district. The team has continued to build the photo and video library over the winter, and a new promotional video is in production for the 2021 season. A refreshed Historic Walking Tour and Discover Carlisle's Solway Coast leaflets have been produced. Work has commenced with partners across Hadrian's Wall to celebrate its 1900th anniversary by producing and curating a series of events across the World Heritage Site.

The Discover Carlisle team has supported various TV production companies over the winter and TV programmes 'World's Most Scenic Railway Journeys', 'Robson Green Walking Coast to Coast' and 'The Cabins' have all been broadcast.

BITTS PARK CULTURAL & CREATIVE VILLAGE

Work is ongoing to create a development of small business units, with a focus on locally based retail and catering, in Bitts Park, utilising a disused area to the rear of the Lodge building. The proposed development, for which an application for temporary five-year planning consent has been submitted (app ref 21/0079), would make use of upcycled shipping container infrastructure and aims to provide opportunities for new starter businesses and individuals to secure short term, affordable leases to test their business models without major commitment or risk. This scheme received funding of £150,000 from MHCLG as part of the Towns Fund accelerator.

SPORTS AND LEISURE SERVICES

Carlisle Sports Hardship Fund

Carlisle City Council and Cumbria County Council have jointly contributed to a £20,000 fund to support clubs that are struggling during the pandemic. The project is being administered by Active Cumbria who have contacted all clubs to see what help they require. The hardship fund is aimed at not-for-profit sporting organisations that have not been able to access other support.

Sands Centre Redevelopment

The main contract for the Sands Centre Redevelopment continues to progress well. The main demolition works have been completed with the next phase being the consolidation of the ground and work on the new building foundations and the swimming pool.

TULLIE HOUSE

As of 5th January, Tullie House has been closed as part of the nationwide lockdown. Work continues behind the scenes on gallery developments. Our new costume galleries are ready to open and we have further updates planned to the Border Galleries in 2021 (Covid-19 permitting), including a refresh of the Roman section of the Border Galleries and a new Social History display. Strong progress is also being made on Project Tullie, our capital and organisational development programme with an application to the National Lottery Heritage Fund due to be submitted in April 2021.

CUMBRIA MUSEUM OF MILITARY LIFE

Cumbria's Museum of Military Life has not reopened due to Lockdown3. Staff are currently working from home or are furloughed. We are working closely with English Heritage in preparation for reopening when it is safe to do so.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –
Councillor Elizabeth Mallinson**

HEALTHY CITY TEAM

Play Areas

Planning for the complete upgrade of Hammonds Pond play area, in Upperby, continues. Designs received from suppliers of new equipment, based on the results of a public consultation held in Autumn 2020, are currently being refined and evaluated whilst further feedback on the scheme has been invited from local charities who support children with disabilities. Some of the existing items on the site, which are still in good structural condition, will receive refurbishments as part of the process.

Smaller scale refurbishments and enhancements to individual items of play equipment or surfacing at sites in Cummersdale, Hunters Crescent (Garlands), Hadrian's Gardens (near Houghton) and Chances Park (Morton) are also planned for the coming months, ensuring high standards of play provision for children across the area.

Space to Talk Partnership

Carlisle City Council has been approached by Newcastle City Council, who are interested in adopting the Space to Talk model. We have also been asked to present at the next UK Healthy Cities meeting in mid-March on the Space to Talk initiative.

Food Carlisle

After a long delay, because of the Covid-19 situation, we have now successfully appointed a Co-ordinator to reinvigorate the Food Carlisle partnership. This post is part funded by the Sustainable Food Places run by the Soil Association.

As part of the Co-ordinator's role, we continue to support the national 'Sugar Smart' campaign such as 'Fizz Free February'.

CUSTOMER SERVICES

Customer Services has remained busy since the last Portfolio Report. We have been the first point of contact for Business Grants, Track & Trace payments and Council Tax Recovery. Early on January we had increased volume due to weather events which caused disruption to waste services collections and an element of response to localised flood risk. We have also been dealing with a number of persistent complainants. The general mood of contact has been one of frustration, where people seem less tolerant. In the circumstances, the team have done a fantastic job handling these calls professionally.

We have been supporting other services by seconding members of our team to other departments that are on the front line of our Covid-19 response. Three members of our team, including the reception team, are working with Track and Trace. We have also assisted by providing a team member to support the crematorium team during particularly busy periods. Customer Services are using a web based phone system which enables us to work from home. A number of other departments have had need of this system including, Track and Trace, Building Control, Planning, Council Tax Processing, Recovery and Economic Development. We have set up these systems and trained over 60 users so our services keep running with minimal impact on the customer.

Telephone Contact

December and January are typically quiet months but we have seen no let up. We handled 24,936 calls in this period which is an increase of 14,037 calls in the same period last year, for the reasons stated above.

Emails

We handled 3913 emails in December and January which was an increase of 1949 from the same period last year. This was mainly due to Council Tax recovery actions. Our target of dealing with 90% of emails within 48 hrs was one again achieved with a performance of 93%. Advisors volunteered for overtime to achieve this target.

Supervisor Call Backs

As referenced in previous reports, Supervisor call backs are in place for the less digitally inclusive for the assisted completion of online forms including, Council Tax Reduction and Housing Benefit. This has remained successful with a further 17 appointments completed in December and January.

Foodbank Referrals

We are still supporting Foodbank Referrals with our automated system. We referred 52 people to the foodbank in December and January.

Domestic Abuse Code of Guidance draft amendments

The Domestic Abuse Bill continues to pass through the parliamentary process and will introduce a new category of priority need which effectively removes the 'vulnerability' test for those who are homeless as a result of being a victim of domestic abuse.

Cumbria awaits notification of the allocation of funding to support the implementation of the new duties. Work is currently underway to map existing emergency accommodation and support needs / trends to ensure that essential services can continue.

Carlisle City Council currently delivers specialist supported accommodation to victims and their children as part of the Cumbria wide Domestic Abuse Partnership. The external funding from the Ministry of Housing, Communities & Local Government (MHCLG) for these posts ends 31st March 2021.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Environment & Transport Portfolio Holder's Report –
Councillor Nigel Christian**

NEIGHBOURHOOD SERVICES

Following the success of the campaign last year to reduce fly-tipping at recycling bring sites after Christmas, we were pleased to note a reduction this year in the amount of waste dumped at the recycling sites. However, a number of people continued to deposit their waste illegally which is being followed through by our Civil Enforcement Officers.

Additional signage was installed with cameras operational at a number of the key sites. As a result, the Enforcement Team has so far issued:

- 78 caution questionnaire letters sent to residents requesting further information regarding the investigation into the illegal deposit of waste at the recycling sites. Residents who fail to respond will be invited for formal interview
- Issued 19 fixed penalty notices with fines ranging from £80 - £200. These are for cases where household waste was dumped or where there was clearly no intent to use the recycling bins correctly
- Issued 16 formal warning letters where it was felt the case did not warrant a fine being issued
- A further 95 formal warning letters are in the process of being issued

We have seen an increase in reports of fly-tipping, up by about one-third, for the same period (April to January), the Enforcement Team are continuing to work proactively with Councillors and Parish Councils and making full use of our deployable cameras supported by additional signage to deter and identify those responsible for littering and fly-tipping.

NOTE: April to January 2019-20	642 reports of fly-tipping
April to January 2020-21	865 reports of fly-tipping

Members may also be aware that the Enforcement vehicles are now 100% electric (three vehicles) and displaying very high-profile livery to further raise the profile of the service

and reinforce our commitment to keeping Carlisle clean. From mid-February, this fleet will include a very high-profile and fully electric camera van that will be deployed on key routes to tackle roadside litter.

Note: the switch to electric was possible following a 'fleet challenge' where the additional cost of the electric vehicles was made possible from savings from reducing the enforcement fleet from four diesel vehicles to three with no impact on service delivery. Our Fleet Manager is 'applying' the principles of the 'fleet challenge' when considering all future vehicle replacements to ensure there is a robust business case for replacement and when possible (cost / availability / performance /business need) to bring forward vehicle replacements and make the switch to alternative fuels such as electric supporting the Council's wider carbon reduction plans.

The programme of litter picking from the roadside verges is a few weeks behind schedule this year as resources from the Street Cleaning Team have been redeployed to support refuse and recycling collections to ensure that disruption for residents is kept to a minimum. Operational services have not been immune from the impact of the Coronavirus pandemic and my special thanks is registered for the fantastic commitment and effort of all our front-line staff for maintaining priority services in very challenging services coping, ensuring our working practices are Covid-safe, managing significant increases in workloads (recycling +20% and refuse +13%) and at the same time managing staff absences due to the pandemic, as well as coping with the usual pressures of adverse winter weather which resulted in services being withdrawn on one day only this year due to the very icy and dangerous conditions on the road and under-foot for our staff.

I am pleased to report that staffing levels are returning to normal and we are now able to re-focus our attention on other service provision. The programme of litter-picking on roadsides will start from March. This activity is high risk with staff working close to high speed traffic and therefore needs to be planned properly with 'traffic management' controls in place to protect staff and other road-users. Street Cleaning staff have however been litter picking on some routes where full 'traffic management' is not needed. Additional resources will be brought in to support this task using the additional funding released by Council this year to support enforcement and clean-up activity.

NOTE: staff working on litter picking activity on highway verges need to be competent with relevant training. We bring in additional agency staff to support general street cleaning activity which then allows our smaller team of trained and competent staff to be released to support the work on roadside verges.

Clearly 2020 has not been a typical year but the Enforcement Team continues to build on its successes, providing advice and guidance to residents and business owners and continuing to provide patrols. Since April 2020 the team have issued 47 fixed penalty notices for littering, 4 for dog fouling and 17 fixed penalty for fly-tipping. 29 prosecution cases remain in the Court system awaiting a date but we are pleased to report a very

successful outcome where the offender was fined over £2,100 for two offences of fly-tipping, one at Rockcliffe and the other at Mossband.

NOTE: There are currently 29 cases sitting with the Magistrates awaiting action, these range from littering, breaching community protection notices, microchipping and failing to attend an interview.

GREEN SPACES

The Swifts

Site works at the Swifts will commence in early March with the thinning out of some of the wooded areas. Thinning these areas will create gaps within the canopy of densely planted areas and allow more light to penetrate to the ground, encouraging flowering plants and shrubs beneficial to native pollinating insects to flourish.

The next stage of this project will be the planting of new native flowering tree and shrub species in and around the existing wooded areas to increase overall tree cover and improve habitat for a wide range of birds, mammals and insects.

Melbourne Park

The Melbourne Park flood defence scheme is nearing completion. Key footways have been opened and handed back to the City Council allowing better access for people around the park.

GROUNDS MAINTENANCE

The winter maintenance programme is nearing completion with the team gearing up for the start of the mowing season.

The grounds team continues to support the Bereavement Services team with burials to ensure service continuity.

BEREAVEMENT SERVICES

Government guidance continues to affect the provision of funeral services and we continue to have restrictions in place.

The team's priority remains provision of a meaningful funeral for as many mourners as possible, whilst ensuring the safety of the public and our staff.

Funeral services held at the Crematorium now have the option to be live streamed to enable as many people to be part of the service as possible. This service is being offered free of charge whilst the pandemic restricts access for mourners to the Crematorium.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Economy, Enterprise & Housing Portfolio Holder's Report –
Councillor Paul Nedved**

PROJECTS

St Cuthbert's Garden Village

Once adopted, the St Cuthbert's Local Plan will be the primary document by which future planning applications will be assessed. Decision making will also be supported by Strategic Design Supplementary Planning Document (SPD). The finalised St Cuthbert's Village Masterplanning Framework (October 2020) informed both Preferred Option for the Garden Village Local Plan and a Draft Strategic Design Supplementary Planning Document. Both documents were subject to a 6-week public consultation which closed on 22nd December 2020.

The draft Local Plan identifies areas expected to come forward under the first phase to deliver homes, jobs, shops and schools and open spaces which central to the Garden Village principles. The Plan also proposes a suite of wider policies to secure infrastructure, high quality design, net gains to biodiversity and affordable homes.

In total, some 69 individuals and organisations responded highlighting a number of points such as: the scale, distribution, phasing and layout of the proposed development areas; the need for homes and infrastructure; and the wording used within those policies. We are now reviewing these comments and where appropriate will be making changes to the Plan that will again be consulted upon in due course.

Following Cumbria County Council's approval of the Carlisle Southern Link Road in November 2020, a CPO inquiry is now scheduled for May 2020. Completion of this road will be key to unlocking the full delivery of the St Cuthbert's Garden Village.

Future High Street Fund

- The final business case for investment from the Future High Street Fund (FHSF) was submitted to the Ministry for Housing Communities and Local Government (MHCLG) on 31st July.
- The MHCLG confirmed in December 2020 that City Council's FHSF bid had been successful with an allocation of £9.1million.
- The next stage is for the Council to confirm to the MHCLG, by the end of this month (February 2021), the projects to be funded and delivered through the FHSF.

Town Deal

- The Town Investment Plan and Town Deal proposal for Carlisle was submitted to MHCLG for consideration on 30 October.
- Seven projects have been proposed for Town Deal Funding with a funding ask of £25 million
- An announcement on the Town Deal is anticipated in the coming weeks, possibly around the publishing of the Budget in early next month (March 2021).

COVID-19 and Impact on Carlisle's Economy

- The City Council commissioned specialist support to undertake a detailed study on the short, medium and longer-term impacts of COVID-19 on the local economy and key employment sectors with the District – both urban and rural. This work was supplemented by detailed engagement with Carlisle's major employers, industry representative groups and community stakeholders.
- This work has informed the Council's Future High Street Fund and Towns Fund submissions - to ensure that the investment responds to the local economic challenges presented by COVID-19 and supports our key employment sectors
- A further piece of work has now been commissioned to look at the impacts of COVID-19 on the High Street. This will culminate in the production of a report and updated investment strategy and action plan for the City Centre.

Buy Local Carlisle Project

In response to the feedback from businesses, the Buy Local Carlisle project started just before Christmas 2020. The mentor programme aimed to provide mentoring to local businesses to help in surviving lockdown with an opportunity of 3 hours of support. By the end of January 60 businesses had been supported through the programme which was 101% of the target outputs. The project also captured details

of the businesses on the Facebook group and the web directory is now live and can be found at www.buylocalcarlisle.co.uk This will enable both business to business engagement and business to customer searches to take place and strengthens our ability to buy local and protect our local businesses and supply chain.

Homelessness and Rough Sleeping Cold weather / Winter plans

Local authority plans have been submitted, verified and published by the MHCLG to ensure that there is sufficient homeless emergency provision in place in Carlisle for those who are rough sleeping or at risk of rough sleeping over the winter period. The provision is Covid secure and meets projected and profiled additional needs including covid-19 requirements to support self-isolation and for those that have tested positive. Carlisle has been awarded £6,400 which was the maximum that could be applied for.

Rough Sleeping Initiative

Carlisle as the lead authority for Cumbria has been advised from the MHCLG that a further 3 months funding will be allocated to Cumbria to continue to support rough sleepers in April. This is to enable a further application to be submitted due to the timetable being delayed due to Covid 19.

Covid 19 vaccinations - homelessness

Services continue to be delivered safely to vulnerable people, all of whom are being health screened and supported to access a GP for consideration to access a priority vaccination. The numbers of residents are being reported to CCG and MHCLG to inform planning.

Frontline staff working face to face with people experiencing homelessness and rough sleeping currently have been prioritised for vaccination.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –
Councillor Gareth Ellis**

FINANCIAL SERVICES

Strategic Planning

The Council, at its meeting on 17th February, approved the Revenue and Capital Budgets for 2021/22, including a £5 increase per annum for a Band D property for 2021/22 for the City and surrounding areas. This was the final element of the 2021/22 budget process, approved the overall council tax for the Carlisle area.

2019/20 and 2020/21 Final Accounts Process

Work is continuing to conclude the 2019/20 Statement of Accounts and work is commencing on the 2020/21 closedown process with the provision of the timetables and instructions to budget holders to support this and training sessions are also planned to enable the Statement of Accounts to be prepared and approved by the Corporate Director of Finance and Resources by the statutory deadline of 31st May.

ELECTORAL REGISTRATION

The Elections Team are continuing with the planning of the Elections on 6th May 2021 (City Council, County Council, Police & Crime Commissioner and Parishes). There are many things to consider with the PPE and Covid restrictions, as well as the complexity of running at least three different Elections. The team are working with the Health & Safety Team to ensure that everything possible is in place to ensure staff safety.

ORGANISATIONAL DEVELOPMENT

A number of wellbeing events have been hosted with regard to anxiety and mental health, well supported across organisation.

PERFORMANCE MANAGEMENT

The Quarter Three Performance Report was presented to the Scrutiny Panels and Executive in February and March. The Report continued to highlight the impact of Covid-19 on some of our services and finances.

FUNDING STRATEGY

Work has started on the draft 2021/24 Funding Strategy - reviewing the existing document and its performance, considering current and future funding opportunities and aligning to Carlisle City Council corporate priorities

INFORMATION MANAGEMENT – LEGAL SERVICES

- Recent counts for information requests (From 5 December 2020 – 29 January 2020):
- Environmental Information Regulations requests received - 6
- Environmental Information Regulations requests responded to - 4
- Freedom of Information Act requests received – 92
- Freedom of Information Act requests responded to - 88
- Data Protection Act requests received – 2
- Data Protection Act requests responded to – 1

ICT UPDATE

- A Cyber Security review is being undertaken to assess any issues with the Microsoft 365 Rollout
- Service restructure – ongoing development of a 2 - 5 year Digital Programme is underway
- All grant forms to support the Council's Covid response have been created via the website and made available to customers
- The Head of ICT is leading a review of the technical aspects of the Revs and Bens shared service with Copeland and Allerdale
- Community Centres are being migrated to their new ICT Provision. All remaining centres are to be moved by the end of March.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Leader's Portfolio Holder Report –
Councillor John Mallinson**

BORDERLANDS INCLUSIVE GROWTH DEAL

Programme

- A Special Council meeting was held when Members considered the Agreement. The signing of the Full Deal Agreement is still on track for March 2021.
- Since signing the Heads of Terms in July 2019, a large volume of work has progressed by the Borderlands Partners as part of the preparations for agreeing the Deal.
- This includes the development of a suite of Deal-wide documentation which set out the projects to be included in the Growth Deal, the funding required and how they will be delivered. These include
 - The Full Deal Agreement – this sets out an investment programme focused on the four strategic themes of:
 - Improving places
 - Enabling infrastructure
 - Encouraging green growth
 - Supporting innovation, business and skills.
 - This Agreement is the statement of commitment by all parties to supporting and delivering the Borderlands Inclusive Growth Deal and it is supported by a suite of documents including
 - An Implementation Plan - includes the details of each project funded through the Deal, their outcomes and anticipated benefits, and the indicative timeline for delivery.

- A Financial Plan – sets out the approach to financial management for the Borderlands Inclusive Growth Deal.
- A Governance Plan - sets out the governance arrangements for the delivery of the Deal in accordance with the requirements of the UK and Scottish Governments

Carlisle projects

Good progress continues to be made on three Carlisle projects - Carlisle Station, Citadels and Caldew Riverside:

Carlisle Station

- The detailed business case for seeking £20m investment from the Deal to deliver the improvements to the Railway Station project has now been approved by Ministry for Housing, Communities and Local Government (MHCLG).
- An overview of this project will be brought to the Executive in March 2021 who will be asked to note the Business case for the Carlisle Station project and give their approval to enter into an agreement with the County Council regarding the City Councils landholdings that are necessary to deliver the scheme.

Citadels

- Following the allocation of £50m funding in principle to transform the Citadels buildings, the project partners continue to develop the detailed business case for a new campus for the University of Cumbria on the site.
- As the Citadels are Grade 1 listed, detailed discussions with Historic England have taken place. They are very supportive of the project and a series of development and design principles have been agreed with them.
- The work to produce a detailed business case for the project is approaching the final stages, which will include a detailed design and cost plan for the scheme.
- Submission of the business case to the MHCLG has been identified for March 2021.

Caldew Riverside

- Proposals for the redevelopment of the Caldew Riverside site for a residential city centre living scheme continue to be progressed.
- £850,000 has been secured from the Towns Fund Accelerated Capital Grants programme, which will fund the site investigation works and remediation of the site. The first stage of site investigations has been completed and a second stage will commence this month (February 2021).
- The City Council are in discussions with Historic England regarding funding and technical support to produce detailed plans for the site, with a view to securing additional funding to support the delivery of the scheme.

Central Plaza

- The Economic Development Team continue to progress the options for the redevelopment of the site, which forms an important part of the proposals for the Carlisle Station gateway area.
- A potential scheme for the redevelopment of the site submitted as part of the Council's Future High Street Fund (FHSF) bid. This proposal involved the redevelopment of the site for a new hotel. £4.7million investment was requested to support the delivery of the project.
- The MHCLG confirmed in December 2020 that City Council's FHSF bid had been successful with an allocation of £9.1million. The next stage is to confirm to the MHCLG by the end of this month (February 2021) the projects to be funded and delivered through the FHSF.

EMERGENCY PLANNING: COVID-19

The Council continues to respond to the Covid-19 emergency through the Cumbria Local Resilience Forum, Health Protection Board and Strategic Recovery Coordination Group. We have started planning towards a possible easing of restrictions.

COMMUNICATIONS AND PUBLIC CONSULTATIONS

The countywide community response to Covid-19 continues including the promotion of business grants and support. In addition to this, work continues on key projects including the Borderlands Inclusive Growth Deal and national promotions such as National Apprenticeship Week.

FREEPORT

- The Council responded to HM Government's Freeports Consultation in July 2020. Parallel to this the City Council has been working with Cumbria County Council and Cumbria Local Enterprise Partnership to identify the opportunity for Carlisle.
- HM Government launched the Freeports bidding prospectus on 16 November 2020.
- A proposal for Cumbria has been submitted, supported by Cumbria LEP, Cumbria County Council, Carlisle City Council, Allerdale Borough Council and Barrow Borough Council.
- The proposal focusses on multi-modal Freeport incorporating Carlisle Airport, the Port of Workington and the Port of Barrow.

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Health & Wellbeing Scrutiny Panel Vice Chairman's Report –
Councillor Christine Finlayson**

Panel Meeting – 14th January 2021

The Local Environment (Climate Change) Strategy

The Zero Carbon Cumbria Partnership (ZCCP) have received National Lottery funding and are in the process of making relevant appointments to the Partnership.

It was proposed that the Partnership Manager will be invited the Scrutiny meeting when the appointment process has been completed.

Key dates have also been included in the Action Plan to provide an overview of the 2037 target with the scale of reductions required across Cumbria.

Many other aspects were discussed at length which are recorded in the minutes.

Review of Public Space Protection Orders and Enforcement Strategy

Local Environment Crime, Action and Enforcement Strategy

The Neighbourhood Services Manager introduced the Local Environment Crime, Action and Enforcement Strategy outlining the Councils approach to maintaining clean streets and neighbourhoods and reinforced its commitment to taking robust action against those responsible for enviro-crimes such as littering, fly tipping, and dog fouling. It was also mentioned there is ongoing work to help influence positive behaviour change. Also an action plan to tackle other negative behaviours.

There will be other heightened enforcement activity with regard to roadside litter and motorists parked with engines idling, which supports wider carbon reductions and activity to improve local air quality.

Public Space Protection Orders

There were concerns raised regarding alcohol consumption on the streets, also safeguarding for individuals who may have an addiction.

Links between Cumbria Constabulary and the Homelessness Services are critical in ensuring ongoing support to individuals and we were reassured that the procedures in place are successful in reducing anti-social behaviour and providing help to those in need.

Active Spaces Review, Community Services

We had a very encouraging and clear presentation of the active spaces, it also highlighted the specialist equipment that is in place in some parks in the city.

The Health and Wellbeing Manager added the key criteria for any new Active Spaces development is accessibility to everyone to encourage inclusion. We were also assured that all the play areas are in a safe condition and that ongoing repairs and maintenance will be carefully considered and monitored.

The Communities, Health and Wellbeing Portfolio Holder congratulated the teams for their well managed green spaces and play areas, adding they work very hard and are expanding the outside offer, encouraging more exercise outdoors.

Air Quality Action Plan Consultation and Adoption

We had a very comprehensive Report from the Principal Health and Housing Officer who set out the background to the Air Quality Action Plan, the consultation process which had been undertaken and the responses received.

The Scrutiny time was cut short due to some Panel members other time commitments. The Panel asked if the report could be brought back to the February meeting. Timescales did not permit this, but Members have been able to pass their responses the Consultation directly to the Principal Health and Housing Officer.

The Environment and Transport Portfolio Holder acknowledged the work that had been undertaken to produce the Action Plan. He also highlighted the continuously improving air quality in Carlisle and some of the practical work that had happened to achieve clean air which we all benefit from, along with discussions with Public Transport Providers in the City and the County Council Highways team.

It was also suggested we look at Park and Ride in the future.

Full details of the discussions are to be found within the Minute Book

.

Cllr Christine Finlayson
Vice Chairman

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Business & Transformation Scrutiny Panel Chairman's Report –
Councillor James Bainbridge**

Business & Transformation Panel meeting on the 7th January 2021

Members will recall that during the previous discussions in the Council Chamber regarding the redevelopment of the ground floor, an undertaking was made to schedule updates to the Business & Transformation Panel. This meeting represented the first occasion that we received an update, delayed a few cycles as a result of the Covid -19 impact in the building trade. Members had a full, varied and in-depth questioning approach on the revised working practices, progress and issues this project has so far experienced. The project is presently within budget. Members may be interested to note Rachel Plant represents the Governance and Members on the Officer Working Group in this area.

As a Panel we had our second consideration of the Budget reports, but as these will have been decided, in full, by the wider Council by the time you read this, I don't intend to give a blow by blow account of the deliberations here, particularly as a copy of the Minutes were supplied with the background Budget reports prior to the Budget meeting.

We received an update on the financial impacts of Covid-19. In Carlisle. We are probably more used to budgets having to react to external impacts and genuine emergencies such as floods, Foot and Mouth and now a global pandemic. At present Carlisle has received several tranches of Government support which has enabled the Council to keep on track, but the practical, experienced knowledge of Officers in being able to navigate the financial climate at this time is particularly impressive. We have since received an update from Alison Taylor to say that the amounts owing to Carlisle from other local authorities, which totalled in excess of £200k, have been settled in full. We have however requested a further update report in this area, given that we are presently in further lockdown conditions, and this will also enable us to examine the impact over a longer term.

Full details of the discussions are to be found within the Minute Book

Cllr James Bainbridge
Chairman

Meeting Date: 2nd March 2021

Public/Private*: Public

Title: **Economic Growth Overview and Scrutiny Panel – Councillor Lisa Brown**

Economic Growth Scrutiny Panel Thursday 21 January 2021 at 4.00pm

The Corporate Director of Economic Development submitted report PC.03/21 which provided an update on the progress of the adoption of the Local Environment (Climate Change) Strategy and contained the Amended Local Environment (Climate Change) Strategy and the Draft Action Plan. The Panel asked a number of questions and indicated that it wished to receive performance information on a 6-monthly basis.

Also, with reference to the actions for the next six months (December 2020 to May 2021) table contained in the report, a Member noted that items in the Finance column were described as None / None required, so the Panel sought clarification on those terms. The Policy and Communications Manager provided a written response to the Panel on the 11th of February. The response stated that the Action Plan is a working document that will be reviewed and amended in consultation with the Portfolio Holder and Executive. The Policy and Communications Manager also confirmed that more detail has been added to the Finance column of the draft Action Plan to make the use of finances clearer.

Next the Corporate Director of Economic Development submitted report ED.04/21 which provided an overview of the emerging Economic Strategy for Carlisle District, developed following a virtual meeting with the Panel on 30 November 2020. The Strategy sat within a suite of documents including the Borderlands Inclusive Growth Deal, The Cumbria Industrial Strategy and the Towns Deal Plan. It took into account the impact of the Covid19 Pandemic and was a prerequisite for submitting bids to the Shared Prosperity Fund.

Members asked a number of questions and had highlighted the importance of the visitor economy and felt that the Strategy needed to better articulate a softer approach, including areas such as culture so that it was not so infrastructure focussed. The priorities within the

Strategy should further emphasise: the importance of digital connectivity to support rural growth; local employment centres; links to local training and employment opportunities and green growth.

The Panel made the following resolutions:

- 1) That the framework and context of the Economic Strategy for the Carlisle District and the challenges, opportunities and priorities identified be noted.
- 2) That in developing the next iteration of the Strategy, officers take into account the Panel's comments set out above.

The following items were also noted by the Panel:

- EGSP.09/21 Town Deal Accelerated Growth Fund.
- EGSP.11/21 Borderlands Inclusive Growth Deal.

A full account of the discussions and questions for all items are included in the minutes.

The Work Programme for the Panel was also discussed and at the next meeting we will be hearing from Kingmoor Park Enterprise Zone. Unfortunately, since the Panel met, we have been advised that the draft Carlisle Plan that was to be brought will not be, so we look forward to that at a future date.

The Panel asked that the Overview and Scrutiny Officer investigate the feasibility of a report on Empty Property Grant Assistance being considered at the 4 March 2021 meeting of the Panel. This will now form part of the upcoming Agenda.

Cllr Lisa Brown

Chair – Economic Growth Overview and Scrutiny Panel

Report to Council

Agenda
Item:

15.(i)

Meeting Date: 02 March 2021
Portfolio: Economy, Enterprise and Housing (Cllr Nedved)
Key Decision: Yes
Policy and Budget Framework: Yes
Public / Private: Public

Title: Homelessness Prevention and Rough Sleeping Strategy 2021 - 2026
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.22/21

Purpose / Summary:

This report sets out the Council's strategic aims, priority objectives and actions identified as part of a statutory review and consultation process; targeting Homelessness Prevention and Rough Sleeping in Carlisle from 2021 to 2026 (as outlined within the Homelessness Prevention and Rough Sleeping Strategy and associated Action Plan).

Recommendations:

Council is recommended to adopt the Homeless Prevention and Rough Sleeping Strategy 2021 to 2026, together with the Action Plan.

Tracking

Executive:	13 January 2021
Scrutiny:	28 January 2021 (HWSP)
Executive:	08 February 2021
Council:	02 March 2021

1. Background

- 1.1 The Homelessness Act 2002 gives housing authorities the power to carry out homelessness reviews within the district area; and places a statutory duty on Council's to formulate and publish a Homelessness Strategy every five years based on the findings of the review.
- 1.2 Carlisle City Council is required to publish a strategy and action plan which clearly outlines to Council, residents, partners, staff, customers and peers; the Council's priority objectives, approach and commitment to homelessness and rough sleeping prevention and reduction for the coming years.
- 1.3 Carlisle's existing Homelessness Strategy [2015-20](#) shifted the approach from dealing with the effects of homelessness, to a preventative approach in tackling the main causes of and reducing homelessness in the district.

2. Homelessness review

- 2.1 The Homeless Prevention and Accommodation Services has undertaken a comprehensive review of homelessness to determine:
 - Key achievements of the current strategy
 - An up to date understanding of homelessness and housing needs in Carlisle
 - Current and future levels of homelessness and rough sleeping trends
 - Levels of accommodation and support needed to meet needs of people in the district who are or may become homeless in the future
 - Links with other strategies and programmes that aim to address the wide range of factors that could contribute to homelessness in the local area
 - The resources available to the Council
 - Additional duties introduced through changes in legislation

(refer to **appendix A** for a summary of key findings)

- 2.2 We are committed to equality and diversity issues and comply with the requirements of the Equality Act 2010. An Equality Impact Assessment has been undertaken on this strategy and can be found at **appendix B**.

3. Strategic aims and objectives

- 3.1 The Strategy has been written using the findings of the homelessness review, the district profile and alongside our knowledge of local housing issues and internal performance indicators.
- 3.2 The **aim** of the new strategy for Carlisle is to:

Work in partnership to deliver innovative and accessible services to; end rough sleeping, prevent and reduce homelessness, and support homeless households in finding affordable and sustainable housing solutions.

- 3.3** To achieve this, the Homeless Prevention and Rough Sleeping Strategy has been developed based on six strategic objectives:

Objective 1: Reduction of multiple exclusion homelessness and rough sleeping.

Objective 2: Prioritising early intervention and prevention of homelessness.

Objective 3: Promoting safeguarding and harm minimisation.

Objective 4: Increasing access to flexible move on accommodation and support options available for people experiencing homelessness.

Objective 5: Improve experiences and opportunities for young people and children experiencing homelessness.

Objective 6: Increase key partnerships to respond effectively to local emergency situations.

- 3.4** Carlisle's Homeless Prevention and Rough Sleeping Strategy 2021 – 26 can be viewed in full at **appendix E**.

4. Delivery and monitoring

- 4.1** A new delivery model consisting of a multi-agency strategic board and task and finish subgroups will oversee the delivery of the strategy and drive forward the actions outlined within the Strategic Action Plan (refer to **appendix D**).

- 4.2** The Action Plan will be reviewed and updated annually to ensure that it remains focused and responsive to change and needs over the life of the Strategy.

- 4.3** We have the overall responsibility for the delivery of the Homeless Prevention and Rough Sleeping Strategy. As such the Executive and Health and Wellbeing Overview and Scrutiny Members will receive an annual report in the summer of each year on the progress of actions. It is anticipated the first report will be delivered in 2022.

- 4.4** It is envisioned this Strategy will be delivered within existing resources however, this is subject to the full implications of:

- withdrawal from the European Union (Brexit) and the impact on EEA nationals with no recourse to public funds
- amendments to the Code of Guidance of the Homelessness Reduction Act
- new duties as a result of the Domestic Abuse Act 2017
- ongoing opportunities to secure external funding to continue to deliver specialist projects concerning domestic abuse and rough sleeping
- the full impact of the Covid-19 pandemic nationally and locally

- 4.5** A condensed version of the Strategy is to be developed with the assistance of the Policy and Communications Team for the purposes of easier communication, inclusion and understanding of the key points of the Strategy; with the in-depth version and appendices made available on the Council's website.

5. Consultation

- 5.1** Stakeholders and service users have been involved and consulted on the findings of the review and the new priority objectives and actions, via a variety of safe methods throughout the Covid-19 period. This has included surveys, service user focus groups, virtual workshops, and online public questionnaire. All views and comments have contributed to the development of the new strategic priorities and actions.

- 5.2** Feedback and analysis on the final public consultation process is attached at **appendix C**.

- 5.3** The Portfolio Holder for Communities, Health and Wellbeing asked that key data trends relating to the following groups be highlighted:

- Care Leavers (appendix A, page 6)
In 2019/20, 5% of homeless presentations in Carlisle were care leavers, which is higher than the national average (2%)
- People leaving HM Armed Forces (appendix A, page 7)
In 2019/20, 1% of homeless presentations in Carlisle were leaving HM Forces, this is consistent with the national average.
- Domestic Abuse (appendix A, page 8)
In 2019/20, 12% of all homeless presentations in Carlisle were as a result of domestic abuse which is higher than the national average (9%).

6. Conclusion and recommendation

- 6.1** Council is recommended to adopt the Homeless Prevention and Rough Sleeping Strategy 2021 to 2026, together with the Action Plan.

7. Contribution to the Carlisle Plan priorities

- 7.1** Addressing Carlisle's current and future housing needs

Contact Officer: Tammie Rhodes

Ext: 7217

Appendices

attached to report:

Appendix A: Homelessness Review

Appendix B: Equality Impact Assessment

Appendix C: Final consultation responses

Appendix D: DRAFT Strategic Action Plan

Appendix E: DRAFT Homeless Prevention and Rough Sleeping Strategy

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

- Interagency Homelessness Strategy for Carlisle 2015-20
<https://www.carlisle.gov.uk/Portals/0/Documents/Residents/Housing/Carlisle's%20Interagency%20Homelessness%20Strategy%202015-20.pdf>

CORPORATE IMPLICATIONS:

LEGAL – In accordance with Article 4 of the Council's Constitution, Homelessness is part of the Policy Framework reserved to Council. Therefore, it is for Council to approve the final Policy following recommendation by the Executive after the due Scrutiny process.

PROPERTY SERVICES – No property implications.

FINANCE – Any costs associated with the implementation and monitoring of the Homelessness Prevention and Rough Sleeping Strategy can be accommodated within existing revenue budgets.

EQUALITY – An Equality Impact Assessment has been completed.

INFORMATION GOVERNANCE – There are no information governance implications with this report.

Appendix A

Carlisle City Council Homelessness and Rough Sleeping Review

Contents	page 1
Review of homelessness and rough sleeping in Carlisle	page 2
Successes since the last review	page 2
Applications, acceptances and prevention	page 3
Priority need categories	page 5
Causes of homelessness and main support needs	page 6
Domestic abuse	page 8
Households in temporary accommodation	page 8
Rough sleeping	page 9
Figure 1: Advice, prevention, relief and full duty	page 3
Figure 2: Comparative main duty decision and acceptance data	page 4
Figure 3: Comparative main duty decision and acceptance data	page 4
Figure 4: Main priority need of households owed a main duty	page 5
Figure 5: Main reason for homelessness 19/20	page 6
Figure 6: Main support needs 19/20 with comparative data	page 7
Figure 7: Breakdown of domestic abuse profile	page 8
Table 1: Percentage of households leaving an institution homeless	page 5
Table 2: Main support needs 19/20 with comparative data	page 6
Table 3: Snapshot of those in Temporary accommodation on 31 March from 2015 - 2020	page 8
Table 4: Official annual snapshot rough sleeper count data	page 9
Table 5: Homeless and rough sleeping numbers 2018 – 2020, with per 100 household comparators	page 9

Appendix A

Review of homelessness and rough sleeping in Carlisle

It is a statutory requirement contained within the Homelessness Act 2002 that every local authority undertakes a Homelessness Review outlining the main causes of homelessness in its area. The purpose of the review is to determine the extent to which the population in the district is homeless or at risk of becoming homeless, assess the likely extent in the future, identify what is currently being done and by whom, and identify what resources are available, to prevent and tackle homelessness in order to inform the development of the strategy.

Successes since the last review

The [2015-20](#) Inter-agency Homelessness Strategy set out 4 key priority areas:

1. [Delivery of appropriate flexible accommodation and support pathways](#)
2. [Address multiple exclusion homelessness \(MEH\) and rough sleeping](#)
3. [Increase and improve positive outcomes for young people experiencing homelessness](#)
4. [Prevent homelessness](#)

Throughout the course of that strategy we have:

- Worked with Cumbria County Council to develop the young person's pathway services and young person's homelessness protocol
- Extend the No Second Night Out (NSNO) provision
- Established rehousing pathways and support projects focused on adults facing exclusion and at risk of rough sleeping
- Reviewed and established a rent in advance and bond scheme
- Prepared and reacted to the Homelessness Reduction Act 2017
- Improved the capacity of the Homeless Prevention and Accommodation Services, upgrading IT systems, training, integrated service delivery and prevention focused activities

The actions have contributed towards:

- [2,212 households being prevented from becoming homeless](#)
- [1,048 households supported in emergency accommodation, 18% of which with dependent children](#)
- [357 households assisted to access private sector accommodation](#)
- [211 flooded households assisted](#)
- [70% reduction in main duty homeless acceptances](#)
- [Supported 48 individuals rough sleeping or at risk of rough sleeping with complex needs](#)
- [Supported 514 victims of domestic abuse and their children who were at direct risk of homelessness as a result](#)
- [£8.16 million in benefit gains to vulnerable households](#)
- [Supported 957 households to move into affordable long-term housing to meet their needs](#)

Appendix A

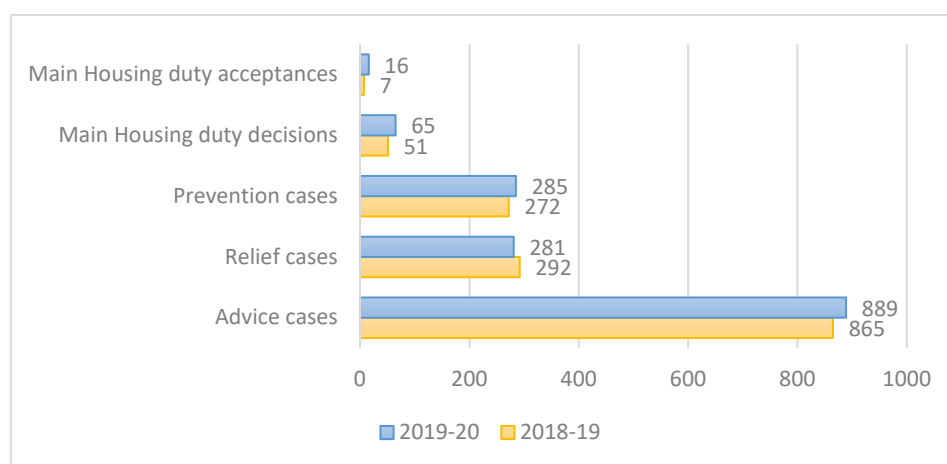
Applications, acceptances and prevention

The chart below shows the levels of statutory homelessness presentations over 2018/19 and 2019/20. The data shows that the number of households seeking advice and those owed prevention, relief and a full homelessness duty has remained consistent during the first two years of the newly implemented Homelessness Reduction Act 2017.

It is worth noting that Homelessness in Carlisle has reduced by 6% between 2015 and 2020.

Although there is an increase in main duty housing acceptances (shown below), there is a 70% reduction in main duty acceptances since 2015 (from 53 to 16) which is in line with government expectations and the aims of the new duties.

Figure 1: Advice, prevention, relief, and full duty



In terms of the statutory homeless decisions, the percentage of main duty acceptances has remained consistent over the past five years but remains lower than the national and regional levels; with a quarter of all decisions being accepted a full housing duty.

In 2019/20, 55% of all cases were assisted at the prevention stage, which is 6% higher than the national average, and 9% higher than the Cumbrian average.

The percentage of intentionally homeless decisions in Carlisle has increased from 3% in 2015 to 25% in 2020, with the national average being 7% in 2020 and the Cumbrian average 14%. This increase, apparent only following the implementation of the Homeless Reduction Act 2017 reflects the increase in applicants with complex needs, with exclusion / engagement issues and rehousing challenges / barriers that are unable to be resolved within the 56-day relief period.

This also reflects the demographic that Carlisle has 43% more single males at the relief stage than the national average; and significantly more people leaving an institution (mainly prison) as homeless in 2019/20 than the national average, as highlighted below (table 1 & 2 and figure 6).

Appendix A

Figure 2: Comparative main duty decision and acceptance data

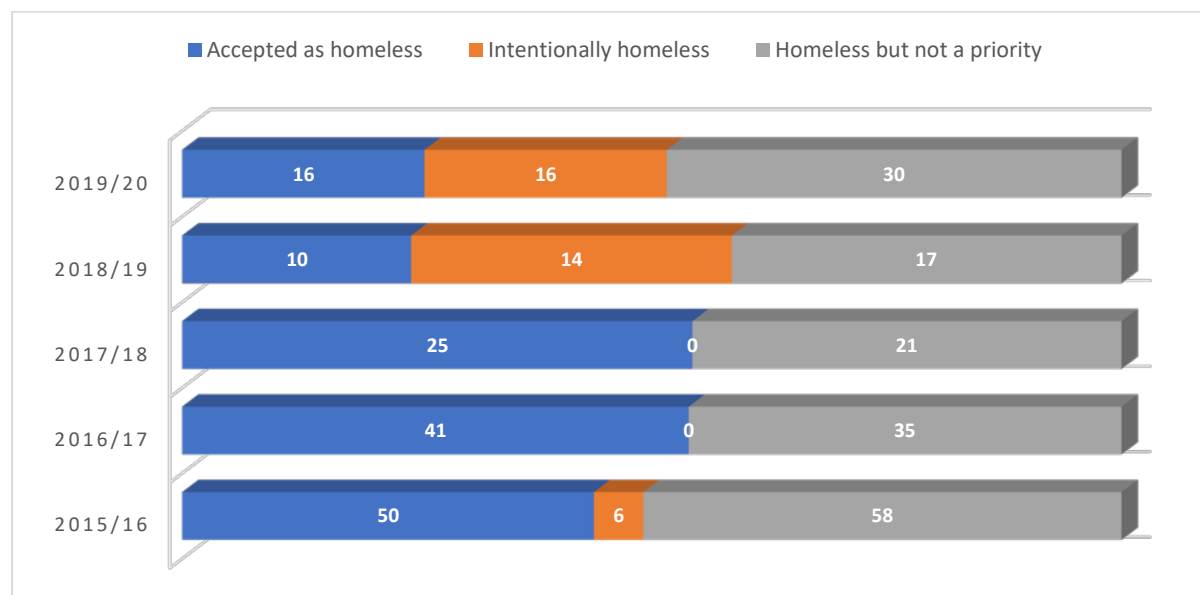
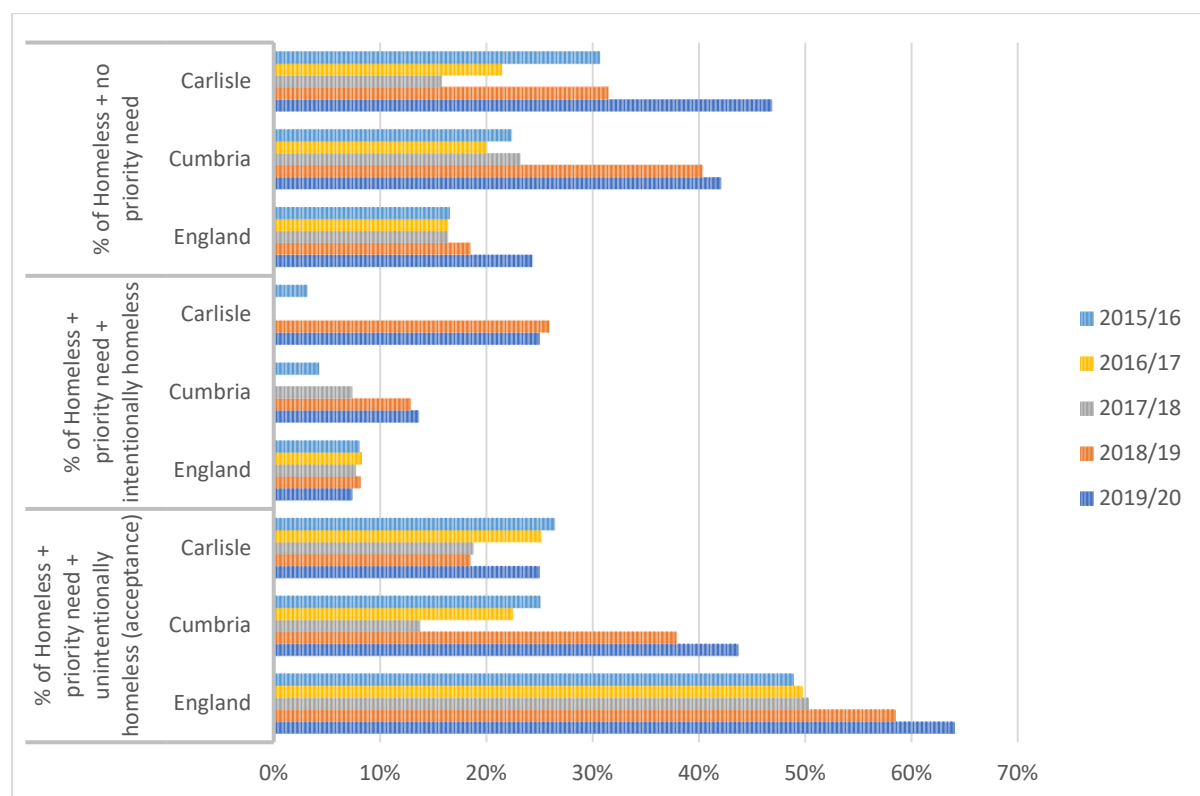


Figure 3: Comparative main duty decision and acceptance data

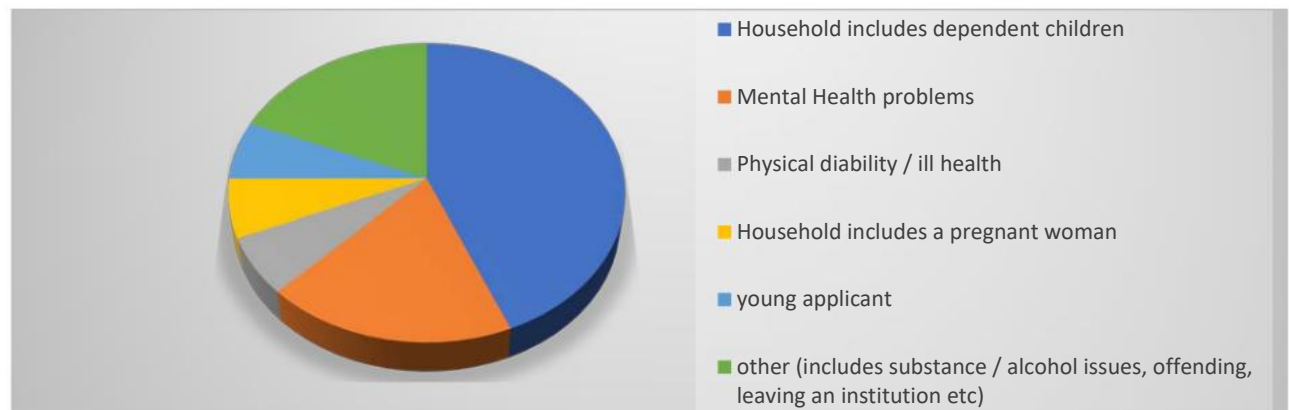


Appendix A

Priority need categories

Analysis of the statutory homelessness decisions and outcomes for 19/20 highlights that the main priority need of households owed a main duty are:

Figure 4: Main priority need of households owed a main duty



The presence of dependent children in the household has been the primary reason for priority need over the last five years; accounting for 44% of acceptances in 2019/20.

Following that the most significant accepted priority groups in order are:

- Vulnerable as a result of mental illness / disability
- Pregnant woman, no other children
- Other: drug and alcohol issues / offending / history of homelessness / rough sleeping

Those households leaving an institution as homeless in Carlisle is significantly higher than national and regional levels, both at the prevention and relief duty stage:

Table 1: Percentage of households leaving an institution homeless

2019/20	England	North-west	Cumbria	Carlisle
Prevention duty	1%	1%	3%	5%
Relief duty	3%	5%	6%	11%

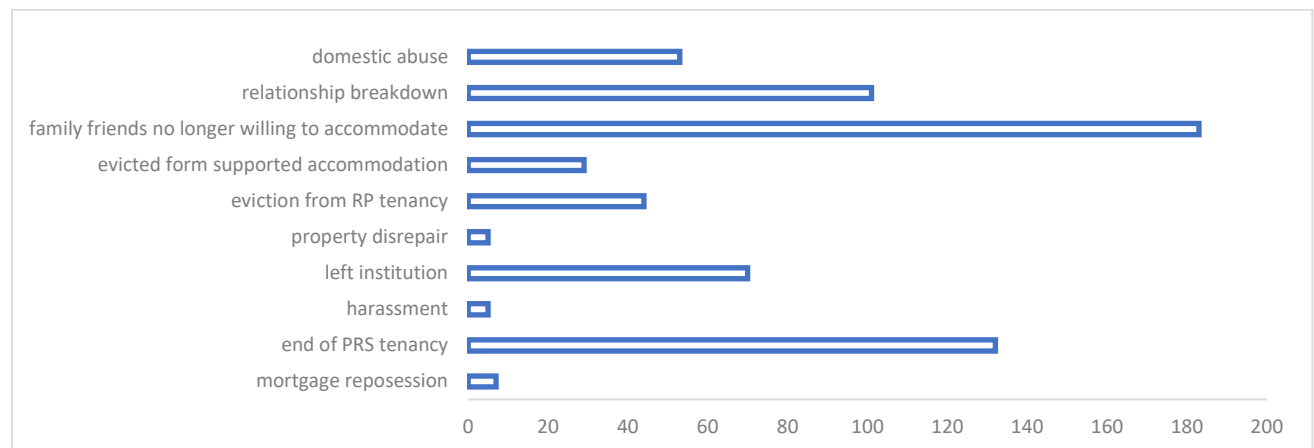
This is as a result of prison releases, and despite the high levels of public duty to referrals received from the prison and offender services, there is more that needs to be developed to address this – particularly at the relief stage.

Appendix A

Causes of homelessness and main support needs (2019/20)

The data below identifies the main reasons for households falling into homelessness in Carlisle. The most common cause of homelessness cases that we accept a duty towards is as a result of friends and family no longer willing to accommodate, which aligns to the national and regional picture; this has also been the consistent highest reason for homelessness over the past five years.

Figure 5: Main reason for homelessness 19/20



In 2019/20, we saw an increase in the number of applicants presenting who are homeless as a result of a private rented sector tenancy ending at the prevention stage; this is 36% higher than the national average.

The data allows us to profile the most common characteristics of those who are accepted as homeless in the district:

- White
- Households with dependent children
- Lone female parent
- Aged 25-34
- Long term sick or unemployed

Young People and Care Leavers

The number of young people under 35 years has increased over the past five years, specifically those who have higher longer term supported accommodation needs including care leavers, young pregnant females or young families. This rise is attributed to a lack of specialist provision in the City to meet these needs, and a lack of specialist emergency accommodation outside of the local authority emergency temporary accommodation.

Table 2: Main support needs 19/20 with comparative data

19/20	England	NW	Cumbria	Carlisle
Total households with support needs owed a duty:	47%	51%	74%	60%
prevention:	49%	48%	46%	55%
friends/family	24%	22%	21%	25%

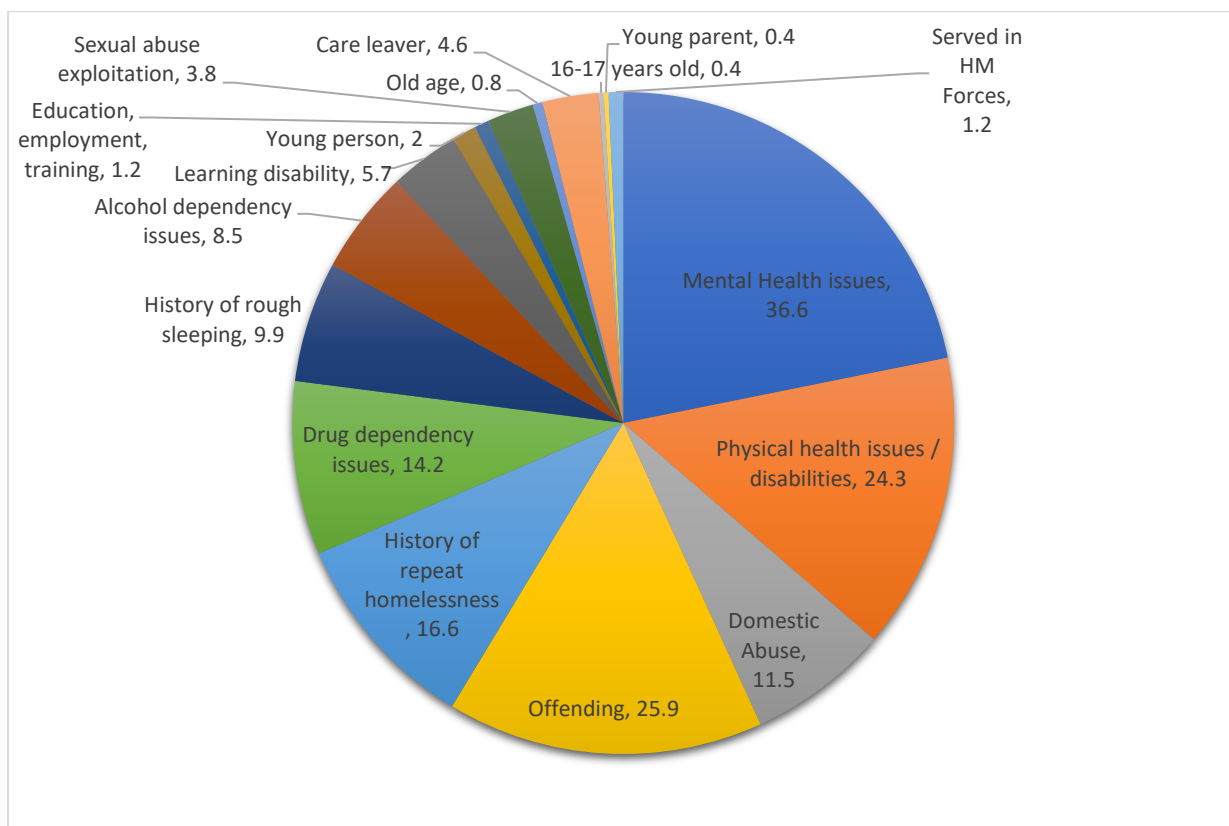
Appendix A

Relationship breakdown	6%	7%	10%	13%
end of private rented	22%	28%	29%	30%
domestic abuse	6%	6%	9%	6%
left institution	1%	1%	3%	5%
relief:	46%	48%	50%	45%
friends/family	28%	28%	26%	29%
relationship breakdown	10%	11%	15%	17%
end of private rented	10%	10%	9%	10%
domestic abuse	13%	12%	12%	12%
left institution	3%	5%	6%	11%
main support needs:				
domestic abuse	9%	10%	16%	10%
offending	8%	11%	25%	26%
rough sleeping	5%	6%	12%	10%
young person	4%	4%	6%	4%
care leaver	2%	3%	4%	5%

In 2019/20, the number of care leavers presenting as homeless in Carlisle was higher than the national average at 5%.

The main support needs of homeless applicants (% of prevention and relief) in Carlisle in 2019/20 are:

Figure 6: Main support needs 19/20 with comparative data



In 2019/20, 1% of homeless presentations in Carlisle were leaving HM Forces, this is consistent with the national average.

Appendix A

Domestic Abuse

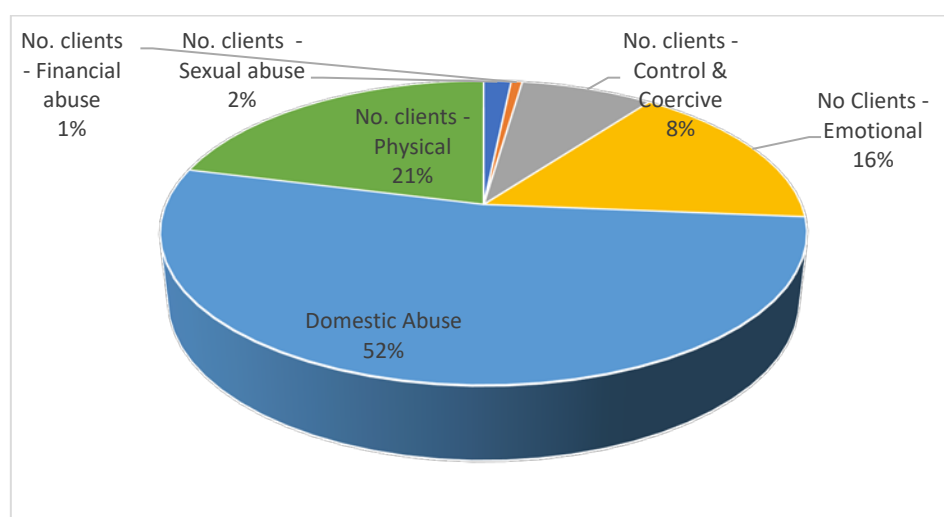
12% of all homeless presentations in Carlisle in 2019/20 were as a result of domestic abuse which is higher than the national average (9%).

Carlisle has externally funded (MHCLG) fixed term specialist officers in place to deliver support interventions specifically to those at risk of homelessness as a result of domestic abuse; to date 514 victims and their children have been supported with a range of preventative interventions both in the community, where safe and appropriate to remain at home, and in emergency temporary accommodation when needed to leave in a crisis with support to move on positively.

The data collated allows us to profile the most common characteristics of those who are at risk of homelessness as a result of domestic abuse in the district:

- 94% of victims are female
- 49% of victims have dependents
- 51% of victims have mental health issues
- 30% of victims have substance / alcohol misuse issues
- 30% of victims have a history of complex relationships / prior abuse

Figure 7: Breakdown of domestic abuse profile



Households in temporary accommodation (TA)

The table below shows a snapshot of the number of households in temporary accommodation as at 31 March for the last 5 years. From 2015 – 2020 there has been:

Table 3: Snapshot of those in TA on 31 March from 2015 - 2020

TA	2015	2016	2017	2018	2019	2020
Carlisle	31	23 (not fully operational due to flood)	23 (not fully operational due to flood recovery)	28 (not fully operational due to flood recovery)	29	29 (not fully operational due to C19 restrictions)
Per 1000 households	0.3	0.2	0.2	0.3	0.3	0.3

Appendix A

England per 1000 households	0.4	0.2	0.2	0.3	0.3	
-----------------------------	-----	-----	-----	-----	-----	--

1,048 households have been supported in emergency temporary accommodation (TA) over the five-year period, which equates to 20% of all homeless cases and has remained static throughout the period despite the external factors impacting on availability i.e. local flooding and Covid-19.

In terms of those households accessing TA, 83% are single person households, which is a 16% increase over the period.

Key data of note over the five-year period:

- Average weekly length of stay has reduced from 10 weeks to 8 weeks
- Positive move on has increased from 66% to 71%
- The number of 16/17 year old being accommodated has reduced from 13 to 1
- Domestic abuse placements have increased from 12 to 25; and account for 14% of all placements
- 63% of all placements are for those aged under 35 years
- 27% of all placements are as a result of relationship breakdowns
- Rough sleeper (and those at risk of) placements have increased from 30 to 47; and account for 27% of all placements

Rough Sleeping (RS)

The official annual rough sleeper figures and comparative homelessness figures reported to government are:

Table 4: Official annual snapshot rough sleeper count data

RS numbers	2015	2016	2017	2018	2019
Carlisle	0	1	1	3	5
Cumbria	9	11	7	6	31
North West	220	313	434	428	349
England	3569	4134	4751	4677	4266

Table 5: Homeless and rough sleeping numbers 2018 – 2020, with per 100 household comparators

Homeless numbers	2018/19	2019/20	Homeless per 1000 households (19/20)	RS per 1000 households (19/20)
Carlisle	514	507	4.7	0.05
Cumbria	2075	2151	4.3	0.06
North West	40070	41970	6.0	0.05
England	292690	304290	5.4	0.08

In addition to the official annual snapshot figure, Carlisle has specialist officers delivering focused projects in relation to rough sleeping funded by the MHCLG since 2018; to date 48 individuals have supported with a range of interventions and issues, via a new pathway model of integrated support to get off the streets in to longer term supported tenancies.

Appendix A

The data collated allows us to profile the most common characteristics of those who are rough sleeping in the district:

- White
- Single no dependent children
- Aged 25-44
- Mental health issues
- Offending history
- History of leaving an institution
- Drug and / or alcohol misuse issues
- Long term sick or unemployed
- History of repeat homelessness
- History of exclusion from services
- Historical or current safeguarding / abuse risk factors linked to complex relationships
- Limited rehousing options

Appendix B

Carlisle City Council Equality Impact Assessment

Please use this form to record your findings, proposed actions, equality objectives and targets. Further guidance and support from the Policy and Performance Team are available. **Throughout, policy is used to mean policy, practice, service and / or function.**

Step 1 – About the policy you are assessing

Policy:	Service area:	Lead for impact assessment:	Other members of assessment team (if applicable:
Carlisle's Homelessness Prevention & Rough Sleeping Strategy 2021-26	Homeless Prevention & Accommodation Services	Tammie Rhodes	

Step 2 – Defining the policy you are assessing and identifying the equality issues

Question
What are the main aims and objectives or purpose of the policy that you are assessing? Should be defined within the policy.

<p>Answer</p> <p>The aim of Carlisle's Homeless Prevention and Rough Sleeping Strategy 2021 - 2026 is to:</p> <p>Work in partnership to deliver innovative and accessible services to; end rough sleeping, prevent and reduce homelessness, and support homeless households in finding affordable and sustainable housing solutions.</p> <p>To achieve this, the Homeless Prevention and Rough Sleeping Strategy has been developed based on six strategic objectives:</p> <p>Objective 1: Reduction of multiple exclusion homelessness and rough sleeping.</p> <p>Objective 2: Prioritising early intervention and prevention of homelessness.</p> <p>Objective 3: Promoting safeguarding and harm minimisation.</p> <p>Objective 4: Increasing access to flexible move on accommodation and support options available for people experiencing homelessness.</p> <p>Objective 5: Improve experiences and opportunities for young people and children experiencing homelessness.</p> <p>Objective 6: Increase key partnerships to respond effectively to local emergency situations.</p>
Question
Who implements, carries out or delivers the policy? State where this is more than one person, team, department, or body and include any outside organisations who deliver under procurement arrangements.
Answer

We have the overall responsibility for the Homeless Prevention and Rough Sleeping Strategy. As such the Executive and Health and Wellbeing Overview and Scrutiny members will receive an annual report in the summer of each year on the progress of actions. The first report will be delivered in 2022.

In order to keep this strategy agile, the progress report will account for all bids and successful funding, and any new legislation, with outlines on the impact on local services and any changes that are required to future action plans.

A new Homeless Prevention and Rough Sleeping Strategic board will be our main group that will oversee the delivery of the strategy and monitoring progress in achieving it; this will be a multi-agency board with representatives from key statutory bodies at a senior level.

In addition, task and finish subgroups will be established to support the priority objectives and ensure key actions are delivered. These subgroups will be made up of relevant operational staff from various statutory, third sector and community services, including from organisations that contribute to the day-to-day delivery of homeless services in the city.

Question

Who is affected by the policy or by how it is delivered? Name all stakeholders e.g. external / internal customers, groups and communities? Include the potential beneficiaries of the policy

Answer

- All key statutory agencies and others with an interest / involvement in working with people experiencing or at risk of homelessness
- Members of the public
- People in the district experiencing or at risk of homelessness and rough sleeping

Question

What [measurable] outcomes do you want to achieve, why and for whom? E.g. what do you want to be providing, how well, what changes or improvements What should the benefits be for customers, groups or communities?

Answer

Six priority areas identified:

Objective 1: Reduction of multiple exclusion homelessness and rough sleeping.

Objective 2: Prioritising early intervention and prevention of homelessness.

Objective 3: Promoting safeguarding and harm minimisation.

Objective 4: Increasing access to flexible move on accommodation and support options available for people experiencing homelessness.

Objective 5: Improve experiences and opportunities for young people and children experiencing homelessness.

Objective 6: Increase key partnerships to respond effectively to local emergency situations

Refer to action plan for specific details and performance measures.

Question

What existing or previous inspections of the policy, practice, service or function are there? E.g. Best Value Inspections, service reviews, research into the effects of the policy. What did they tell you?

Answer

The 2021-26 Strategy builds on the strengths and achievements of the previous strategy: National and local policy and guidance.

As part of the review process in line with best practice, we examined the last five years homelessness demographic data; correlating this with information from local social services as to the current and likely future members of social services client groups who are likely to be homeless or at risk of homelessness; for example young people in need, care leavers and those with community care needs.

Trend patterns, current and future demands were determined, including housing and support resources and availability; ensuring that the future strategic priorities set are based on realistic assumptions as to how they will be delivered in practice, and collectively owned by all stakeholders within the district. The main findings are outlined within the Strategy Review document.

Step 3 – Identifying potential equality issues and factors

Question
What do you already know about the impact, or potential impact, of the policy on equality or needs of local communities / groups? E.g. from research, feedback, consultation, performance monitoring
Answer
The strategic priorities have been determined through homeless and rough sleeping research, data review and consultation based on addressing and meeting the needs of those most at risk and most vulnerable within the district.
Question
Is there any evidence of differential impact, or trends of higher / lower take up under the policy for any particular groups? E.g. who uses the service, who doesn't and why not? Do we have quantitative / qualitative data?
Evidence
Trend data was scrutinised as part of the research and those most at risk have been prioritised within the key aims; refer to the Strategic Review document.
Gaps in knowledge
N/A
Question
Have there been any important demographic changes or trends locally? E.g. is the population changing, what might that mean for the policy? Have there been any legislative changes? Statistical data available on the intranet [seek assistance from policy & performance team if required].
Answer
No important demographic changes however the strategy has been written with an annual review structured so that it continues to meet local need and prevent homelessness effectively should there be any significant changes over the lifetime of the strategy (5 years)
Question
Is there an indication that the policy creates particular problems or difficulties for any groups of customers or communities i.e. differential impact and /or adverse impact?
Evidence

No		
Gaps in knowledge and who to consult with. Service level agreement may assist [more details from policy & performance team]		
Consultation with representatives from the Gypsy and Traveller community would be advantageous, however this has been commissioned on a countywide basis and is currently being undertaken to inform a separate needs assessment and policy; the findings will be incorporated into this strategy and inform future operational delivery around needs.		
Question		
Do any equality or diversity objectives already exist? If so, what are they and what is current performance?		
Answer		
EDI is a priority within this service area and underpins the work and approaches undertaken, governing operational service delivery and key performance and service standards in line with National guidance and the Law.		
Question		
Based on your answers above, how relevant is the policy to each equality category. If unsure, then assume relevance and proceed to data gathering / consultation. If certain there is no relevance, please say why and authorise. There is no need to continue		
Category	H M L relevance	Comments
Age	H	Homelessness can affect all households / individuals regardless of the categories however local research and trend data has shown that certain households / individuals are more at risk and are affected in differing ways; the strategy is underpinned and focused on addressing these.
Disability	H	
Ethnicity (race)	H	
Gender (sex)	H	
Religion or belief	H	
Sexual orientation	H	
None of above Signed: service head		

Step 4 – Collecting information and data and consulting on how the policy impacts on groups / communities

This is where we are building up a picture, considering peoples' experiences and feelings. Please think about:

- what information or data you will need
- consider quantitative and qualitative data
- make sure, where possible, there is information that allows all perspectives to be considered
- identify any gaps in the information / data and what it can tell you

When and how was it collected?	Source	What does it tell you - consider all six equality strands	Gaps in information – to inform future data gathering / consultation
Customer feedback / compliments / complaints	Homeless Prevention & Accommodation Services local data; corporate complaints	Generally good feedback is received on the services offered; where improvements have been suggested we have investigated the feasibility of making those changes and where possible implemented them	Future customer feedback panels to be arranged after the launch of the new strategy
Previous consultation / community involvement	Homeless Prevention & Accommodation Services	<p>Good levels of community involvement and responses to consultation through local interested parties.</p> <p>The strategic board / subgroups are multi-agency groups who have been involved in all aspects of the development of the strategic priorities and will be involved on an ongoing basis to ensure that the strategy objectives are owned and achievable</p>	<p>Future customer feedback panels to be arranged after the launch of the new strategy</p> <p>A 'local commitment' is to be developed with partners within the working group after the launch of the strategy and subgroups</p>

When and how was it collected?	Source	What does it tell you - consider all six equality strands	Gaps in information – to inform future data gathering / consultation
Performance information and base line measures	Homeless Prevention & Accommodation Services Shared info and intelligence from the interagency working group	As per strategic document review info findings	To inform ongoing operational development and delivery of future services
Take up and usage data	Homeless Prevention & Accommodation Services	Homeless data, throughput and performance data is monitored and reported on an ongoing quarterly basis; this info informs operational service delivery changes and priority setting	To inform ongoing operational development and delivery of future services
Comparative information -local / other	National and regional data	The homelessness review considered all local, regional and national intelligence, data, research and best practice	To continue an ongoing basis and incorporate within the annual review
Census, national or regional statistics	As above	As above	As above

When and how was it collected?	Source	What does it tell you - consider all six equality strands	Gaps in information – to inform future data gathering / consultation
Access audits / discoveries	Homeless Prevention & Accommodation Services	Performance data (H-clic) is monitored and reported on an ongoing quarterly basis; this info informs operational service delivery changes and priority setting.	To continue an and incorporate within the annual review
User profile		The homelessness review considered all local, regional and national intelligence, data, research and best practice	
Monitoring / scrutiny arrangements / outcomes			

Step 5 –Analysing the information you have and setting equality objectives and targets

Please give your detailed findings in this table:

Policy:		
Findings – from screening / data / consultation	Which groups are affected and how	Whose needs are not being met and how?
Refer to Strategy / action plan	Refer to Strategy / action plan	Refer to Strategy / action plan

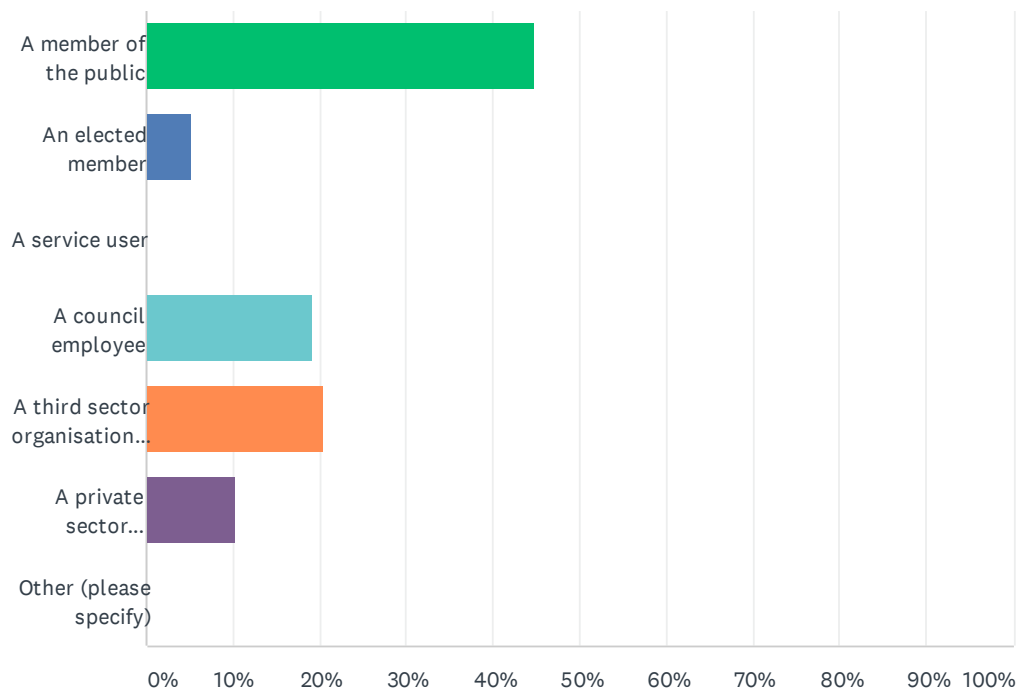
Objectives

Please give your proposed objectives/ targets in this table:

Equality objective / target – What?	Who, when, how? To be integrated within service planning
Refer to Strategy / action plan	Refer to Strategy / action plan

Q1 Are you responding to this survey as:

Answered: 78 Skipped: 1



ANSWER CHOICES	RESPONSES	
A member of the public	44.87%	35
An elected member	5.13%	4
A service user	0.00%	0
A council employee	19.23%	15
A third sector organisation/partner organisation	20.51%	16
A private sector organisation/partner organisation	10.26%	8
Other (please specify)	0.00%	0
TOTAL		78

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

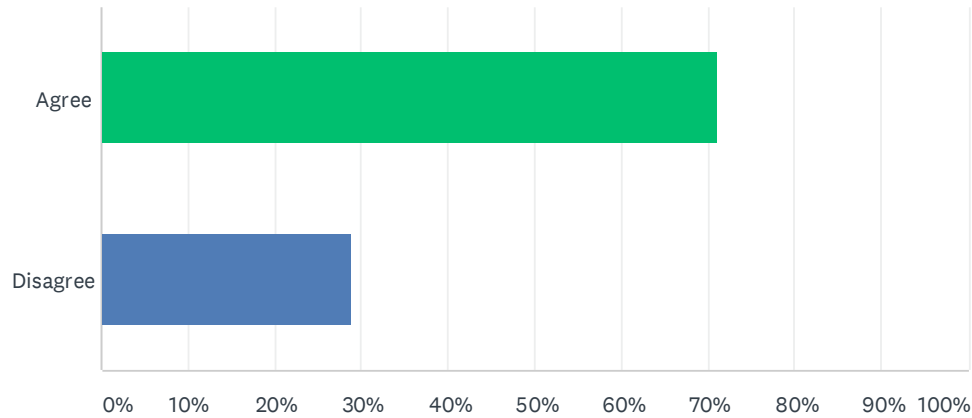
Q2 Please state which organisation you are representing:

Answered: 27 Skipped: 52

#	RESPONSES	DATE
1	Citizens Advice Carlisle and Eden	11/19/2020 3:48 PM
2	Test	11/9/2020 2:28 PM
3	cumbria county council	11/8/2020 4:15 PM
4	Impact Housing	11/4/2020 5:37 PM
5	Unity, Drug and Alcohol Services	11/4/2020 3:43 PM
6	x	11/4/2020 11:08 AM
7	Turning Point	11/2/2020 4:36 PM
8	Carlisle Churches Together	11/2/2020 2:36 PM
9	Riverside Housing Association	11/2/2020 11:27 AM
10	carlisle city council	11/2/2020 10:43 AM
11	Churches Together in Carlisle District and Carlisle Foodbank	11/1/2020 7:09 AM
12	Elim Community Church	10/29/2020 7:52 PM
13	Civil Service	10/29/2020 10:54 AM
14	Carlisle City Council	10/28/2020 11:13 PM
15	Cumbria and Lancashire CRC (part of Probation)	10/28/2020 1:50 PM
16	Rapid rehousing officer	10/28/2020 11:20 AM
17	Age UK Carlisle and Eden	10/28/2020 10:26 AM
18	Children's service , Leaving Care	10/28/2020 9:23 AM
19	Turning Point	10/27/2020 3:13 PM
20	Carlisle City Council	10/27/2020 2:15 PM
21	Carlisle CC	10/27/2020 11:06 AM
22	City Council	10/27/2020 10:44 AM
23	Carlisle Key	10/27/2020 10:20 AM
24	Turning Point	10/26/2020 4:35 PM
25	Greater Manchester mental health trust NHS	10/26/2020 11:34 AM
26	Humankind	10/26/2020 10:07 AM
27	cumbria gateway	10/26/2020 9:58 AM

Q3 I am happy for any comments I provide within this survey to be quoted (please note if you belong to an organisation, we will also quote the name of the organisation). Please tick the relevant box if you agree or disagree to this:

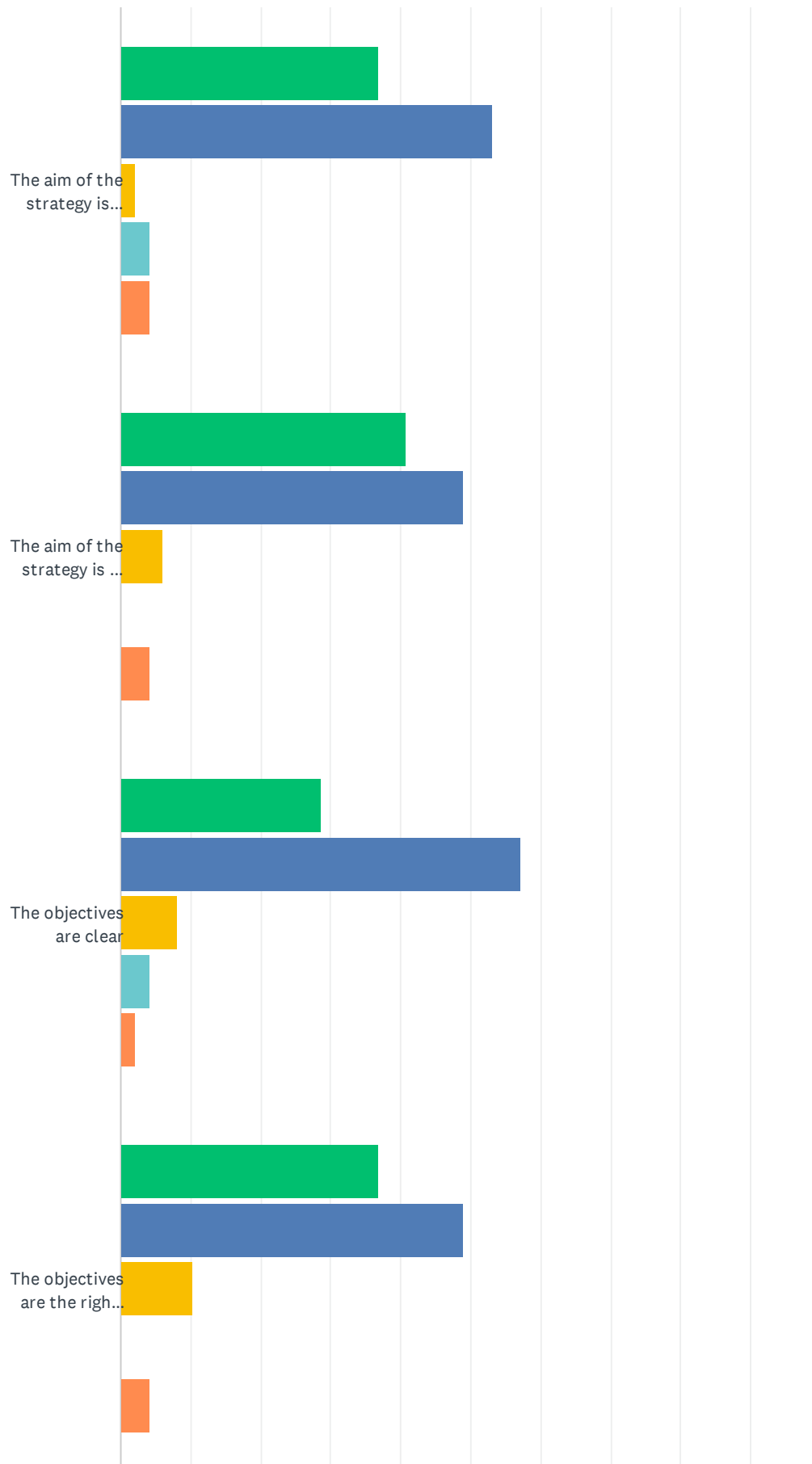
Answered: 66 Skipped: 13



ANSWER CHOICES	RESPONSES	
Agree	71.21%	47
Disagree	28.79%	19
Total Respondents: 66		

Q4 Do you agree or disagree with the following statements:

Answered: 49 Skipped: 30



Carlisle Homeless Prevention and Rough Sleeping Strategy 2021-26

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

■ Strongly Agree
 ■ Tend to agree
 ■ Tend to disagree
 ■ Strongly disagree
 ■ Don't know

	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The aim of the strategy is clear	36.73% 18	53.06% 26	2.04% 1	4.08% 2	4.08% 2	49
The aim of the strategy is the right one for Carlisle	40.82% 20	48.98% 24	6.12% 3	0.00% 0	4.08% 2	49
The objectives are clear	28.57% 14	57.14% 28	8.16% 4	4.08% 2	2.04% 1	49
The objectives are the right ones for Carlisle	36.73% 18	48.98% 24	10.20% 5	0.00% 0	4.08% 2	49

Q5 If you have any additional comments about the aims and objectives please give details below:

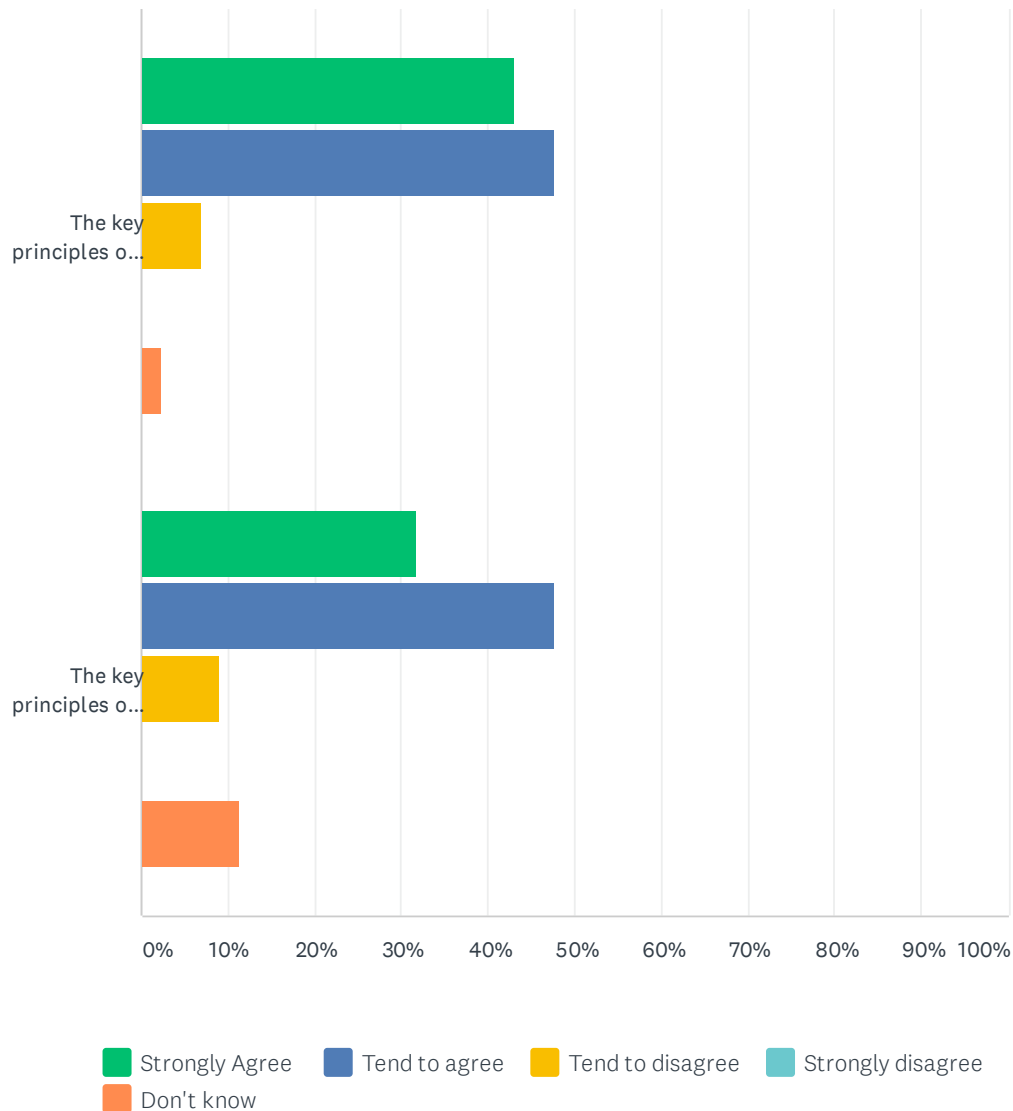
Answered: 18 Skipped: 61

Carlisle Homeless Prevention and Rough Sleeping Strategy 2021-26

#	RESPONSES	DATE
1	Not much provision for those who find themselves homeless out of office hours	11/22/2020 9:53 AM
2	These objectives are clear.	11/19/2020 3:49 PM
3	Rough sleepers and homeless have often been through the system, and will not be readmitted due to mental health/violence etc so fdon't know how you will do objective one	11/11/2020 6:06 PM
4	Objective 1: "multiple exclusion homelessness" wording comes across as jargon - would a member of the public fully understand that expression?	11/4/2020 5:40 PM
5	Too many objectives. There should be no more than 3 maximum. Otherwise it becomes a shopping list	11/2/2020 10:25 PM
6	I think that there needs to be greater investment in affordable housing in the area and Churches Together in Cumbria would happily offer practical support and partnership opportunities to facilitate this	11/2/2020 2:39 PM
7	NA	11/2/2020 10:45 AM
8	According to the above the strategy has 2 aims. The first is clear, the second: "minimise the distress" is not. I suggest: The aim of is twofold, it includes both the prevention and the early resolution of Homelessness and rough sleeping. The objectives are not SMART . Based on maximum service usage and effectiveness through increasing availability, awareness, and access I suggest the following: 1. Assure prevention through improved early detection by effective partnership work with all agencies involved with high risk individuals and families. 2. Raise public awareness of locally available support services using all effective communication channels and clear information guidelines. 3. Increase the availability of suitable supported accommodation. 4. Improve access to all support it terms of time, space and location. 5. Increase effectiveness of support by promoting autonomous resolution pathways, i.e. the responsibility and the means of resolution is in the hands of the subject. 6. Maximise support and economise on resources through effective partnership work with all local approved support agencies.	11/1/2020 7:09 AM
9	Need to increase amount of accommodation available to homeless people	10/29/2020 8:15 AM
10	Definition of 'move on accommodation' might help?	10/28/2020 8:03 PM
11	Ensuring client's having access to relevant knowledge at an early stage, we have found has been key in delivering a beneficial information and advice service.	10/28/2020 10:30 AM
12	Homelessness doesn't seem to be an issue in Carlisle, despite Labour trying to politicise the issue over a number of years. I thought this was a conservative council. Seems to be taking labour pressure time and time again to set policy.	10/27/2020 10:19 PM
13	I agree with the aims and objectives however I am also aware that funding for Supported Housing has been suspended as of March 2021 which means there will be less resources to utilise and in turn, more individuals effected by homelessness.	10/27/2020 3:18 PM
14	The provision for the disabled and older adults who need help eg those of working age has been due to .no DSS rental and social provision How this can be pol tooceed needs addressed too he fearof being homelessis dreadful Carlisle law centre is one place they get help but usially at the point of eviction or the house is sold attthe end of short lets !	10/27/2020 11:28 AM
15	Stop giving rents, find them a room, finds are awast of time , when pennielest	10/27/2020 11:22 AM
16	Objective 1: Reduction of multiple exclusion homelessness and rough sleeping. Not fully clear on this objective, is it to remove barriers to access accommodation?	10/27/2020 10:25 AM
17	To find accommodation for all homeless in Carlisle. There is a number of buildings not occupied by the council or any other organisation that would be appropriate to help these needs. Young adults need to go to a place of safety if needed and extra accommodation for domestic abuse victims or family male or female that need safety. There is plenty unoccupied properties available in and around Carlisle that could be made use of these needs.	10/27/2020 10:09 AM
18	Need to ensure access is available to the hostels (male & female) this seems to have reduced enormously in the last year & despite COVID its very difficult to access emergency accom even though legislation states people shouldnt be homeless during the pandemic	10/26/2020 10:12 AM

Q6 Do you agree or disagree with the following statements:

Answered: 44 Skipped: 35



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The key principles of the strategy are clear	43.18% 19	47.73% 21	6.82% 3	0.00% 0	2.27% 1	44
The key principles of the strategy will allow us to successfully deliver its objectives and aims	31.82% 14	47.73% 21	9.09% 4	0.00% 0	11.36% 5	44

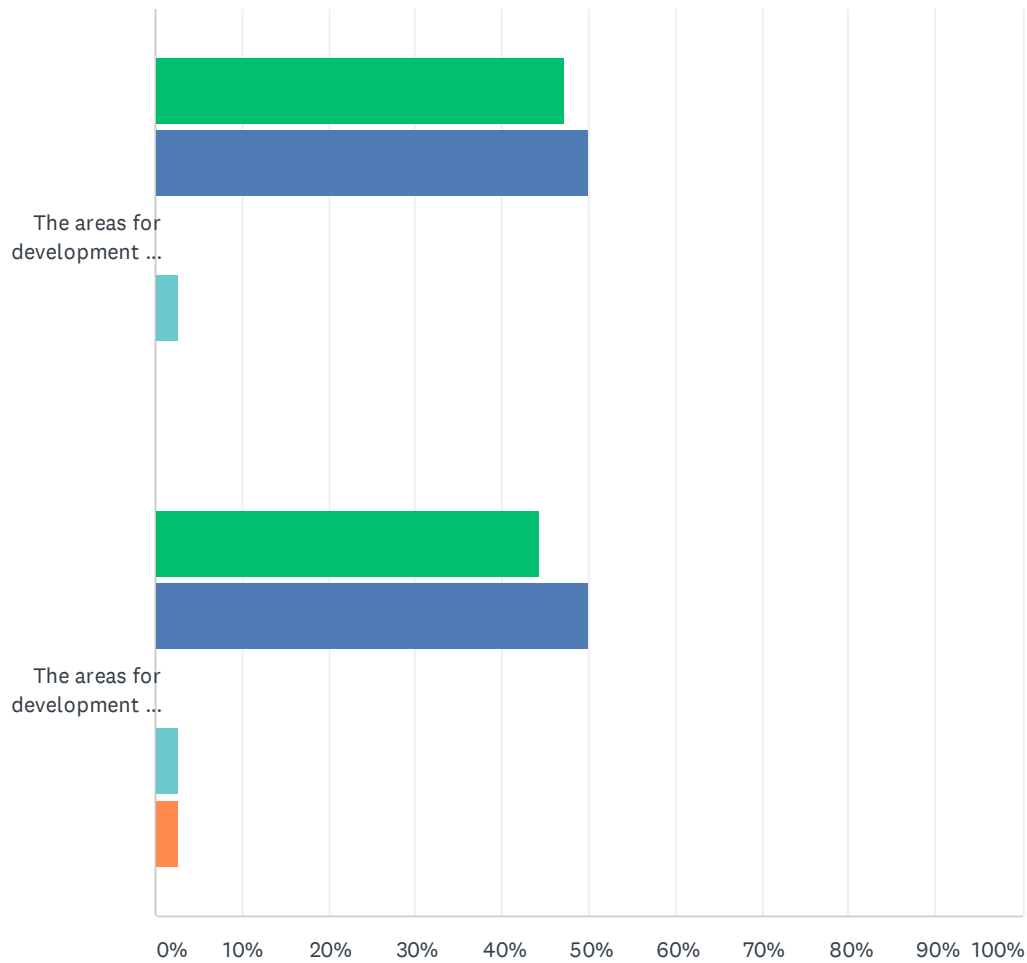
Q7 If you have any additional comments about the key principles of the strategy please give details below:

Answered: 9 Skipped: 70

#	RESPONSES	DATE
1	The wording is clear. However, it is not possible to assess whether these will allow the successful delivery of the aims and objectives. The real test is how the strategy is implemented and how people experiencing homelessness are treated.	11/19/2020 3:50 PM
2	Keep wording simple - avoid jargon	11/2/2020 10:26 PM
3	NA	11/2/2020 10:45 AM
4	I suggest the following is more comprehensive, concise and clear: Respect human rights and responsibilities Safeguard people from harm Make best use of all available resources. Be based on a Planning, Implementation, evaluation and review process.	11/1/2020 7:09 AM
5	It is unclear that the objectives have been clearly and proportionately assessed. Small enough numbers of homeless for individual assistance	10/27/2020 10:20 PM
6	More action, less yap	10/27/2020 11:23 AM
7	These are currently meaningless phrases. The objectives need to be more precise.	10/27/2020 10:48 AM
8	I think all parties of council housing associations landlords should be at least put together to help work these measures to work and make our community one of the best in Cumbria.	10/27/2020 10:12 AM
9	It seems much harder for marginalised clients to access hostel services in Carlisle where previously there was much more support for these people	10/26/2020 10:14 AM

Q8 Do you agree or disagree with the following statements:

Answered: 36 Skipped: 43



■ Strongly Agree
 ■ Tend to agree
 ■ Tend to disagree
 ■ Strongly disagree
 ■ Don't know

	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The areas for development for objective 1 are clear	47.22% 17	50.00% 18	0.00% 0	2.78% 1	0.00% 0	36
The areas for development for objective 1 are the right ones for Carlisle	44.44% 16	50.00% 18	0.00% 0	2.78% 1	2.78% 1	36

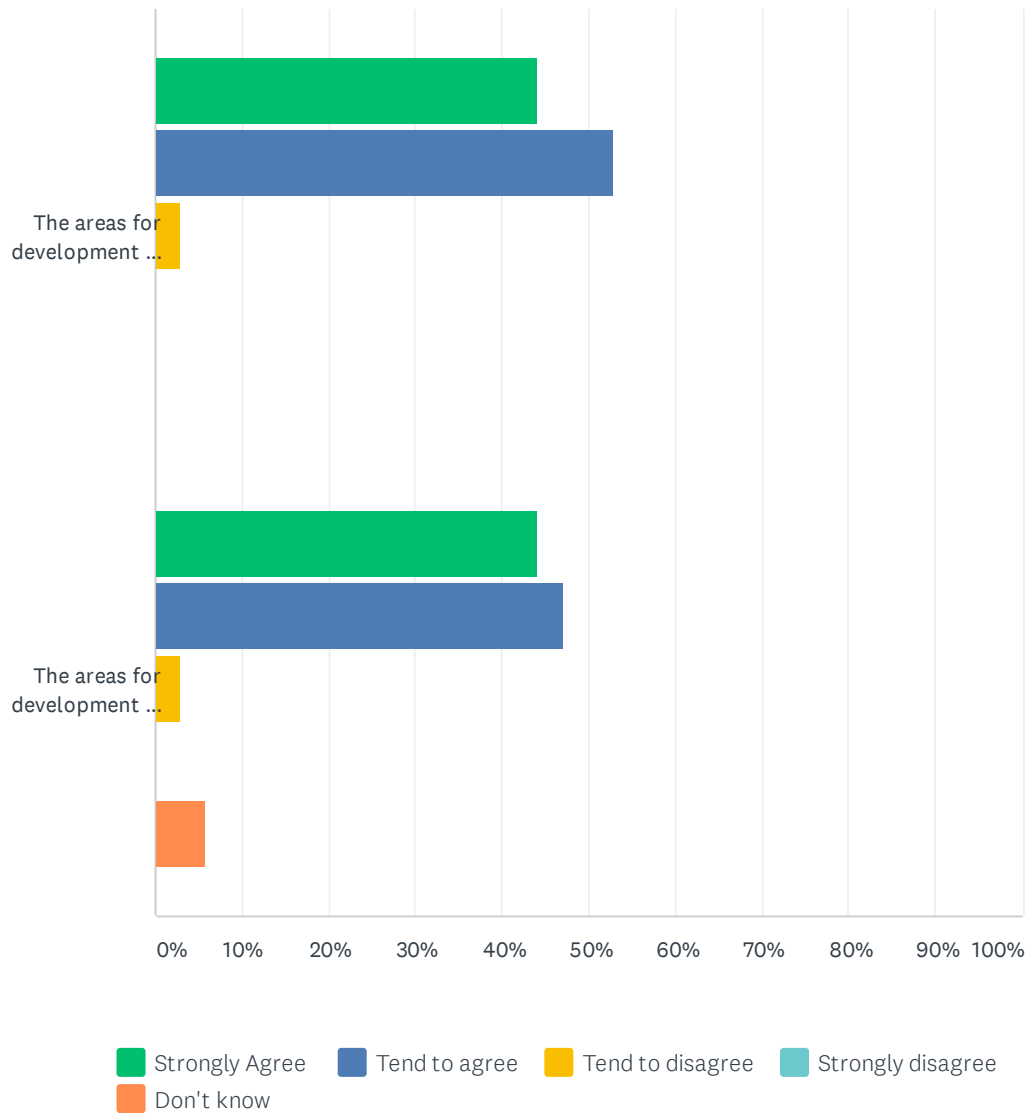
Q9 If you have any additional comments about the areas for development for objective 1 please give details below:

Answered: 12 Skipped: 67

#	RESPONSES	DATE
1	Partnerships often have differing criteria which conflicts - ownership and commitment would be required by all - which is a big ask in times of financial restraints and overuse of NHS mental health teams	11/11/2020 6:09 PM
2	Need to ensure homeless people with pets can be accommodated with their pets. This applies to SWEP too	11/3/2020 1:14 PM
3	Littered with jargon and technical terms and phrases	11/2/2020 10:27 PM
4	I have a concern that there is not enough properties/support schemes available to house those that have complex needs and wonder how this objective will be achieved	11/2/2020 11:30 AM
5	NA	11/2/2020 10:46 AM
6	None	11/1/2020 7:09 AM
7	Is an annual report sufficient? Who will run the task force? How will homeless people know where to get help?	10/28/2020 8:09 PM
8	There should be an objective that there is better out of office response to homelessness. If your homeless after 3pm there no where for people to go. Young people need a round the clock service that's responsive and not reliant on children's services who do not have Access to housing	10/28/2020 6:39 PM
9	This is a hugely disproportionate response to a minuscule issue. It does not help tax payers. In that regard it is insulting. Conservatives were elected to run the council and you take labour policies. Is this because the deputy leader is married to a labour councillor?	10/27/2020 10:23 PM
10	Give more help than 9-5 Mon fri	10/27/2020 11:25 AM
11	An electronic information leaflet is no good for supporting and signposting those with no homes. I know it is for the local community but this really should be accessible for all especially as a handout to those with no homes if needed.	10/27/2020 10:52 AM
12	Objective 1 is clearer now. We have had a discussion with social bites about their Housing Villiage which is a Housing First Model. They would be interested in working in partnership to make something similar here. We have only had a discussion with them but might be a good partnership option	10/27/2020 10:29 AM

Q10 Do you agree or disagree with the following statements:

Answered: 34 Skipped: 45



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The areas for development for objective 2 are clear	44.12% 15	52.94% 18	2.94% 1	0.00% 0	0.00% 0	34
The areas for development for objective 2 are the right ones for Carlisle	44.12% 15	47.06% 16	2.94% 1	0.00% 0	5.88% 2	34

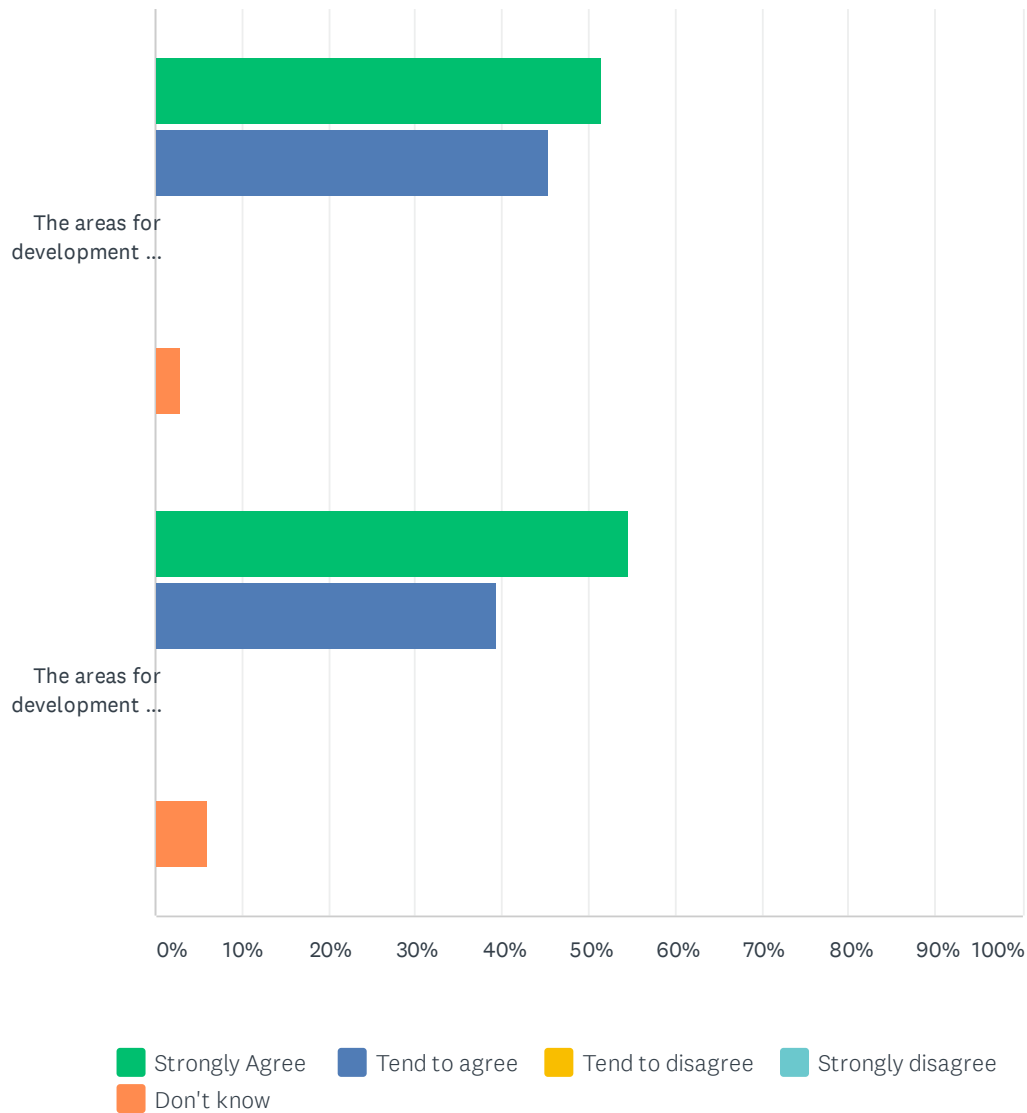
Q11 If you have any additional comments about the areas for development for objective 2 please give details below:

Answered: 7 Skipped: 72

#	RESPONSES	DATE
1	Lots of jargon	11/2/2020 10:28 PM
2	NA	11/2/2020 10:48 AM
3	My main impression is these areas for development are all important and to be approved, however it appears very ambitious: is all this within the scope and the capacity of the Department. I also fail to see emphasis on the inclusion here of best use of available resources through establishment of systems of alert from key partners (e.g. Adult social care, children's services, etc) Perhaps this is coming later in the strategy.	11/1/2020 7:10 AM
4	Accommodation alone is not enough, those at risk need one to one support to to able to maintain a tenancy.	10/29/2020 8:25 AM
5	Will people at risk of homelessness have access to the Internet in order to find out relevant information?	10/28/2020 8:12 PM
6	Apart from this being a complete waste of money. What sort of term is a homeless household.	10/27/2020 10:24 PM
7	More help with clams	10/27/2020 11:27 AM

Q12 Do you agree or disagree with the following statements:

Answered: 33 Skipped: 46



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The areas for development for objective 3 are clear	51.52% 17	45.45% 15	0.00% 0	0.00% 0	3.03% 1	33
The areas for development for objective 3 are the right ones for Carlisle	54.55% 18	39.39% 13	0.00% 0	0.00% 0	6.06% 2	33

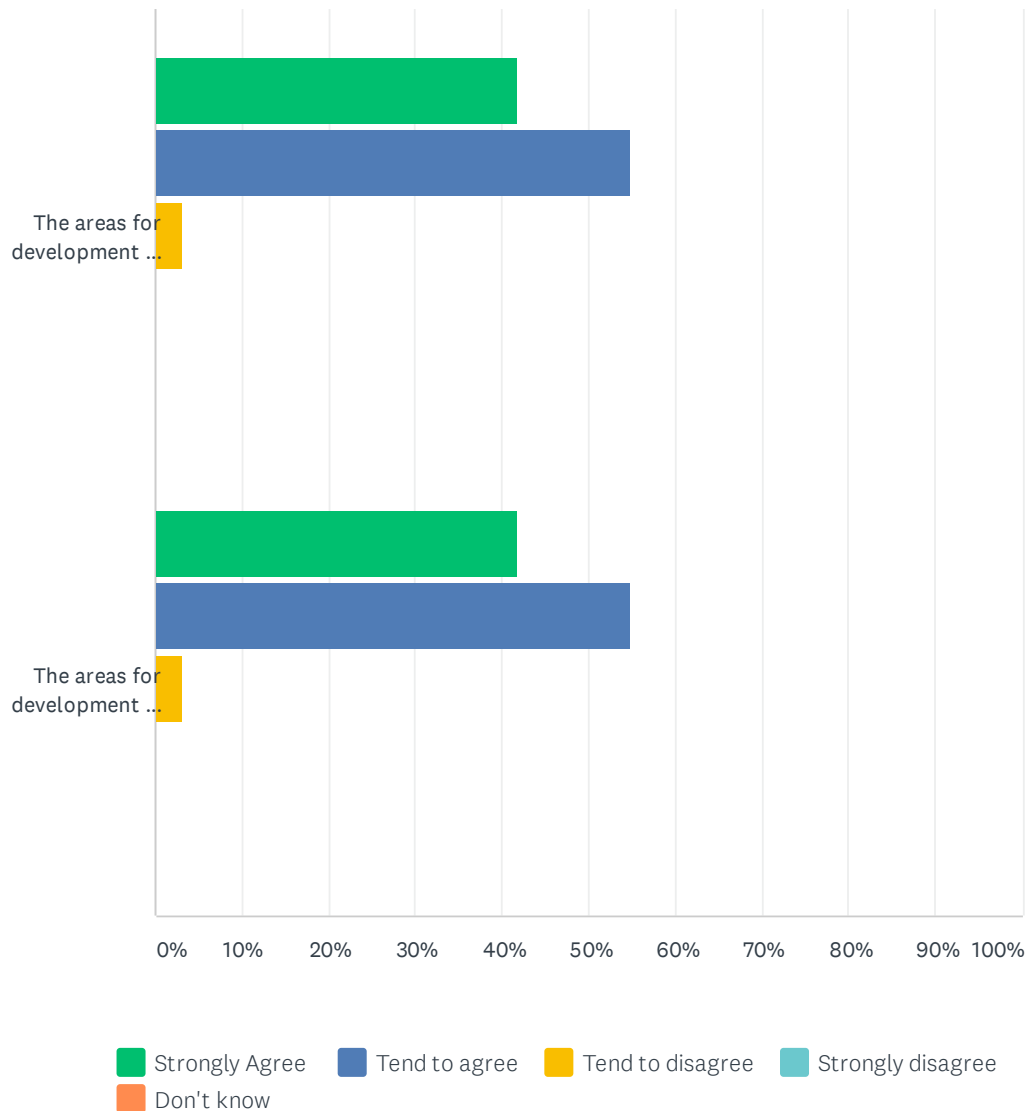
Q13 If you have any additional comments about the areas for development for objective 3 please give details below:

Answered: 10 Skipped: 69

#	RESPONSES	DATE
1	Again partnership working is great if underpin by the same ethos and policy - something I have never seen	11/11/2020 6:10 PM
2	Keep it simple.	11/2/2020 10:29 PM
3	NA	11/2/2020 10:48 AM
4	Does Carlisle have access to enough safe accommodation to be able to state with certainty the provision of alternative suitable accommodation for individuals and families in immediate danger of harm. 11. Develop and implement a robust risk assessment tool utilising criteria which alert to need for provision of alternative suitable accommodation. 12. Maintain records as evidence that alternative suitable accommodation has been provided when deemed necessary, by the risk assessment tool, to safeguard and prevent harm to individuals and families.	11/1/2020 7:10 AM
5	Clearly more well trained officers will be required	10/29/2020 8:28 AM
6	Close working with schools, where children are involved and any other agencies including social workers.	10/28/2020 8:15 PM
7	People that are in the country without access to public resource need better support when homeless, especially when they are fleeing domestic abuse. Where do these victims and their families go? There needs to be better translation services available	10/28/2020 6:41 PM
8	This is an intervention issue as regards domestic abuse etc. This isn't a homelessness issue if it is dealt with through intervention and correct messaging from police and other organisations.	10/27/2020 10:25 PM
9	Find someone who knows what there doing to help	10/27/2020 11:28 AM
10	People's safety and metl wellbeing should always come first	10/27/2020 10:16 AM

Q14 Do you agree or disagree with the following statements:

Answered: 31 Skipped: 48



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The areas for development for objective 4 are clear	41.94% 13	54.84% 17	3.23% 1	0.00% 0	0.00% 0	31
The areas for development for objective 4 are the right ones for Carlisle	41.94% 13	54.84% 17	3.23% 1	0.00% 0	0.00% 0	31

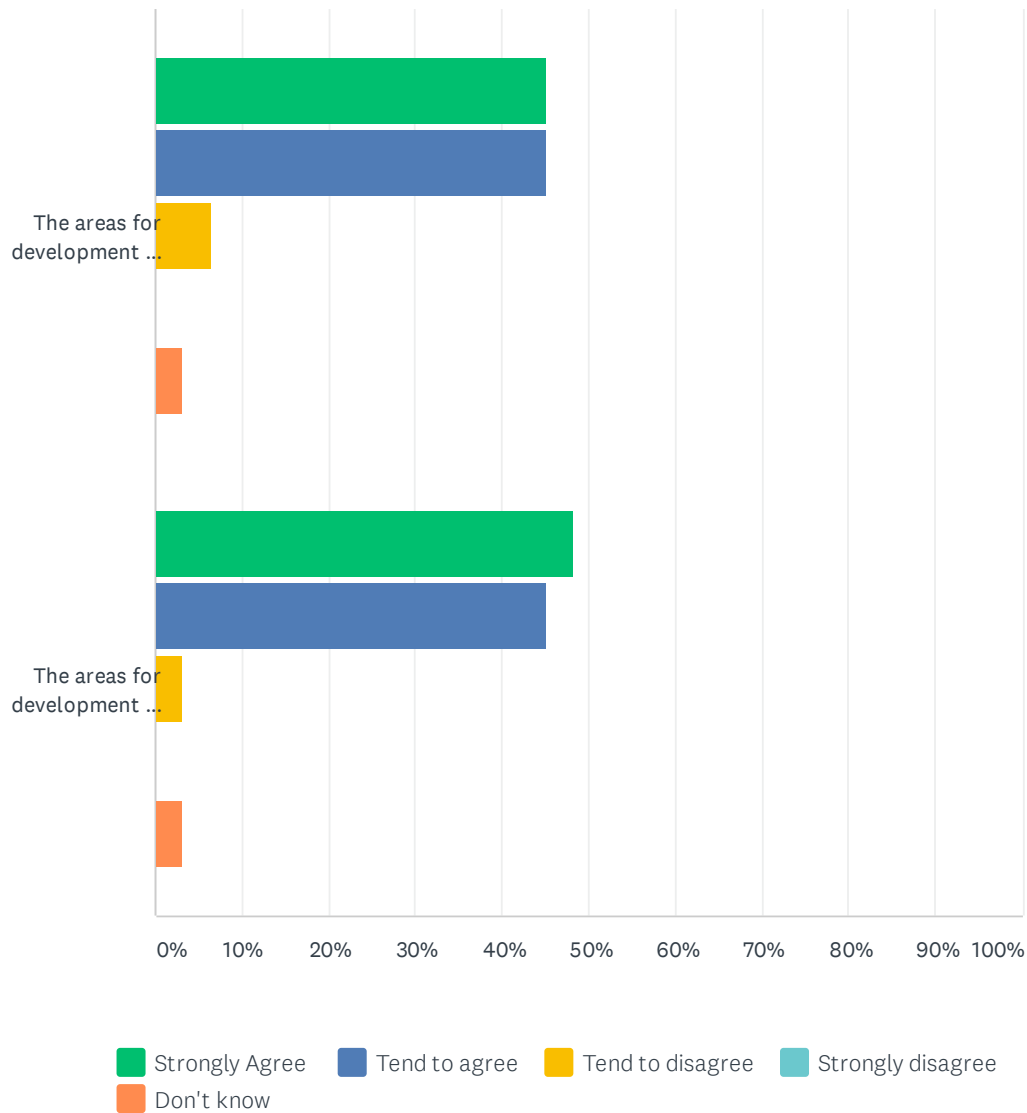
Q15 If you have any additional comments about the areas for development for objective 4 please give details below:

Answered: 10 Skipped: 69

#	RESPONSES	DATE
1	Provision of move on housing for people with pets	11/3/2020 1:16 PM
2	As I say I think that simply mapping affordable housing will not be enough...the lack of council housing stock since right to buy and the lack of good quality affordable housing needs to be addressed.	11/2/2020 3:34 PM
3	NA	11/2/2020 10:49 AM
4	Address the problem of rent in supported accommodation remaining high for people who no longer need the support (have successfully started paid employment) however have yet to find suitable other accommodation.	11/1/2020 7:10 AM
5	Think outside the box, recruit officers to mentor tenants in how to keep their accommodation clean and tidy...provide equipment ie a simple Hoover, and cleaning equipment	10/29/2020 8:34 AM
6	Will these audits actually lead to action?	10/28/2020 8:27 PM
7	Single people under 35 in low pay jobs is an issue the council can address with council tax subsidisation. There are practical ways in which the council can help. Labelling these hard working people homeless and patronising them through mapping affordable housing is quite frankly insulting	10/27/2020 10:28 PM
8	Set up food help in cold days/nights	10/27/2020 11:30 AM
9	What is RSL or RRP?	10/27/2020 11:09 AM
10	Should have a hostel a place to sleep for the night even if it only open for the homeless to have a bed and a meal	10/27/2020 10:18 AM

Q16 Do you agree or disagree with the following statements:

Answered: 31 Skipped: 48



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The areas for development for objective 5 are clear	45.16% 14	45.16% 14	6.45% 2	0.00% 0	3.23% 1	31
The areas for development for objective 5 are the right ones for Carlisle	48.39% 15	45.16% 14	3.23% 1	0.00% 0	3.23% 1	31

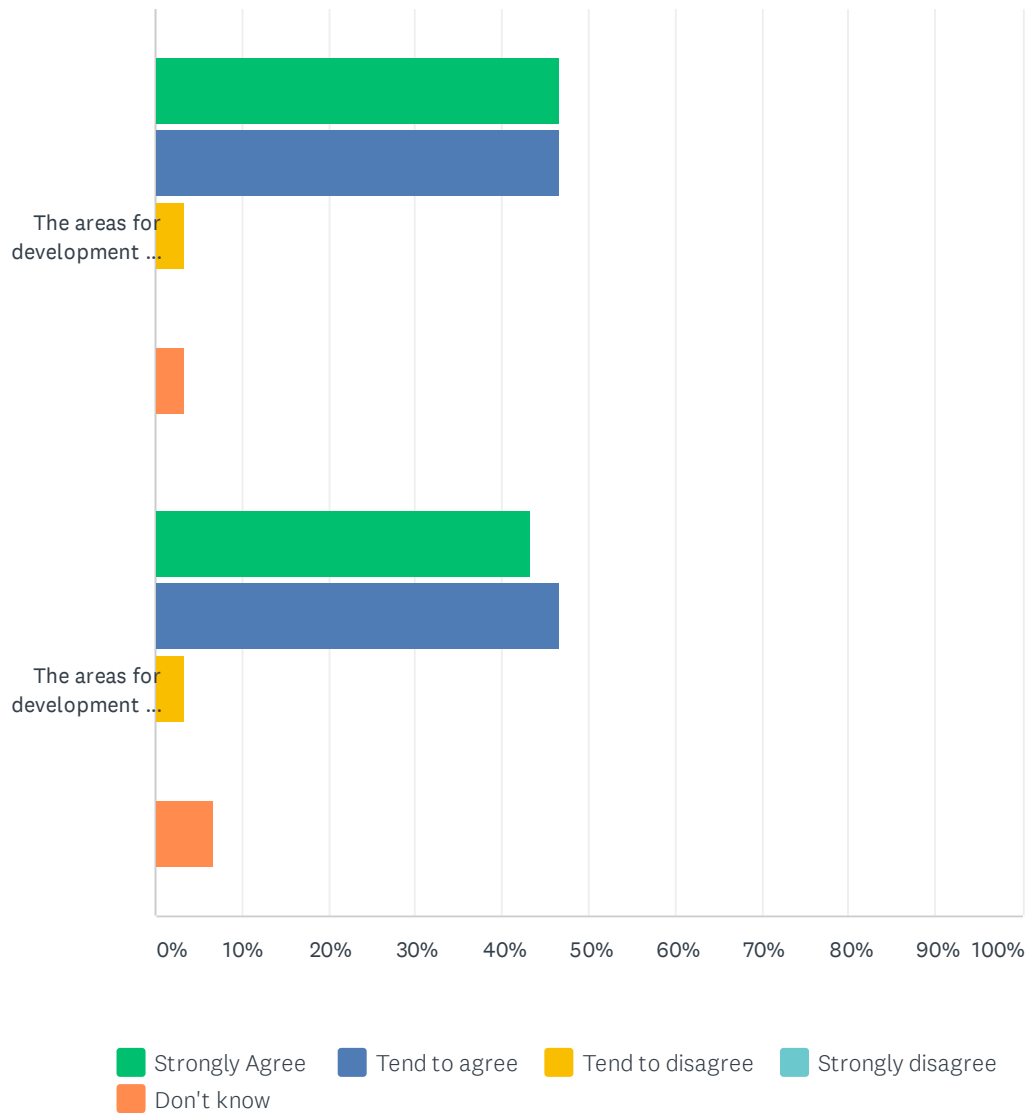
Q17 If you have any additional comments about the areas for development for objective 5 please give details below:

Answered: 10 Skipped: 69

#	RESPONSES	DATE
1	ow many times will this be tried?	11/11/2020 6:10 PM
2	Riddled with jargon	11/2/2020 10:30 PM
3	I think that we may have a youth homelessness crisis on our hands and the carrying through of number 5 but be an active initiative that is seen through.	11/2/2020 3:36 PM
4	NA	11/2/2020 10:49 AM
5	As I have no experience here I cannot comment	11/1/2020 7:10 AM
6	Again down to staff numbers ...all sounds good but delivery is everything	10/29/2020 8:37 AM
7	Training and employment opportunities for those due to leave or have left education is a really important point. Once you have scoped - what if there aren't available services in the area?	10/28/2020 8:31 PM
8	It is good to increase awareness and opportunities for young people who are homeless but the current provision needs addressed. Close street and warwick Sq are in desperate need of renovation. The lack of staff available at each provision means young people are not getting the guidance, support and advice they need. More provision is needed and better training of staff to actually support these young people to successfully live independently.	10/28/2020 6:45 PM
9	Young persons mental health should be a target, looking at improvement for access to Mealth health support for those who are in crisis.	10/27/2020 11:45 AM
10	Keep kids at home as long as possible	10/27/2020 11:31 AM

Q18 Do you agree or disagree with the following statements:

Answered: 30 Skipped: 49



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The areas for development for objective 6 are clear	46.67% 14	46.67% 14	3.33% 1	0.00% 0	3.33% 1	30
The areas for development for objective 6 are the right ones for Carlisle	43.33% 13	46.67% 14	3.33% 1	0.00% 0	6.67% 2	30

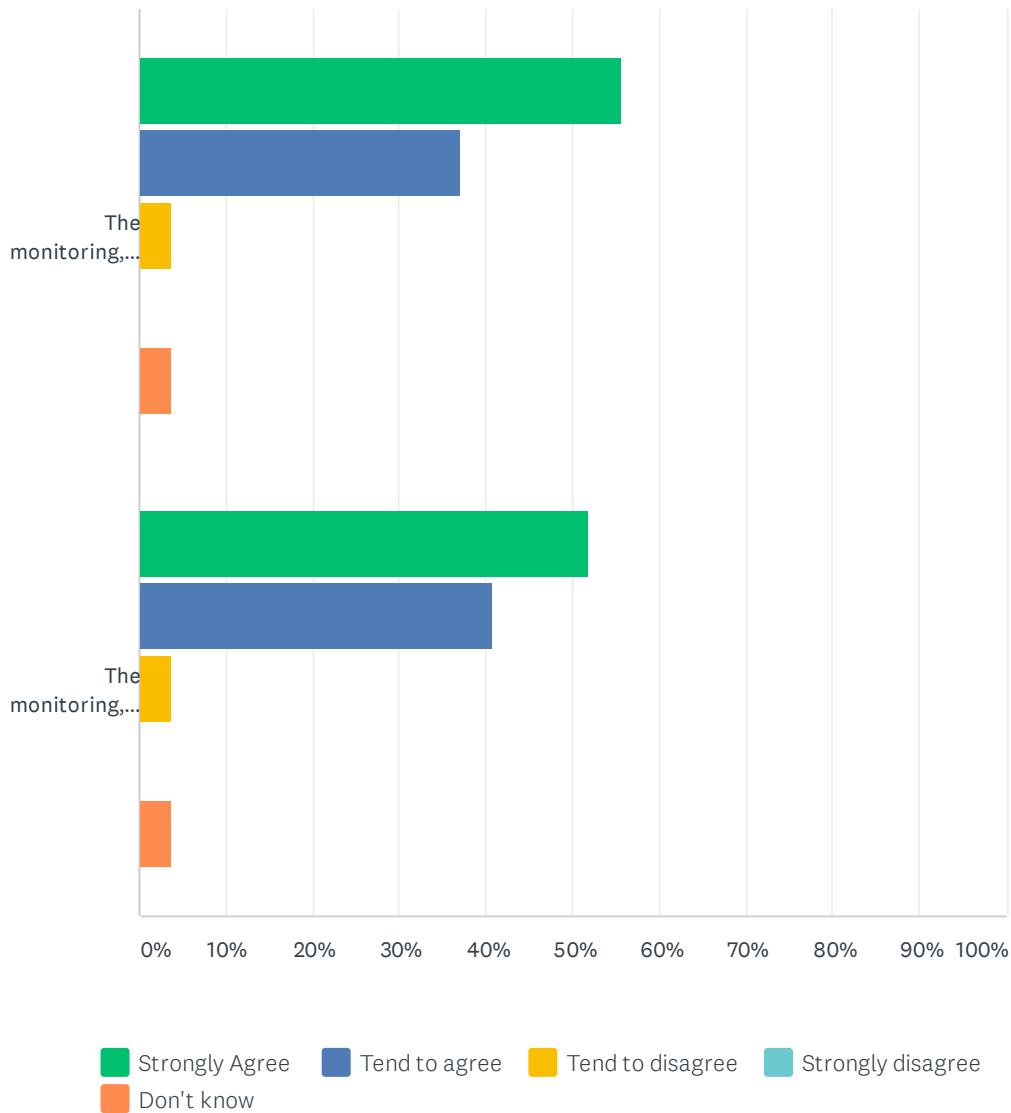
Q19 If you have any additional comments about the areas for development for objective 6 please give details below:

Answered: 10 Skipped: 69

#	RESPONSES	DATE
1	Written in manager speak	11/2/2020 10:31 PM
2	I think the winter emergency homelessness shelter system in Kendal should be looked at and the establishment of an equivalent or even 'daughter' or Manna House be actively explored	11/2/2020 3:38 PM
3	NA	11/2/2020 10:49 AM
4	No additional comments	11/1/2020 7:10 AM
5	Mentoring in managing money is required in some households. Failure to pay bills can be a big driver to homelessness	10/29/2020 8:40 AM
6	Is virtual the answer?	10/28/2020 8:33 PM
7	Organisations are well set up to deal with this issue. It seems the council are trying for some reason to jump on a socialist bandwagon... another one.	10/27/2020 10:29 PM
8	There has been lots of community project popping up over Covid-19 which has been great but would be good to know who is doing what & when. For example, there has been an explosion of food response to the school meals	10/27/2020 11:47 AM
9	Find. Drs to help , get clean and dry cloths	10/27/2020 11:32 AM
10	There should always be somewhere to go no matter what	10/27/2020 10:20 AM

Q20 Do you agree or disagree with the following statements:

Answered: 27 Skipped: 52



	STRONGLY AGREE	TEND TO AGREE	TEND TO DISAGREE	STRONGLY DISAGREE	DON'T KNOW	TOTAL
The monitoring, evaluation and review arrangements are clear	55.56% 15	37.04% 10	3.70% 1	0.00% 0	3.70% 1	27
The monitoring, evaluation and review arrangements are the right ones for Carlisle	51.85% 14	40.74% 11	3.70% 1	0.00% 0	3.70% 1	27

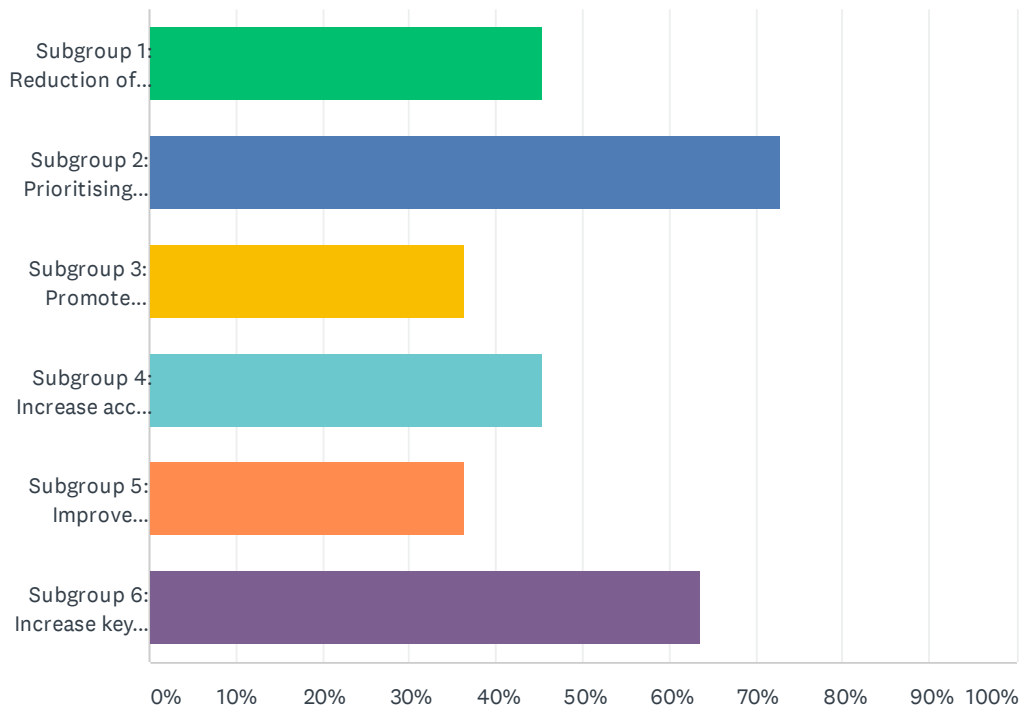
Q21 If you have any additional comments about the monitoring, evaluation and review arrangements please give details below:

Answered: 10 Skipped: 69

#	RESPONSES	DATE
1	Would also be useful to report on the number of presentations found not to meet legal homelessness duty. This should form as part of the review process because it helps to identify those people who are either falling through gaps, or a wider issue in the local area which key partners can support with.	11/19/2020 3:54 PM
2	Are you measuring the right things here, or simply measuring that which is easiest?	11/2/2020 10:32 PM
3	Would like an action in there to measure level of follow on support once moved to permanent accommodation	11/2/2020 11:33 AM
4	NA	11/2/2020 10:50 AM
5	None	11/1/2020 7:10 AM
6	Use of corporate language needs minimised for readers of this survey.	10/29/2020 8:45 AM
7	Perhaps the Action Plan and its objectives could be RAG rated to show what's being done/achieved well and what needs further attention.	10/28/2020 8:37 PM
8	With the minuscule numbers involved, assessing annually, if this is something the council is determined to do seems like a complete absolution of responsibility.	10/27/2020 10:31 PM
9	Can we add in something around monitoring those who are not given assistance to see if there is a gap in provision for a specific client group? For example, we have a lot of referrals from out of area	10/27/2020 11:52 AM
10	Find somewhere for a wash	10/27/2020 11:33 AM

Q22 If you would like to be involved in or receive updates from any of the new groups within the new structure in 2021, please select the appropriate options below and provide your contact details in the next question:

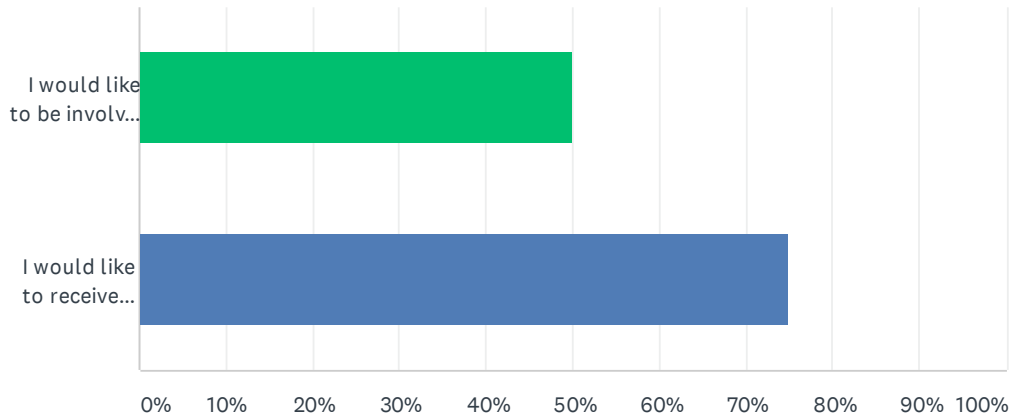
Answered: 11 Skipped: 68



ANSWER CHOICES	RESPONSES	
Subgroup 1: Reduction of multiple exclusion homelessness and rough sleeping.	45.45%	5
Subgroup 2: Prioritising early intervention and prevention of homelessness.	72.73%	8
Subgroup 3: Promote safeguarding and harm minimisation.	36.36%	4
Subgroup 4: Increase access to flexible move on accommodation and support options.	45.45%	5
Subgroup 5: Improve experiences and opportunities for young people and children experiencing homelessness.	36.36%	4
Subgroup 6: Increase key partnerships to respond effectively to local emergency situations impacting on homelessness and rough sleeping.	63.64%	7
Total Respondents: 11		

Q23 If you would like to be involved in reviewing and monitoring the strategy (strategic board) or sent communication about the strategy's progress please select the correct option below and provide your contact details.

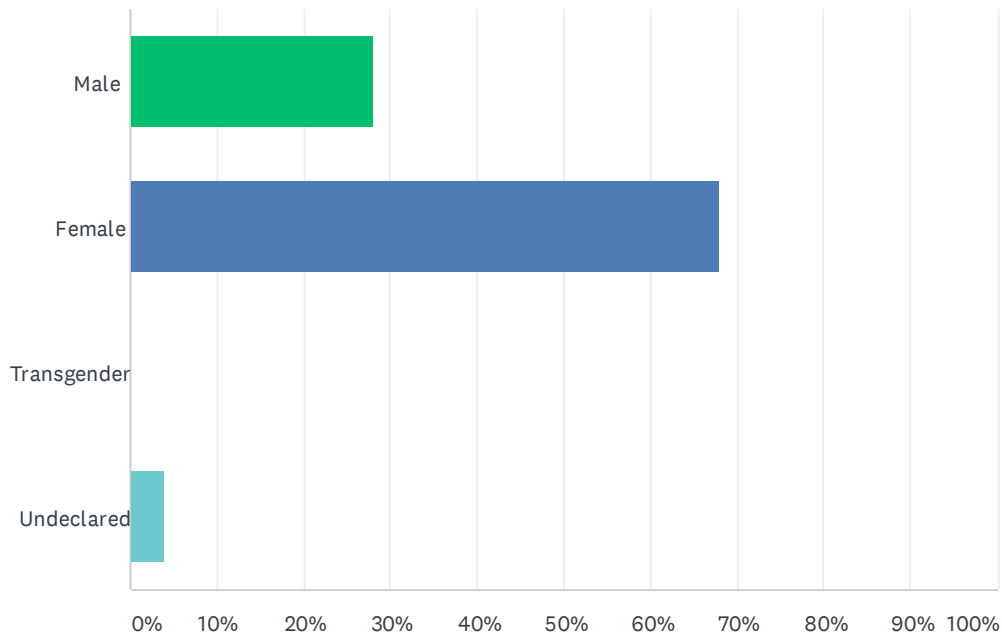
Answered: 12 Skipped: 67



ANSWER CHOICES	RESPONSES	
I would like to be involved in reviewing and monitoring the strategy.	50.00%	6
I would like to receive future communications about the strategy.	75.00%	9
Total Respondents: 12		

Q25 What is your gender?

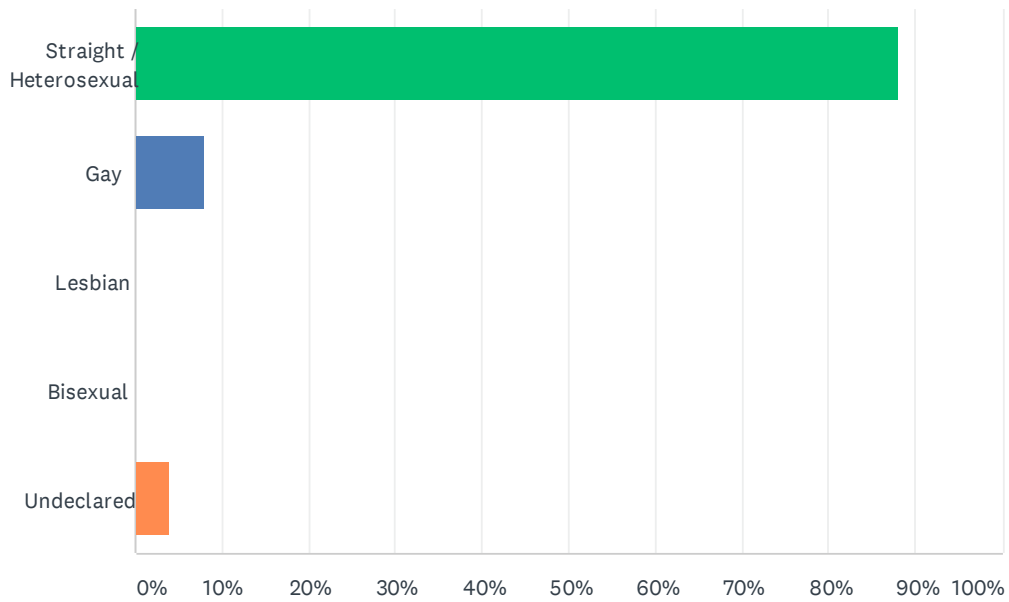
Answered: 25 Skipped: 54



ANSWER CHOICES	RESPONSES	
Male	28.00%	7
Female	68.00%	17
Transgender	0.00%	0
Undeclared	4.00%	1
TOTAL		25

Q26 What is your sexuality?

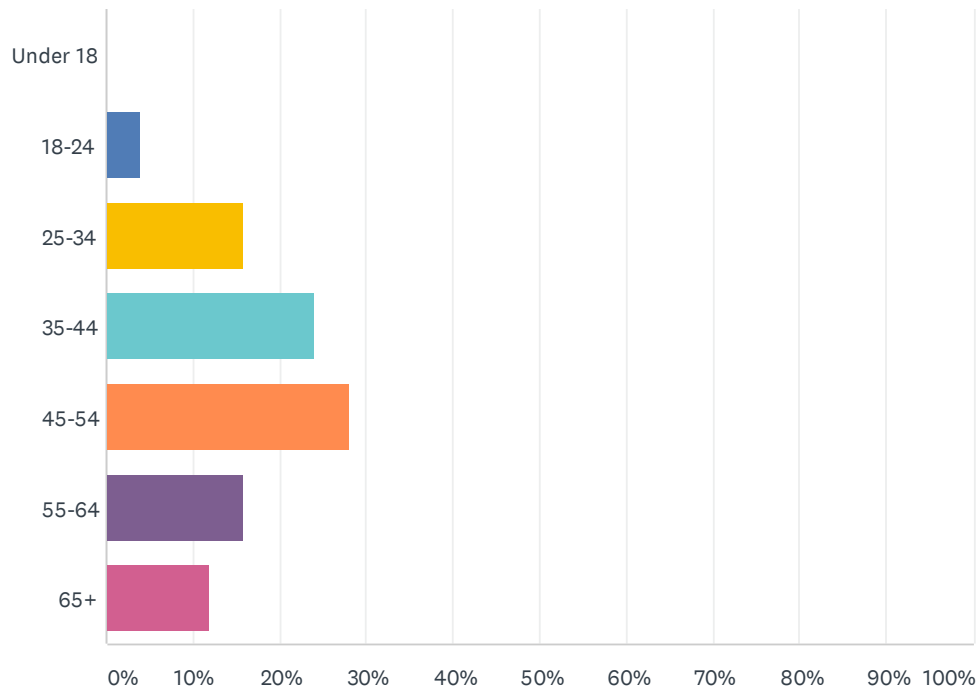
Answered: 25 Skipped: 54



ANSWER CHOICES	RESPONSES	
Straight / Heterosexual	88.00%	22
Gay	8.00%	2
Lesbian	0.00%	0
Bisexual	0.00%	0
Undeclared	4.00%	1
TOTAL		25

Q27 What is your age?

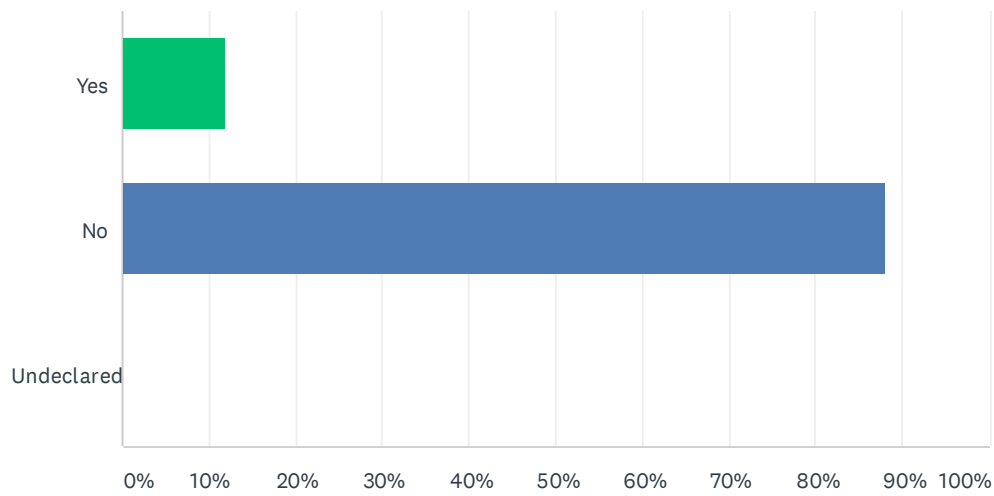
Answered: 25 Skipped: 54



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	4.00%	1
25-34	16.00%	4
35-44	24.00%	6
45-54	28.00%	7
55-64	16.00%	4
65+	12.00%	3
TOTAL		25

Q28 Do you consider yourself to have a disability?

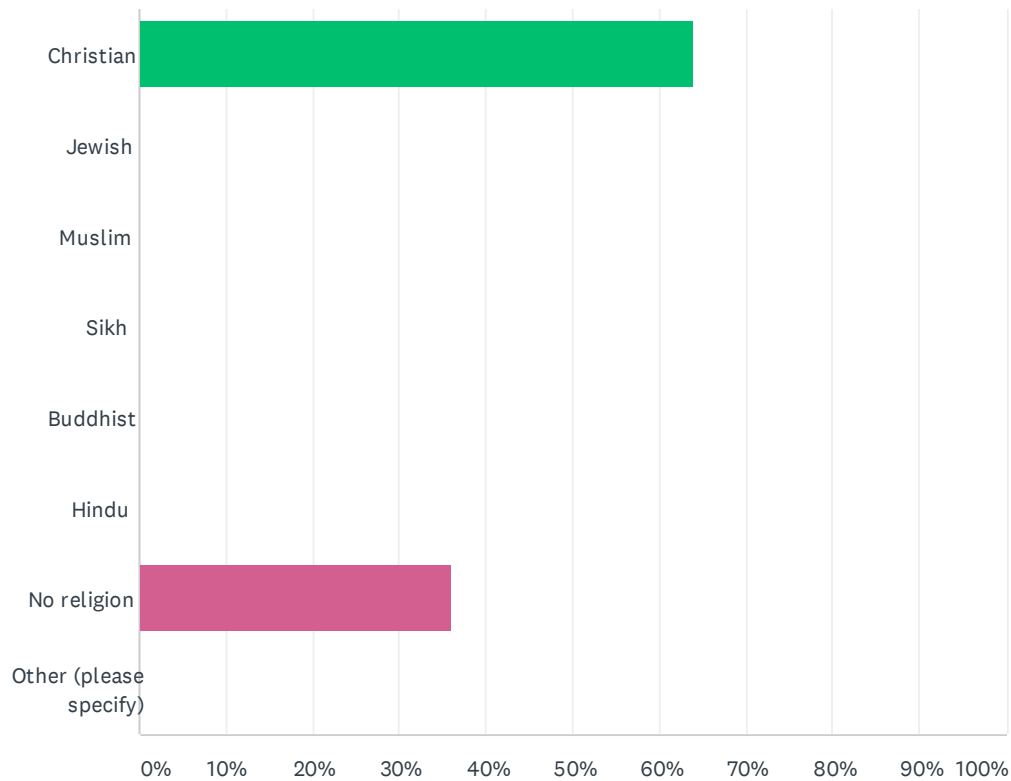
Answered: 25 Skipped: 54



ANSWER CHOICES	RESPONSES	
Yes	12.00%	3
No	88.00%	22
Undeclared	0.00%	0
TOTAL		25

Q29 Do you identify with any of the following religions?

Answered: 25 Skipped: 54

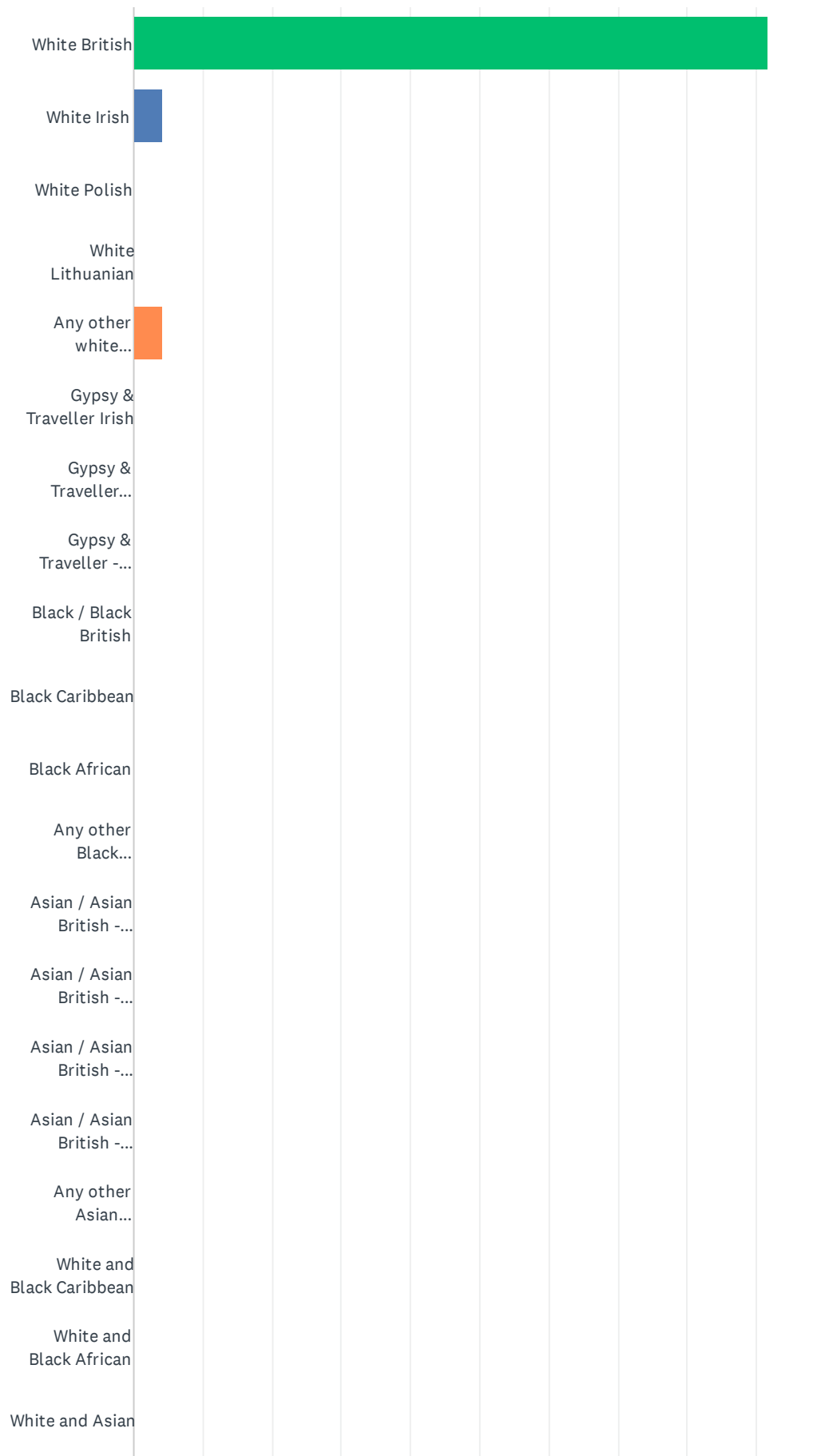


ANSWER CHOICES	RESPONSES	
Christian	64.00%	16
Jewish	0.00%	0
Muslim	0.00%	0
Sikh	0.00%	0
Buddhist	0.00%	0
Hindu	0.00%	0
No religion	36.00%	9
Other (please specify)	0.00%	0
Total Respondents: 25		

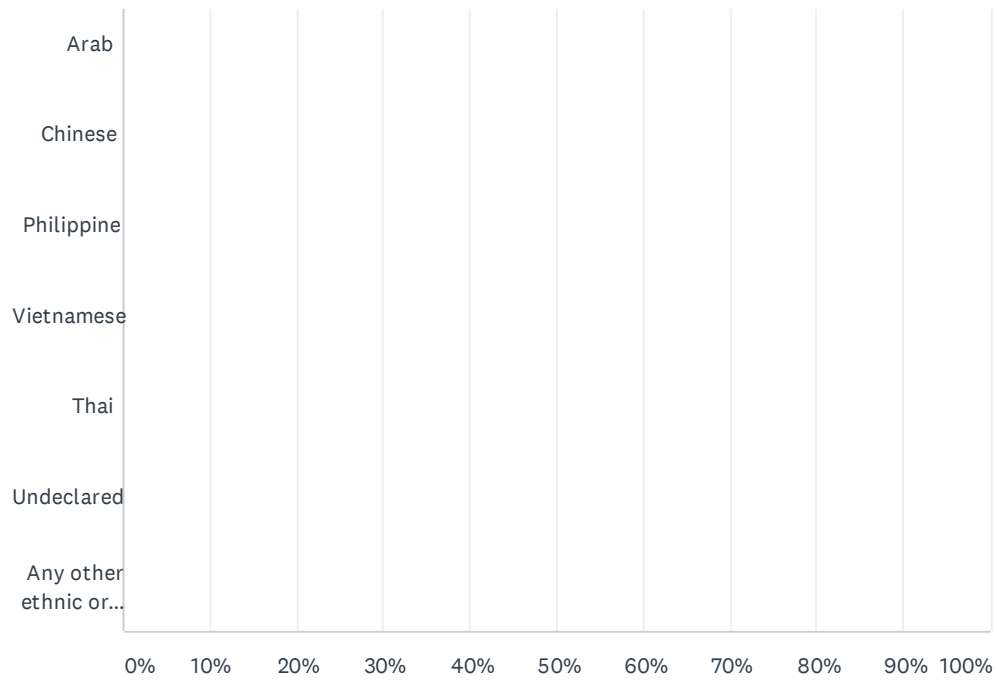
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q30 Which best describes your ethnic origin?

Answered: 24 Skipped: 55



Carlisle Homeless Prevention and Rough Sleeping Strategy 2021-26



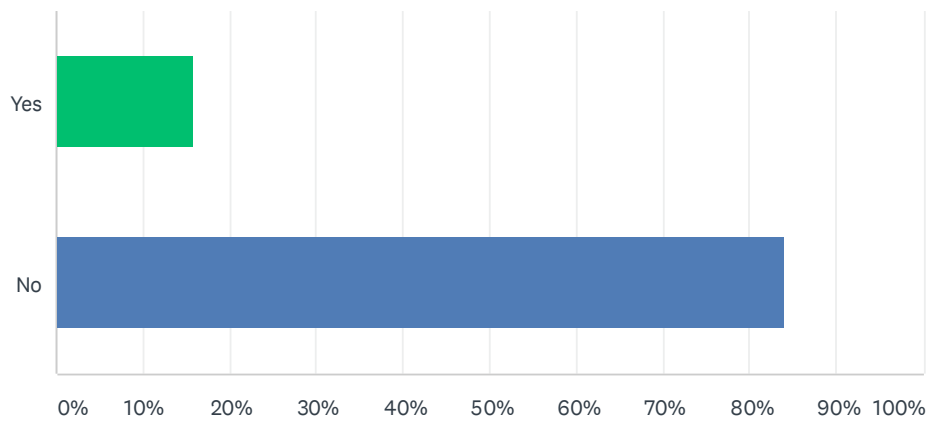
ANSWER CHOICES	RESPONSES	
White British	91.67%	22
White Irish	4.17%	1
White Polish	0.00%	0
White Lithuanian	0.00%	0
Any other white background (please specify below)	4.17%	1
Gypsy & Traveller Irish	0.00%	0
Gypsy & Traveller Romany	0.00%	0
Gypsy & Traveller - other (please specify below)	0.00%	0
Black / Black British	0.00%	0
Black Caribbean	0.00%	0
Black African	0.00%	0
Any other Black background (please specify below)	0.00%	0
Asian / Asian British - Indian	0.00%	0
Asian / Asian British - Pakistani	0.00%	0
Asian / Asian British - Bangladeshi	0.00%	0
Asian / Asian British - Nepali	0.00%	0
Any other Asian background (please specify below)	0.00%	0
White and Black Caribbean	0.00%	0
White and Black African	0.00%	0
White and Asian	0.00%	0
Arab	0.00%	0
Chinese	0.00%	0
Philippine	0.00%	0
Vietnamese	0.00%	0
Thai	0.00%	0
Undeclared	0.00%	0
Any other ethnic or nationality background not listed, please specify below	0.00%	0
TOTAL		24

#	ANY OTHER ETHNIC OR NATIONALITY BACKGROUND NOT LISTED, PLEASE SPECIFY BELOW	DATE
---	---	------

There are no responses.

Q31 Have you experienced homelessness or rough sleeping?

Answered: 25 Skipped: 54



ANSWER CHOICES	RESPONSES	
Yes	16.00%	4
No	84.00%	21
TOTAL		25

Appendix D

Carlisle City Council

Homeless Prevention and Rough Sleeping Strategy Action Plan 2021 - 2026

What	Objective 1: Reduction of multiple exclusion homelessness and rough sleeping
Who	Local authority to lead and deliver via a new multi-agency task and finish subgroup to be established
Key progress measures	<ol style="list-style-type: none"> 1. Reduction in the numbers of repeat homelessness and rough sleeping 2. Evidence of an increase in move on accommodation and support options for non-statutory rough sleepers 3. Evidence of increased access and engagement with key services to meet needs (benchmarking)
No	How
1.1	Develop and implement a local 'prevent, intervene and recover' model (government rough sleeping strategy) with key partners, with a specific focus to target those identified as most at risk of rough sleeping
1.2	Increase rehousing options for people with complex needs and a history of repeat homelessness
1.3	Pilot a 'Housing First' approach to address the housing and support needs of homeless people and rough sleepers with the most complex needs, including those with pets
1.4	Ensure assertive outreach support and advice is provided to rough sleepers within 48 hours of receiving a location report
1.5	Carry out an annual review of the severe weather emergency protocol (SWEP) to ensure that it is robust, offers appropriate protection for rough sleepers, and proactively helps them to access more suitable housing and support
1.6	Develop information / leaflet / e-leaflet to increase awareness of assistance available to rough sleepers
1.7	Develop a monitoring system to record the support needs and housing history of rough sleepers in order to accurately inform future service provision, funding and commissioning
1.8	Work with key partners to improve access to services to promote health and wellbeing for rough sleepers, multiple exclusion and repeat homelessness
1.9	Speak to and involve former rough sleepers to identify the key factors that helped them obtain and maintain permanent housing, so that better information is available to identify effective interventions
1.10	Carry out regular multi-agency street and health needs audit reports

What	Objective 2: Prioritising early intervention and prevention of homelessness
Who	Local authority to lead and deliver via a new multi-agency task and finish subgroup to be established
Key Progress measures	<ol style="list-style-type: none"> 1. Local multi-agency commitment / charter implemented 2. Report on the monitoring and feedback mechanisms implemented and reviewed (including equality data)

Appendix D

		3. Increase in homeless prevention levels, with a focus on PRS 4. Pre-discharge protocols implemented and reviewed 5. Report on the at-risk groups identified and targeted actions identified 6. Annual review of tenancy strategy and allocation policy completed
No	How	
1.1	Introduce a local multi-agency Homelessness Prevention and Rough Sleeping commitment	
1.2	Review and improve information to all homeless households including reviewing use of personalised housing plans (PHPs) and online information; implementing feedback mechanisms to monitor effectiveness – involve clients in the review process	
1.3	Deliver general public and professional awareness and targeted advice surgeries / training on homelessness, prevention, housing and public duty to refer (PDTR)	
1.4	Review homeless equality data to ensure that homelessness and housing services are accessible to all	
1.5	Develop / review pre-eviction protocols with all housing providers and understand reasons for abandoned tenancies, arrears and evictions	
1.6	Develop and implement a 'hospital discharge protocol' and establish a prison release / offender housing review	
1.7	Monitor and report reasons for loss of private rented accommodation	
1.8	Work with members of Carlisle Welfare Reform Board to jointly target households most at risk of future homelessness; ensuring those identified have access to timely specialist housing, welfare and benefit advice	
1.9	Explore ways to improve service delivery outcomes for households with no local connection, no recourse to public funds (NRTPF) or households with language barriers and cultural differences	
1.10	Carry out an annual review of the local Tenancy Strategy and the Councils Housing Allocation Policy	

What	Objective 3: Promote safeguarding and harm minimisation for people experiencing homeless and rough sleeping
Who	Local authority to lead and deliver via a new multi-agency task and finish subgroup to be established
Key Progress measures	1. Report on the access barriers and gaps in provision to inform future commissioning and development of specialist accommodation and support services 2. Report profiling the wider needs of people experiencing homelessness with high-risk safety issues shared across key agencies 3. Key frontline staff in the council safeguarding training complete 4. Key services in the council are prepared and trained to implement new duties as a result of the Domestic Abuse Bill 5. Report on the achievements of the Domestic Abuse Project
No	How

Appendix D

1.1	Work in partnership to support local existing priorities for safeguarding adults and children experiencing homelessness and rough sleeping
1.2	Establish a system of annual audit in cases where adults experience multiple exclusion / repeat homelessness / rough sleeping
1.3	Map access barriers and gaps in regional emergency accommodation and support for households who are experiencing (or at risk of) homelessness as a result of domestic abuse
1.4	Embed early intervention approaches and multi-agency targeted delivery options for homeless households identified as high risk (i.e. those released from prison; those with a history of ASB / offending; those with complex substance use; those in complex and high risk relationships; sex workers; county lines/drug supply involvement etc.)
1.5	Develop a multi-agency case audit approach to serious incidents involving rough sleepers and other vulnerable groups to ensure that lessons are learnt, and service improvements identified across all agencies / organisations
1.6	Ensure all frontline staff all receive appropriate safeguarding (and refresher) training and domestic abuse training (in relation to new duties) and know how to report and escalate concerns
1.7	Undertake an audit of the needs of victims of domestic abuse and their children in safe accommodation; and perpetrators accessing emergency accommodation as a safeguarding measure
1.8	Implement the new duties on the council as a result of the Domestic Abuse Bill, and work with the county council to conduct needs assessments and
1.9	Support all clients to access appropriate and timely support to meet wider needs identified especially in cases where safety needs are a factor
1.10	Map access to range of support services (outside of housing) to address wider high-risk safety issues particularly during times of crisis, including out of hours and weekends
1.11	Actively seek funding opportunities to continue and develop the local Domestic Abuse Project

What		Objective 4: Increase access to flexible move on accommodation and support options
Who		Local authority to lead and deliver via a new multi-agency task and finish subgroup to be established
Key Progress measures		<ol style="list-style-type: none"> 1. Increase in the number of PRS landlords letting to people experiencing homelessness (benchmarking) 2. Report on housing options for young people and single households aged under 35 years 3. Report on positive move on from emergency accommodation 4. Report on achievements of the Rapid Rehousing Pathway / Rough Sleeping Initiative Projects
No	How	
1.1	Improve the support and advice offered to private landlords in order to increase the supply of good quality, affordable private rented accommodation	

Appendix D

1.2	Feasibility of establishing leasing scheme for private sector properties
1.3	Identifying gaps in emergency and affordable longer-term housing options for young people and single households under 35s; utilising the results to influence future developments across sectors
1.4	Develop and embed a move on pathway from emergency accommodation to tenancy and consider sustainable options to increase access to landlords and wider support
1.5	Actively seek funding opportunities to develop and deliver the rapid rehousing pathway (RRP) / rough sleeping initiative (RSI) with key partners
1.6	Review average rent levels / options and incentives across accommodation (including supported accommodation) to ensure this is not a barrier to employment (breaking down housing and intensive housing / support costs and considering tiered options or subsidised lettings)
1.7	Feasibility of establishing a flexible tenancy support and sustainment service to ensure that people receive the right level of support at the right time (link to point 5 & 6)
1.8	Strengthen and formalise the working relationships between the health and wellbeing coaches (HAWCs) and Housing Options/Tenancy Support and sustainment (RRP) officers
1.9	Develop and implement local temporary accommodation tenancy sustainment support resources as a pilot delivery programme; and explore wider feasibility options for other key partners
1.10	Work with Registered Social Landlords (RSL) partners to set out and agree expectations to identify how the social housing sector will work together to alleviate homelessness and rough sleeping to enhance move on strategy and RRP outcomes
1.11	Improve digital inclusion for clients experiencing homelessness
1.12	Explore feasibility and funding opportunities to establishing a local emergency move on furniture and peer led handy-person project

What		Objective 5: Improve experiences and opportunities for young people and children experiencing homelessness
Who		Local authority to lead and deliver via a new multi-agency task and finish subgroup to be established
Key Progress measures		<ol style="list-style-type: none"> 1. Report on the impacts of a bespoke homeless prevention and support programme 2. No of young people and children assisted (including care leavers) 3. No of schools / college projects delivered 4. Thematic event and impacts
No	How	
1.1	Develop a prevention programme to increase knowledge of housing and homelessness issues in partnership with young people	
1.2	Scope and actively promote services that offer community support and befriending to children and young people experiencing homelessness or who have a history of homelessness to support positive and sustainable rehousing	
1.3	Promote integrated personalised planning to include debt and wider poverty issues	
1.4	Deliver training to council homeless frontline staff on Adverse Childhood Experiences (ACES)	

Appendix D

1.5	Work with key partners to actively promote, develop and deliver a range of accessible activities, employment and training opportunities for young people and children experiencing homelessness
1.6	Develop a bespoke support programme to promote resilience and independence including life skills and tenancy sustainment
1.7	Link into and promote local youth hub services
1.8	Increase links and joint working with colleges/schools to increase awareness of homelessness prevention
1.9	Work closely with Children's Services/Pathways Services to ensure that care leavers with rehousing challenges are identified at the earliest opportunity to prevent homelessness; and support the delivery of the care leavers protocol
1.10	Scope and deliver multi-agency thematic event

What	Objective 6: Increase key partnerships to respond effectively to local emergency situations impacting on homelessness and rough sleeping	
Who	Local authority to lead and deliver via a new multi-agency task and finish subgroup to be established	
Key Progress measures	1. Review report on homeless emergency plans and protocols 2. Review report of wider local resources available to meet homeless emergencies	
No	How	
1.1	Develop local targeted advice surgeries and emergency protocols including online / virtual events	
1.2	Review winter readiness, emergency plans and protocols to ensure they are responsive, effective and promoted	
1.3	Feasibility of establishing local discretionary crisis fund and explore external funding opportunities	
1.4	Establish two-way communication with other wider resilience forums as appropriate including Carlisle's Welfare Reform Board	

Carlisle City Council

***Carlisle Homeless Prevention and
Rough Sleeping Strategy***

2021-2026

Appendix E

Contents:

1. Foreword: Cllr Nedved	page 3
2. Introduction:	
Why do we need a Homeless review and strategy?	page 4
Equality and diversity	page 4
Consultation process	page 5
3. Strategic aim and objectives	page 6
4. National Policy Context	page 6
5. Local context and key findings	page 8
6. Summary of Key Achievements since the last strategy	page 11
7. Resources	page 12
8. Covid-19 – a time for real change	page 13
9. Delivering the strategy	page 14
10. Monitoring, Evaluation and Review	page 15
11. Corporate Commitment	page 16
12. Service User Involvement	page 17
13. Glossary of terms and acronyms used	page 17

Figure 1: Comparative homelessness levels per 1000 household [page 9](#)

Figure 2: Monthly snapshot of rough sleepers placed in TA Covid-19 [page 14](#)

Table 1: Percentage of people homeless as a result of leaving an institution [page 16](#)

Table 1: Percentage of people homeless as a result of leaving an institution [page 9](#)

Appendix A: Homeless Prevention and Rough Sleeping Review

Appendix B: Equality Impact Assessment

Appendix C: Consultation responses and feedback

Appendix D: Strategic Action Plan

Appendix E

Foreword

I am pleased to introduce Carlisle City Council's Homeless Prevention and Rough Sleeping Strategy 2021-26, which has been developed in unprecedented times.

We are committed to working with those who are affected by homelessness or the threat of homelessness. We will help them stay in their current home where safe to do so or assist in finding new appropriate accommodation.

Partnership working in the homeless sector is strong in Carlisle and we are very grateful for everything our partners have done to assist us in this complex work, but there is still much to do – especially during current challenging times.

Homelessness and rough sleeping are complex issues with multiple causes requiring personalised flexible longer-term solutions. To achieve the best possible results for our citizens and our City, we recognise that it is essential that all partners across different sectors and departments understand the important contribution and benefits of joined-up collaborative homelessness prevention and intervention to support the most vulnerable, challenging and at risk.

We must continue working together, making best use of our collective local resources and complimenting each other's aims, to ensure that we have in place a range of flexible services that can appropriately meet the diverse needs of our community.

Early intervention and effective prevention remain our major priority; as is ensuring a sufficient supply and a variety of housing options and flexible support to ensure that the wider factors of poverty, disadvantage, unemployment and poor health are also addressed and coordinated to ensure effective tenancy sustainment.

The 2021-26 strategy builds on the significant achievements and strengths of the previous strategy, with an aim to enhance these successes further. The strategy contributes towards the strategic objectives within Carlisle City Council's corporate plan; and incorporates and compliments other local, regional and national strategies in order to enhance partnership approaches and deliver joint priorities, preventative activities focused on addressing the root causes of homelessness through a collective commitment for Carlisle.

We would like to thank all those who have worked with us in developing this strategy and look forward to continuing collaborative working to ensure the success in its delivery.



A handwritten signature in dark ink, appearing to read 'P. Nedved', followed by a horizontal line.

Cllr Paul Nedved

Portfolio holder for Economy, Enterprise and Housing

Appendix E

Introduction

Why do we need a Homeless review and strategy?

It is a statutory requirement contained in the Homelessness Act 2020 that every local authority produces a Homelessness Review and Strategy outlining the main causes of homelessness in its area, and the strategic plans and operational actions that the council has in place to tackle them. We must revise and rewrite our strategy every five years as a minimum requirement, and this document updates and replaces the previous [2015-20 strategy](#).

We are currently facing one of the biggest changes to housing legislation in over 40 years – **the Homelessness Reduction Act 2017**. The Act places a duty on all local authorities to try and prevent and relieve homelessness for all families and single people, regardless of whether they are in priority need or not. A key focus is early intervention and prevention rather than crisis management. Local Authorities have a statutory duty to assist those threatened with homelessness 56 days prior to them being evicted (previously 28 days). Furthermore, local authorities need to clarify what actions are taken when someone applies for assistance following notice or intention of eviction action. Our response to this change emphasises the need for partnership working and aligns itself with the new 'Duty to Refer'.

Coupled with this, Local Authorities now have greater responsibility in the provision of services to identify and address rough sleeping.

This is the first-time local authorities have been asked to produce a homelessness strategy that is specifically includes rough sleeping. In Carlisle we welcome this addition and the focus it will give us for meeting the needs of some of the most disadvantaged and complex members of our community.

We are committed to respond to the ambition set out in the Government's Rough Sleeping Reduction Strategy 2018, to halve rough sleeping by 2022 and eliminate rough sleeping by 2027.

This strategy sets out our vision for tackling homelessness and rough sleeping in Carlisle over the next five years.

Appendix A contains the Homelessness Review; the purpose of the review is to determine the extent to which the population in the District is homeless or at risk of becoming homeless, assess the likely extent in the future, identify what is currently being done and by whom, and identify what resources are available, to prevent and tackle homelessness in order to inform development of the strategy.

Equality and Diversity

This strategy is aimed at improving homelessness services for all residents with housing or housing-related support needs. As such, no group or individual in Carlisle should be adversely affected or disadvantaged as a result of the strategy. The strategy actively recognises the difficulties faced by those facing homelessness and rough sleepers in accessing services and promotes inclusion.

The outcomes of the Homelessness Review show that, proportionate to the District profile, no protected characteristic group. As determined by the Equality Act, is adversely impacted by homelessness or by our decisions.

Appendix E

We are committed to equality and diversity issues and comply with the requirements of the Equality Act 2010. An Equality Impact Assessment has been undertaken on this strategy and can be found at **Appendix B**.

Consultation process

We published our previous homeless strategy in 2015; since this time the issues and factors impacting on homelessness both nationally and locally has changed. Our homeless and rough sleeping review, and the opportunities presented through the Homeless Prevention Act, mean we can now take a different approach to tackling the challenges.

In writing our new strategy we have carried out a review of homelessness and rough sleeping in our area. We looked at information from a range of sources to understand the levels, causes and other factors contributing to homelessness and rough sleeping in Carlisle.

We also carried out comprehensive consultation with partners, stakeholders, service users and the wider public. This has helped us to target our action plan to focus on the needs of our city.

Consultation was undertaken through a range of methods with amendments made as a direct result of feedback received:

- Feedback and data from other statutory partners
- Virtual workshops
- Resident and client meetings / feedback
- Homelessness and Rough Sleeping Strategy Review Online Survey – public consultation
- Carlisle City Council's Members

The full outcome and analysis of the final public consultation is attached at **Appendix C**.

Appendix E

Strategic aim and objectives

The **aim** of Carlisle's Homeless Prevention and Rough Sleeping Strategy 2021 - 2026 is to:

Work in partnership to deliver innovative and accessible services to; end rough sleeping, prevent and reduce homelessness, and support homeless households in finding affordable and sustainable housing solutions.

To achieve this, the Homeless Prevention and Rough Sleeping Strategy has been developed based on six strategic objectives:

Objective 1: Reduction of multiple exclusion homelessness and rough sleeping.

Objective 2: Prioritising early intervention and prevention of homelessness.

Objective 3: Promoting safeguarding and harm minimisation.

Objective 4: Increasing access to flexible move on accommodation and support options available for people experiencing homelessness.

Objective 5: Improve experiences and opportunities for young people and children experiencing homelessness.

Objective 6: Increase key partnerships to respond effectively to local emergency situations.

National Policy Context

Nationally, homelessness and rough sleeping are big issues. The rise in rough sleeping has been visible in many areas across the country. Similarly, many families have experienced difficulties through welfare reform changes.

Since the last homelessness strategy was produced in 2015 the Government has maintained a focus on homelessness prevention while at the same time introducing a range of welfare reforms and annual reductions in government grants to Local Authorities.

Welfare reforms have included the introduction and extension of benefit caps (£258 maximum per week for a single person and £385 maximum per week for a household with children) and the roll out of Universal Credit. A main theme that has been consistently stressed throughout this time is the need for partnership working as Local Authorities cannot tackle the issues of homelessness on their own but need to work strategically with others.

During the life of this strategy additional legislation and welfare benefit changes will also impact on the Council and its partners' prevention of homelessness initiatives. Universal Credit Housing costs can no longer be claimed by 18-21-year old's (although exemptions exist) and from 2018, under 35-year old's in the social and affordable rented sector are subject to the reduced local housing allowance rates applied currently to private rented dwellings.

Appendix E

These changes not only impact on the ability of people to afford to remain in accommodation but also on the Council's abilities to assist them into new accommodation which is affordable to them.

In 2018 local authorities saw the introduction of **the Homelessness Reduction Act 2017**. This represented the biggest changes to homelessness legislation in 40 years. The Act placed considerable additional duties on local authorities, particularly in respect of the provision of services to prevent or relieve people's homelessness and to undertake assessments of their support needs.

The Government's response has been considerable and new legislation setting out a bold and ambitious framework of duties has been passed. The full details of changes introduced by the Homelessness Reduction Act 2017 can be seen by reading factsheets produced by the Ministry of Housing, Communities and Local Government (MHCLG):

<https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets>

The Act represents one element of the Government's drive to tackle homelessness and rough sleeping nationally. Additional resource and expertise have been made available to local authorities by MHCLG and other departments to support this work.

Key measures in the Act include:

- An extension of the period 'threatened with homelessness' from 28 to 56 days
- A duty to prevent homelessness for all eligible applicants threatened with homelessness, regardless of priority need
- A 'duty to refer' - public services need to notify a local authority if they come into contact with someone they think may be homeless, or is at risk of becoming homeless

It is only through effective partnership and shared vision that we can meet the ambitions of the Homeless Reduction Act.

The Government's ***Rough Sleeping Strategy 2018*** aims to end rough sleeping by 2027. The key focus of its plans is to stop people becoming homeless in the first place.

The full strategy can be seen here: <https://www.gov.uk/publication/the-rough-sleeping-strategy>

In recognition of the complex nature of homeless and rough sleeping, work is being undertaken between government departments including Department of Health, Ministry of Justice, Department for Education, and the Department for Work and Pensions. This will support is in providing a coordinated approach to tackling the root causes of homelessness and rough sleeping and overcome the factors that prevent people from achieving independence.

The Care Act 2014, which came into effect in 2015, represents the most significant reform of care and support in more than 60 years, putting people and their carers in control of their care and support.

Appendix E

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

It sets out key principles on how health and social care colleagues should work, reflecting the person centred, holistic approach set out in the Homelessness Prevention and Rough Sleeper Strategy 2021-2026.

Welfare Reforms continue to present challenges for residents and landlords. Changes that have already been implemented include: a reduction in the Benefit Cap to £20,000 for families and £13,400 a year for single people, the Under-Occupancy Charge that limits the Housing Benefit entitlement for claimants who are deemed to have one or more spare rooms. Universal Credit has been rolled out fully in Carlisle. Changes to Universal Credit, including scrapping the seven-day waiting period at the beginning of a claim, making a full month's advance available within five days of making a claim and allowing claimants on housing benefit to continue claiming for two weeks, will hopefully help to soften the impact on claimants.

The council recognises the connection between welfare issues, hardship and the increased risk of homelessness, and will incorporate actions within this strategy to address welfare issues linked to homeless prevention, and will work in partnership to support customers with financial, tenancy, domestic, food and energy security through:

- Making sure residents receive the benefits and allowances they are entitled to
- Promote locally available partnership services to ensure that those who need additional support know where and how to access this in a timely manner
- Listen to people who need additional support and working with them to achieve successful outcomes
- Work closely with key partners to put those most at risk at the centre of local service delivery and finding the correct solution for them together

The Tenant Fees Act 2019 introduced in June 2019 has made restrictions on charges that landlords are able to charge tenants in the private rented sector.

<https://www.gov.uk/government/publications/tenant-fees-act-2019-guidance>

The Domestic Abuse Bill 2020 outlines the future delivery of support to victims and their children in accommodation based domestic abuse services, is expected to be enacted in 2021.

<https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets>

Local Context and key findings

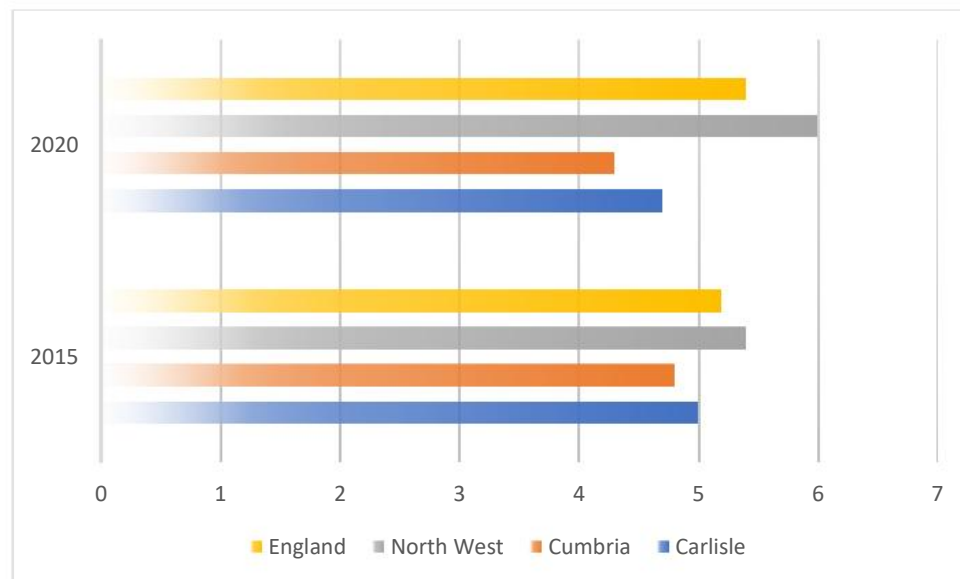
Currently approximately 108,678 people live in Carlisle with the population expected to increase to 109,500 by 2026. Carlisle is classified as the fourth most deprived district in Cumbria for overall deprivation markers and five wards within Carlisle rank within the 10% most deprived of areas in England.

Appendix E

13% of children in Carlisle are estimated to be living in low income families, which is higher than the national and regional levels; and it is estimated that over 6,000 households are currently experiencing fuel poverty.

Homelessness in Carlisle has reduced by 6% between 2015 and 2020; we attribute this to more effective, timely and targeted preventative actions; and increased access to social housing for those eligible applicants. This is supported by the finding that in 2019/20, 55% of all cases were assisted at the prevention stage, which is 6% higher than the national average, and 9% higher than the Cumbrian average.

Figure 1: Comparative homelessness levels per 1000 households



The increase in intentionally homeless decisions (from 3% in 2015 to 25% in 2020) reflects the increase in applicants with higher complex needs, often with exclusion / engagement issues and rehousing barriers that are unable to be resolved within the 56-day relief period. These non-statutory cases are the ones most at risk of repeat homelessness and rough sleeping, and often have the highest needs and challenges in terms of addressing the complexity of issues.

In 2019/20, Carlisle had 43% more single males at the relief stage than the national average; and significantly more offenders and leaving prison with no address than the national average.

Table 1: Percentage of people homeless as a result of leaving an institution

2019/20	England	North-west	Cumbria	Carlisle
Prevention duty	1%	1%	3%	5%
Relief duty	3%	5%	6%	11%

These individuals are at higher risk of homelessness and rough sleeping as highlighted in the homelessness and rough sleeping review findings, used to profile the most common characteristics of those who are rough sleeping or at risk of rough sleeping and multiple exclusion in the district:

Appendix E

- White
- Single no dependent children
- Aged 25-44
- Mental health issues
- Offending history
- History of leaving an institution
- Drug and / or alcohol misuse issues
- Long term sick or unemployed
- History of repeat homelessness
- History of exclusion from services
- Historical or current safeguarding / abuse risk factors linked to complex relationships
- Limited rehousing options

The presence of dependent children in the household has been the primary reason for homelessness priority need over the last five years in Carlisle; accounting for 44% of acceptances in 2019/20.

Following that the most significant accepted priority groups in order are:

- Vulnerable as a result of mental illness / disability
- Pregnant woman, no other children
- Other: drug and alcohol issues / offending / history of homelessness / rough sleeping

Carlisle has seen an increase in 2019/20 in the number of applicants presenting who are homeless as a result of a private rented sector tenancy ending at the prevention stage; this is 36% higher than the national average.

The data findings following the review, allows us to profile the most common characteristics of those who are accepted as homeless in the district:

- White
- Households with dependent children
- Lone female parent
- Aged 25-34
- Long term sick or unemployed

Significantly, the number of young people under 35 years has increased over the past five years, specifically those who have higher longer term supported accommodation needs including care leavers, young pregnant females or young families. This rise is attributed to a lack of specialist provision in the City to meet these needs, and a lack of specialist emergency accommodation outside of the local authority emergency temporary accommodation. In 2019/20, the number of care leavers presenting as homeless in Carlisle was higher than the national average at 5%.

1,048 households have been supported in emergency temporary accommodation (TA) over the five-year period, which equates to 20% of all homeless cases and this

Appendix E

has remained static throughout the five-year period. Key data of note over the five-year period:

- Average weekly length of stay has reduced from 10 weeks to 8 weeks
- Positive move on has increased from 66% to 71%
- 83% are single person households, which is a 16% increase over the period
- The number of 16/17 year old being accommodated has reduced from 13 to 1
- Domestic abuse placements have increased from 12 to 25; and account for 14% of all placements
- 63% of all placements are for those aged under 35 years
- 27% of all placements are as a result of relationship breakdowns
- Rough sleeper (and those at risk of) placements have increased from 30 to 47; and account for 27% of all placements

Summary of key achievements since the last strategy

Throughout the course of the 2015-20 Inter-agency Homelessness Strategy we have:

- Worked with Cumbria County Council to develop the young person's pathway services and young person's homelessness protocol
- Extend the No Second Night Out (NSNO) provision
- Established rehousing pathways and support projects focused on adults facing exclusion and at risk of rough sleeping
- Reviewed and established a rent in advance and bond scheme
- Prepared and reacted to the Homelessness Reduction Act 2017
- Improved the capacity of the Homeless Prevention and Accommodation Services, upgrading IT systems, training, integrated service delivery and prevention focused activities

The actions have contributed towards:

- 2,212 households being prevented from becoming homeless
- 1,048 households supported in emergency accommodation, 18% of which with dependent children
- 357 households assisted to access private sector accommodation
- 211 flooded households assisted
- 70% reduction in main duty homeless acceptances
- Supported 48 individuals rough sleeping or at risk of rough sleeping with complex needs
- Supported 514 victims of domestic abuse and their children who were at direct risk of homelessness as a result
- £8.16 million in benefit gains to vulnerable households
- Supported 957 households to move into affordable long-term housing to meet their needs

Appendix E

Resources

Alongside our own budget to fund homelessness services, additional funding has been awarded by MHCLG in 2020/21:

- Homelessness Prevention Grant **£66,781**
- Flexible Homelessness Support Grant (FHSG) **£87,225**
- New burdens Fund **£50,184**
- Cold Weather Fund **£6,400**
- Rough Sleeping Initiative **£123,402**
- Domestic Abuse Partnership **£130,000**
- Next Steps Accommodation Programme **£46,600**

Carlisle has received a Homelessness Prevention Grant since 2003. The funding can be used for initiatives carried out by the local authority or invested into projects operated by voluntary organisations.

FHSG replaced the Temporary Accommodation Subsidy regime previously administered by the Department for Work and Pensions. The new grant system enables flexibility to spend the funding on preventing homelessness, in addition to assisting those who are homeless. The UK Government has made the new burdens grant available to help meet the requirement of the Homelessness Reduction Act 2017; i.e. to administer new case management systems and training to support additional government reporting requirements.

The Cold Weather Fund is to help local authorities continue to support non-statutory and rough sleeper accommodation placements over the winter period.

The district Homeless Prevention Grant (including FHSG) allocation for 2021/22 following the recent Government Spending Review is **£198,863**.

Rough Sleeping Initiative & Rapid Rehousing Programmes:

Cumbria has been working in partnership to address and meet the needs of rough sleepers across the county since 2019. Districts collectively committed **£36,000** and to date have been successful in being awarded **£807,980** in grant funding by the MHCLG to achieve key objectives; current project funding ends 31 March 2021 (Carlisle's allocation for 2020/21 is profiled above).

Carlisle City Council is the lead authority for overseeing the funding and submitting project data returns to MHCLG. All initiatives funded by the project is for non-statutory homeless individuals or couples (with no dependents) who are (or at risk of) rough sleeping.

Cumbria is delivering the following across district areas:

- Supported Lettings – 10.5 FTE established across all district in Cumbria to support this cohort for up to six months within 76 tenancies (across social and private tenancies)
- Local Lettings Agency – One FTE working across Eden and South Lakeland districts to develop and support 15 tenancies for this cohort within the private sector

Appendix E

- High needs units (housing first model) – capital monies to develop 16 units for those with complex needs with support across Allerdale, Barrow, Carlisle and Copeland districts
- Rough Sleeper Coordinators – Three FTE established to work across all district areas to coordinate support for rough sleepers and those identified as at high risk of rough sleeping to assess and address key issues

Cumbria Domestic Abuse Partnership:

Cumbria has been working in partnership since 2016 to address and meet the specialist accommodation-based support needs of victims and children experiencing or at risk of homelessness as a direct result of domestic abuse. Districts have been successful in being awarded **£1,079,771** in grant funding by the MHCLG to achieve key objectives; current project funding ends 31 March 2021.

Carlisle City Council is the lead authority for overseeing the funding and submitting project data returns to MHCLG. (Carlisle's allocation for 2020/21 is profiled above).

Cumbria has established specialist 8.2 FTE staffing and 18 units of safe accommodation with enhanced security features to meet the needs of victims.

Next Steps Accommodation Programme:

Carlisle has been successful in being allocated short term funding of **£46,600** to immediately fund 9 additional self-contained move on units with support, for rough sleepers accommodated as a result of Covid-19; we will work in partnership with a local supported accommodation provider to deliver.

Further funding rounds are expected following the spending review for 2021/22 for all the MHCLG Rough Sleeping programmes named above, and in advance of the Domestic Abuse Bill. Carlisle will submit additional funding applications with the aim of extending the current successful projects locally. If the projects are not funded, then key actions need to be reviewed as this will impact on service delivery.

It is envisioned this strategy will be delivered within existing resources however, this is subject to the full implications of:

- withdrawal from the European Union (Brexit) and the impact on EEA nationals with no recourse to public funds
- amendments to the Code of Guidance of the Homelessness Reduction Act
- new duties as a result of the Domestic Abuse Act 2017
- ongoing opportunities to secure external funding to continue to deliver specialist projects concerning domestic abuse and rough sleeping
- the full impact of the Covid-19 pandemic nationally and locally

Covid-19 – a time for real change

We could never have imagined that we would need to review and formulate our new strategy and actions in the middle of a national lockdown due to a pandemic. Covid-19 has been a huge challenge to the sector nationally and locally and has required services to refocus and respond immediately to the difficulties associated with vulnerable people with health issues in shared accommodation provision; balanced

Appendix E

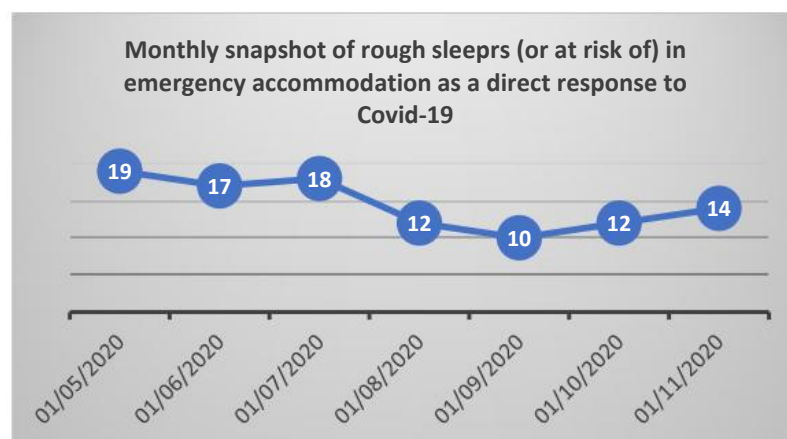
with the need to keep critical services being delivered and fully staffed 24 hours a day.

In order to manage safely, we have had to temporarily change aspects of the operational delivery of our support and letting of accommodation to comply with government and PHE safety guidelines. We have utilised bed and breakfast provision temporarily and increased our throughput significantly to manage increased demands and continue to assist the most vulnerable people in crisis, including those most vulnerable to the virus.

We have always had a can-do approach and as such we adapted quickly, resourcefully and innovatively to respond effectively to this unprecedented emergency.

Nationally, government asked local authorities to 'get everyone in'; this has seen over 90% of rough sleepers being offered accommodation and support, and an opportunity to do things differently and drive forward really effective innovative long-term change. On a local level, we are incredibly proud of what we have achieved so far:

Figure 2: Monthly snapshot of rough sleepers (or at risk of rough sleeping) placed in emergency temporary accommodation as a result of Covid-19



50% of those accommodated each month are at risk of rough sleeping as a result of being discharged from prison with no address. To date, we have supported 21 people identified as rough sleepers or at risk of rough sleeping throughout this period to move into long term sustainable accommodation.

Examples of additional support measures in place to ensure vulnerable people can stay safe has been: repurposing our accommodation and staffing; additional health needs assessments and C19 triaging; protective screening in our accommodation schemes, providing C19 advice, PPE and hand sanitising stations throughout our accommodation for residents; supporting those who need to self-isolate, arranged in house testing and provided essential medication and food for those symptomatic or who have tested positive; purchased emergency items such as mobile phones and furniture packages to support successful rehousing and engagement.

Despite the ongoing challenges, we also recognise that this is a real opportunity to change individual's lives through the unexpected and we will continue to build on the flexible ways of working throughout the pandemic, to deliver effective solutions at a local level through collaboration, partnerships, working with other statutory and non-

Appendix E

statutory agencies to ensure we do all we can to promote the chance for change and sustain positive outcomes.

We will continue to consider equality and diversity in all that we do to meet the demands of Covid-19 reviewing working practices in order to adapt our delivery of service ensuring we are continually meeting the needs of our customers and our employees.

Delivering the Strategy

Each of the strategic objectives has a range of areas for development that will be focused on for the next five years. We cannot achieve this in isolation and partnership working will be essential to ensure that the best outcomes and solutions can be reached.

There is a lot of work already going on in the city around the issues of homelessness and rough sleeping. However, in order to ensure this continues to meet local need and demand, there must be transparency and accountability.

In order to achieve this, we will focus on and review the strategic action plans annually. We will work with other partner agencies in health, social care, prisons, probation and others, to see what commitments they will make from their own organisations to assist in the delivery of this strategy and focused actions.

Following government guidance, actions related to partner agencies will not be included in an action plan, unless formally adopted by that agency.

Once these commitments are made, they will be included in the action plan and monitored. This will mean that all agencies are committed to playing an active role in preventing homelessness and rough sleeping wherever possible.

The objectives form the basis of a five-year action plan, which give clear outcomes and provide details on the key activities to be carried out by new focused task and finish subgroups. These targeted subgroups will have with identified lead officers who will ensure that the action and outcomes identified are progressed in partnership with stakeholders; reporting progress to a new strategic homeless prevention and rough sleeping board for Carlisle.

The Strategic action plan is attached at **Appendix D**.

Monitoring, Evaluation and Review

We have the overall responsibility for the Homeless Prevention and Rough Sleeping Strategy. As such the Executive and Health and Wellbeing Overview and Scrutiny members will receive an annual report in the summer of each year on the progress of actions. The first report will be delivered in 2022.

In order to keep this strategy agile, the progress report will account for all bids and successful funding, and any new legislation, with outlines on the impact on local services and any changes that are required to future action plans.

A new Homeless Prevention and Rough Sleeping Strategic board will be our main group that will oversee the delivery of the strategy and monitoring progress in achieving it.

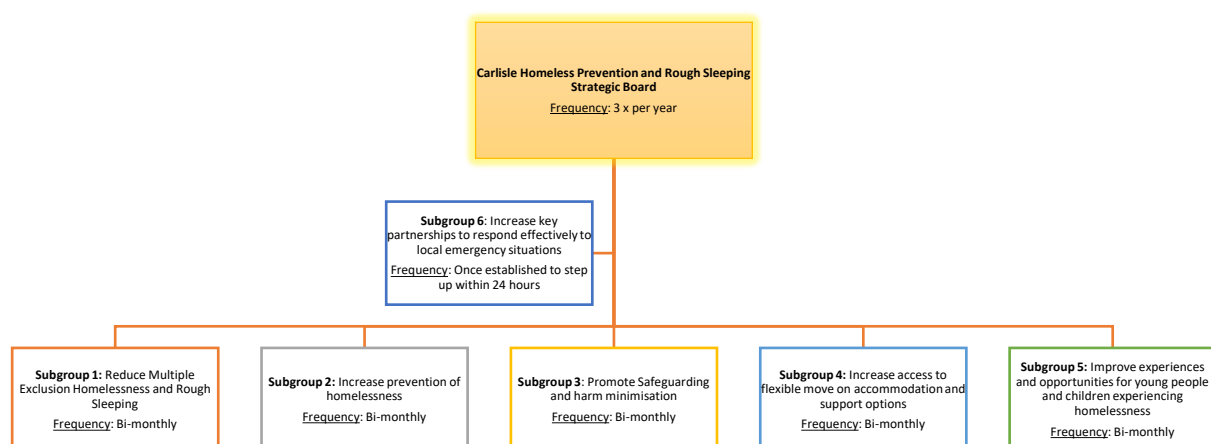
Appendix E

This includes:

- monitoring progress against key actions
- using data, evidence, user and lived experience to identify the homelessness challenges in the area, including those that may apply to specific groups of people, and priority actions
- evaluating the effectiveness of subgroup interventions
- coordinate and agree to all local funding bids, in respect of homelessness and rough sleeping
- identifying and co-ordinating across all partners the effective use of funding for homelessness services and interventions
- promoting and facilitating the joint commissioning of homelessness services and interventions where appropriate

In addition, six multi-agency subgroups will be established to support the priority objectives and ensure key actions are delivered.

Figure 3: New strategic action plan governance structure



These subgroups will be made up of relevant operational staff from various statutory, third sector and community services, including from organisations that contribute to the day-to-day delivery of homeless services in the city.

Corporate Commitment

Progress towards achieving the strategy's aims and objectives will be measured and monitored on a regular basis. In order to achieve this the following activities will be carried out:

- The action plan (**appendix D**) will be reviewed on an annual basis with progress reported to Carlisle City Councils Executive; scrutinised by the Health and Wellbeing Overview and Scrutiny members; and championed by the Portfolio Holder

Appendix E

- An annual update will be produced and shared including action plan progress and key homelessness
- An annual review day will be held with key stakeholders in Carlisle

In addition to the annual review of progress, the following key performance measures will be used to monitor the on-going success and progress of homelessness services in Carlisle:

- Number of homeless presentations and assessments (including negative homeless decisions)
- Number of positive prevention and relief cases
- Number of ineligible households and reasons
- Main reasons for homelessness
- Average length of stay in B&B
- Move on rates from temporary accommodation
- Average length of stay from temporary accommodation
- Number of rough sleepers supported
- Number of households experiencing domestic abuse supported

Further appropriate measures will be developed over time as the action plan is updated.

Service User Involvement

A panel of service users will be assembled annually to review the progress of delivering the Strategic Action Plan, plus be consulted about the priorities for the year ahead. Their know-how will be used to ensure the activities carried out will have a relevant impact on the lives of those who it is intended to benefit.

Additionally, an annual service users survey will be carried-out, to seek views of what's working well and what could better in respect of the advice and assistance they receive to prevent or relieve homelessness and in relation to emergency accommodation including wider advice and support services.

Glossary of terms and acronyms used

Duty to Refer: A duty on specified public authorities to refer service users who think they may be homeless or threatened with homelessness to local authority homelessness/housing options team. (Introduced in the Homelessness Reduction Act 2017)

Local Housing Allowance Rate: Local Housing Allowance (LHA) rates are used to calculate Housing Benefit for tenants renting from private landlords. LHA rates relate to the area in which you make your claim.

MHCLG: The Ministry of Housing, Communities and Local Government (formerly the Department for Communities and Local Government). The job of the MHCLG is to create great places to live and work, and to give more power to local people to shape what happens in their area.

Appendix E

PRS: Private Rented Stock is a classification of housing in the UK. The basic PRS definition is: property owned by a landlord and leased to a tenant.

Rent Bond Scheme (or Rent Deposit Scheme): A rent deposit scheme could help if you can't afford a tenancy deposit to rent from a private landlord. Rent deposit schemes offer loans to be used as deposits. Usually, the scheme lends you the money in advance. You pay it back in instalments from your wages or benefits.

Rough Sleeper: A rough sleeper is someone whose housing situation falls into one of the following categories: sleeping in the open air, sleeping in tents, sleeping in cars or other vehicles or sleeping in abandoned buildings/other places not designed for habitation.

Welfare Reform: Changes in the operation of a welfare system with the aim of reducing the number of individuals dependent on government assistance.

Health Needs Audit This is a good practice way of gathering information about the health of people who are homeless in the local area, to determine need and gaps (supported by Homeless Link).

Young Persons Protocol Joint working protocol and guidance for staff within Children and Family and Homeless Services working with 16/17-year olds.

MEH Multiple Exclusion Homelessness is a description of people with complex needs who experience an overlap between homelessness, mental health problems, drug and alcohol dependency, street activities like begging, sex work or shoplifting, and experience of institutions such as prisons.

NSNO No Second Night Out is a national and local focus on helping those people who find themselves rough sleeping ensuring there is a rapid response to new rough sleepers and a service offer to ensure that they do not have to sleep out for a second night.

Street Needs Audit To gather information about the extent and nature of street activity working alongside key partners in Carlisle.

SWEP The Severe Weather Emergency Protocol is a local response to severe and winter provision in Carlisle to help prevent deaths on the streets to any rough sleepers caused by weather; this includes the cold where the weather is predicted to drop below 0 degrees for three days or more, but also extremes such as wind and rain.

RRP Rapid Rehousing Pathway is a national programme to assist rough sleepers, funded by the MHCLG

RSI Rough Sleeping Initiative is a national programme to assist rough sleepers, funded by the MHCLG

DAP domestic abuse partnership in Cumbria to support those at risk of homelessness as a result of domestic abuse, funded by MHCLG

NSAP Next Steps Accommodation programme to support rough sleepers, funded by the MHCLG

EXCERPT FROM THE MINUTES OF THE HEALTH AND WELLBEING SCRUTINY PANEL HELD ON 13 JANUARY 2021

EX.07/21 **HOMELESSNESS PREVENTION AND ROUGH SLEEPING STRATEGY
2021-26**
(Key Decision – KD.07/20)

Portfolio Economy, Enterprise and Housing

Relevant Scrutiny Panel Health and Wellbeing

Subject Matter

The Economy, Enterprise and Housing Portfolio Holder presented the Homelessness Prevention and Rough Sleeping Strategy 2021-2026 which had undergone a comprehensive review. The Homelessness Strategy 2015-20 had shifted the Council's approach from dealing with the effects of homelessness to a preventative approach and the review determined identified strategic aims, priority objectives and actions targeting Homelessness Prevention and Rough Sleeping in Carlisle from 2021 to 2026. The report also contained a refreshed Action Plan.

The Economy, Enterprise and Housing Portfolio Holder thanked the Homelessness Prevention and Accommodation Manager for her work in preparing the Strategy and he moved the recommendation.

In seconding the recommendation the Communities, Health and Wellbeing Portfolio Holder highlighted the support the Strategy provided for victims of domestic abuse and their children who were at risk of homelessness. She thanked the Homelessness Prevention and Accommodation Manager and her team for their exceptional work during the pandemic.

Summary of options rejected None

DECISION

That the draft Homelessness Prevention and Rough Sleeping Strategy 2021 – 2026 be approved for consultation.

Reasons for Decision

To agree the Homelessness Prevention and Rough Sleeping Strategy 2021-2026.

**EXCERPT FROM THE MINUTES OF THE
SPECIAL HEALTH AND WELLBEING SCRUTINY PANEL
HELD ON 28 JANUARY 2021**

HWSP.16/21 HOMELESSNESS PREVENTION AND ROUGH SLEEPING STRATEGY 2021-2026

The Homelessness Prevention and Accommodation Manager (HPA Manager) submitted report GD.11/21 which set out the strategic aims, priority objectives and actions identified as part of a statutory review and consultation process; targeting Homelessness Prevention and Rough Sleeping in Carlisle from 2021 to 2026, as outlined within the Homelessness Prevention and Rough Sleeping Strategy and Action Plan.

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

- Which key findings from the consultation and service review were carried forward into the Strategy as priorities?

The HPA Manager responded that the data collated from the service review and public consultation had been assessed with a view to informing the priorities of the proposed Strategy. An aim of the Strategy was to provide support to those most in need which included those experiencing or at risk of multiple exclusion and domestic abuse. There were not a vast number of rough sleepers in the district, however, the Covid 19 pandemic had highlighted the number of people at risk of rough sleeping. Following the government's "Get Everyone In" instruction that all rough sleepers be provided with accommodation during the first national lockdown, the service was contacted by a number of individuals who were living transiently, for example staying with friends or family due to having no accommodation of their own. The restrictions imposed during the lockdown meant that those options were not available to all individuals, their coming forward to access services made the Homelessness team aware of the scale of the issue which had also informed the priorities of the new Strategy.

The Domestic Abuse Bill was likely to receive parliamentary assent in April 2021 and placed additional duties on local authority homelessness services. The HPA Manager outlined the work being undertaken with the county council in preparation to meet those new duties.

- Had consideration been given to the creation of a Prison Leavers Pathway, including a Service Level Agreement with other relevant organisations?

The HPA Manager welcomed the suggestion and drew Members attention to Objective 2 of the Action Plan within which the establishment of a prison release review was an action. It was a crucial area for the service to focus on as, due to the number of agencies involved in preparing prisoners for release, there could be disparity of information sharing that may end up in a prisoner being released without accommodation provision. Initial discussions on the matter had been undertaken with the local Probation Service with a view to potentially setting up a partnership group to work on the issues.

A Member asked whether prison leavers housed in the Council's homeless accommodation had to have been formerly resident in the district.

The HPA Manager advised that when looking at housing a prisoner at the end of their sentence a number of criteria were assessed which included whether there was a local connection to the place. In the main the offenders housed in Carlisle did have a local connection, however, as the city provided the Approved Premises for the county for housing released prisoners, it did provide accommodation to prisoners not formerly from the district. Additionally, individuals with no connection to the city may request to be housed in Carlisle upon release, the HPA Manager gave an overview of how that process was managed.

- A Member expressed concern regarding the use of the term “customers” to describe those using the Council's Homelessness services.

The HPA Manager undertook to reconsider the wording.

- Were pets allowed in the Council's homelessness accommodation sites?

The Council operated a number of accommodation sites some of which were shared/emergency occupancy, in that environment pets were not permitted, but they were allowed in sites where persons were accommodated individually. Were a person with a pet to be only able to be housed in shared/emergency accommodation initially, the Council had a number of options for including kennelling and fostering placement for their pet.

- Were the characteristics of those accepted as homeless within the district related to the demographics of the wider population?

The HPA Manager explained that the characteristics were used as reporting measures to regional and national bodies as required. Using characteristics helped to shape services for example through user profiling and identifying marginalised groups.

- A Member welcomed the Strategy's objective of continuing partnership working.

The Council was very committed to partnership working as it recognised that it was not able to address the issue of homelessness alone. It was important that partners embraced and supported the Strategy as that increased the likely success of its implementation.

- Did the Winter-readiness plan require all rough sleepers to be accommodated through the winter season?

The Winter-readiness plan was part of the Homelessness Team's annual work and it was an achievable objective to ensure that all rough sleepers were accommodated through the winter season. The team also applied Severe Weather Emergency Protocols (SWEPs) under which they had a duty to house rough sleepers when temperatures dropped below 0°C in order to safeguard life.

In addition to the placement of rough sleepers in accommodation under the Winter-readiness plan and SWEPs, the HPA Manager also worked with accommodation providers to encourage them not

to evict tenants during periods of bad weather. Currently there was a national freeze on evictions taking place.

- Would the Action Plan have defined performance measures and could they be reported to the Panel on a 6 monthly basis for scrutiny?

The HPA Manager confirmed that were the Strategy and Action Plan to be approved timescales for completing actions and other appropriate metrics would be developed and would form the basis of performance reporting to the Panel.

- Lone females were an especially vulnerable group in terms of rough sleeping, what key actions were proposed to support them?

Safeguarding and Harm Minimisation were key objectives of the Strategy and included lone/young females. In the preparation of the existing Strategy, a piece of work had been carried out with a cohort of females to better understand their experience of using homelessness services and the factors which had contributed to that need. The data gleaned from that work was used to formulate priorities within the existing Strategy which had been carried over to the currently proposed one. A significant finding from that work was the length of time lone/young females accessing services had been victims of abuse or living in a transient way, this had led to a focus on preventative work being undertaken by the team to try and provide support to those individuals earlier on.

- What work was the Council doing with private sector landlords to prevent people becoming homeless as a result of tenancies ending?

The HPA Manager responded that the Council employed a Private Rented Sector Officer who worked with landlords in relation to evictions, but also proactively by working to bring empty properties back into use, to increase the level of available housing. The team were also able to provide ongoing tenancy support and skills to tenants as well as providing rent safeguards. Moreover, the impact of the Covid pandemic restrictions increased the likelihood of some tenants accumulating rent arrears, Officers were working with housing associations to identify those who were at risk of arrears for the first time with a view to preventing possession action being taken.

- How was the lack of specialist accommodation provision for the under 35s being addressed?

The HPA Manager explained that young people were a priority group for the service. There were a number of factors that made provision challenging including additional needs and rent caps for those in receipt of benefits, the service was working with a range of partners to address the issue. The Private Rented Sector Officer worked with landlords to promote higher standards in accommodation, and support may be provided to individuals including furniture pack and tenancy support.

- Was any further work planned to get feedback from service users on the Council's homelessness service?

The HPA Manager noted a number had responded to the public consultation, but for some it was harder to reach groups accessing and contributing to the consultation was challenging. Officers carried out ongoing engagement with service users to find out their views on the service in order to ensure that it relevant and meaningful support was given.

- Did the service work with third sector organisations, for example, Churches Together?

The HPA Manager confirmed that Officers did work with Churches Together along with other faith groups and third sector organisations. That work comprised working together to identify rough sleepers and those at risk of it, but also providing support to individuals when they had taken on permanent accommodation. Integration into a community, having support were important factors in enabling individuals to become settled in accommodation, the Council's Homelessness Service was not able to provide unending support to individuals it had found permanent accommodation for, however, third sector organisation were well placed to carry out that function.

A number of Members felt it would be useful if an executive summary of the Strategy be produced to give an easily accessible document, they suggested that it include: a short summary of the aim of the Strategy, and how key findings from research work had formed objectives and priorities within the Strategy.

The Economy, Enterprise and Housing Portfolio Holder thanked the Officer and her team for producing the Strategy and their own going work directly supporting those experiencing homelessness as well as the team's success in drawing down external funding to assist with the work. He hoped the Panel felt able to support the Strategy.

The Communities, Health and Wellbeing Portfolio Holder reiterated thanks to the HPA Manager and her team. She noted that as part of the development of the Strategy she had raised issues in relation to Care Leavers, Armed Forces personnel and domestic abuse and was pleased to see that they had been incorporated in the Strategy.

The Panel thanked the Officer for the detailed report and the efforts of her and her team in developing the Strategy

RESOLVED 1) That the Panel supported the Homelessness Prevention and Rough Sleeping Strategy 2021 - 2026.

2) That a Prisoner Leavers Pathway be developed.

3) That a series of performance measures and timescales relating to the Action Plan be devised and form the basis of future performance reports on the Strategy to the Panel.

4) That an Executive Summary document be produced.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 8 FEBRUARY 2021

EX.15/21 **HOMELESSNESS PREVENTION AND ROUGH SLEEPING STRATEGY 2021-26

(Key Decision – KD.07/20)

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

Portfolio Economy, Enterprise and Housing

Relevant Scrutiny Panel Health and Wellbeing

Subject Matter

The Economy, Enterprise and Housing Portfolio Holder presented the Homelessness Prevention and Rough Sleeping Strategy 2021-2026 which had undergone a comprehensive review (GD.15/21). The Homelessness Strategy 2015-20 had shifted the Council's approach from dealing with the effects of homelessness to a preventative approach and the review determined identified strategic aims, priority objectives and actions targeting Homelessness Prevention and Rough Sleeping in Carlisle from 2021 to 2026. The report also contained a refreshed Action Plan.

The Health and Wellbeing Scrutiny Panel had scrutinised the matter at their special meeting held on 28 January 2021 (HWSP.16/21):

“RESOLVED 1) That the Panel supported the Homelessness Prevention and Rough Sleeping Strategy 2021 - 2026.

2) That a Prisoner Leavers Pathway be developed.

3) That a series of performance measures and timescales relating to the Action Plan be devised and form the basis of future performance reports on the Strategy to the Panel.

4) That an Executive Summary document be produced.”

The Economy, Enterprise and Housing Portfolio Holder thanked the Health and Wellbeing Scrutiny Panel for their thorough and comprehensive scrutiny and gave special thanks to the Homelessness Prevention and Accommodation Manager for her detailed report. In moving the recommendations the Portfolio Holder commented on each of the resolutions made by the Panel:

Resolution 2) – The Prisoner Leavers Pathway was included in the Action Plan, objective 2 number 1.6.

Resolution 3) – Key Performance Measures were included in the report and timescales would be included in the Action Plan when it was approved, the measures would be reported to the Executive annually.

Resolution 4) – An Executive Summary had been suggested in the Executive report and would be prepared by the Policy and Communications Team for publication in April.

The Vice Chair of the Health and Wellbeing Scrutiny Panel supported the Strategy which had been prepared with care and consideration. The Panel also supported the Domestic Abuse Bill

which placed additional duties on Local Authorities and the work which had been undertaken with Probation Services to support prisoner leavers.

The Communities, Health and Wellbeing Portfolio Holder seconded the recommendations and highlighted the cross cutting work undertaken by Officers, Scrutiny and Portfolio Holders in preparing the document.

Summary of options rejected Not to recommend the Strategy for adoption

DECISION

That the Executive had considered the comments of the Health and Wellbeing Scrutiny Panel and referred the draft Homelessness Prevention and Rough Sleeping Strategy 2021 – 2026 and Action Plan to Council with a recommendation that the said Plan be adopted.

Reasons for Decision

To agree the Homelessness Prevention and Rough Sleeping Strategy 2021-2026.

Council

Agenda
Item:

15.(ii)

Meeting Date: 2 March 2021
 Portfolio: Environment and Transport
 Key Decision: Yes
 Within Policy and Budget Framework: Yes
 Public / Private: Public
 Title: Local Environment (Climate Change) Strategy
 Report of: Jane Meek, Corporate Director of Economic Development
 Report Number: PC 05/21

Purpose / Summary:

The purpose of this report is to progress the adoption the Local Environment (Climate Change) Strategy.

Recommendations:

- Recommend that Council adopt this strategy as the evolution of Agenda 21, henceforth referring to it as the Local Environment (Climate Change) Strategy in Article 4 of the Constitution.
- Recommend that Council amends the net zero target date from 2030 to 2037, in line with the Carbon Baseline for Cumbria recommendation adopted by the Zero Carbon Cumbria Partnership.

Tracking

Scrutiny:	Health & Wellbeing Scrutiny Panel (14 January 2021) Economic Growth Scrutiny Panel (21 January 2021)
Executive	8 February 2021
Council	2 March 2021

1. BACKGROUND

Introduction

1.1 The Local Environment (Climate Change) Strategy and supporting draft action plan draws together the work undertaken by Members, officers and partners since the Council's resolution in March 2019.

1.2 Public consultation has been completed and the feedback was presented to Executive in October, along with the following two recommendations:

- *Executive are requested to recommend that Council adopt this strategy as the evolution of Agenda 21.*
- *Executive are requested to recommend that Council amends the net zero target date from 2030 to 2037, in line with the Carbon Baseline for Cumbria recommendation adopted by the Zero Carbon Cumbria Partnership.*

1.3 In November, Council considered the recommendations and amendments, the outcome being the withdrawal of the strategy from the meeting agenda.

Member Advisory Group

1.4 The Member Advisory Group (MAG) is a cross-party, informal group that will provide elected Member input to the Local Environment (Climate Change) Strategy.

1.5 The MAG met on 23 November to discuss the Strategy and framework for action planning. The discussion on the strategy highlighted two points that Members felt needed strengthening in the strategy:

- Leadership role of Council.
- Communication and engagement as a clear workstream, to be developed as a separate accompanying plan.

1.6 The MAG received presentations on the ongoing work on the organisation's carbon footprint and action planning, with the links to the Local Authority Climate Policy Group (LACPG) and the Zero Carbon Cumbria Partnership (ZCCP).

1.7 The MAG met again on the 21 December 2020 to review the amended strategy and supporting draft action plan.

Countywide partnership work

1.8 The ZCCP met in December and February to discuss the project proposal and an update on The Lottery Funding. It was reconfirmed for new Members that the partnership is working to the 2037 net zero carbon target date. The Cumbria Baseline Report is now published on the Cumbria Observatory.

1.9 The ZCCP accepted this as the most feasible target that can be regarded as being in line with the requirements laid down by the International Panel on Climate Change (IPCC) for "well below 2 degrees and in pursuit of 1.5 degrees" of global

warming. The IPCC 'Headline Statements from the Summary for Policy Makers' is presented in Appendix A to provide further understanding of the impacts of global warming of 1.5 degrees Celsius above pre-industrial levels.

- 1.10 The ZCCP recognised the need to tighten governance arrangements with a requests for more formal minutes and a review of the Memorandum of Understanding for the partnership. There is now a regular ZCCP update item on the Public Health Alliance agenda.
- 1.11 The Local Authority Climate Policy Group (LACPG) has been focusing on public sector buildings and data for decarbonisation projects. Presentations at a recent meeting included the future opportunity of a Small Modular Nuclear Reactor, co-located with a range of advanced industrial facilities to produce net-zero e-fuels that can be used across multiple transport applications.

Action planning

- 1.12 The Local Environment (Climate Change) Strategy action plan is attached as Appendix C, for information only. The first part of the action plan is a focus on the next six months (December 2020 - May 2021), a period of constrained activity due to the ongoing emergency of the Covid-19 Pandemic. The second part covers the 5 years (2020-2025), matching the ZCCP programme, which has a fund of £2.5million for 5 years. To help link the actions to the different carbon footprint baselines (organisational or Cumbria) the action plan has been split into two separate sections:
 - Organisational Actions: the actions that the Council can take with its own assets, policies, procedures and practices.
 - Local Actions: the actions that the Council will work on locally through partnerships and collaboration.

The final part of the action plan covers the longer term, the future periods 2025-2030 onwards, it is included as a set of indicative actions.

2. PROPOSALS

- 2.1 The feedback from MAG on the strategy can be incorporated into the Foreword with a new line of text:

The Council will lead by example with a clear strategy and a dynamic action plan that is consistent with the targets set and resources available.
- 2.2 The action plan provides more detail on how the strategy and the objectives will be delivered; this supersedes the actions in the earlier strategy, presented in November. This allows a further edit to the strategy with the removal of the high level actions, described as 'key actions' in the strategy, through the following amendments:

Each objective has a set of actions listed under themes with a timescale for delivery. Each action will be linked to the carbon footprint and baselining work, using the scopes and options.

The action plan is a working document, the latest version can be found at: <https://www.carlisle.gov.uk/Council/Council-and-Democracy/Climate-Change>

2.3 The Following amendment to Objective 5 has been discussed by MAG:

Objective 5: Supporting Council services, residents and businesses to mitigate against and adapt to the impacts of Climate Change.

2.4 The amended strategy is presented in Appendix B.

3. RISKS

3.1 There are a number of risks associated with this Strategy:

- That the Council reputation will be damaged if it does not translate the resolution made in March 2019 into a working strategy and action plan.
- That the absence of a strategy may prevent the Council from accessing external funding that would mitigate and/or adapt to Climate Change.
- That the action plan may be too ambitious for the Council to deliver on its own and require additional capacity and resources.
- That the action plan may not deliver the 'net-zero' within the timescale currently expected.
- That expectations on assessing impacts and carbon footprinting may delay the taking of key decisions, which in turn could lead to the Council incurring additional costs or a loss of potential income.

4. CONSULTATION

4.1 The draft strategy was first presented to Health & Wellbeing Scrutiny Panel on 20 February 2020 and Economic Growth Scrutiny Panel on 27 February 2020.

4.2 The public consultation on the strategy took place from 28 August 2020 through to the 18 September 2020. A consultation document, setting out the background, context and key questions accompanied the draft. In addition, the Cumbria Baseline Report was included on the website to inform respondents on the latest research and recommendations on target setting.

4.3 The amended strategy and draft action plan were scrutinised by Health and Wellbeing Scrutiny Panel on 14 January 2021 and the following five points were made in the first resolution:

1. Training for officers and Members
2. The risk of doing nothing and the adverse impact of not doing anything

3. That an update report be submitted to the Panel every six months
4. Behaviour change to be done in partnership
5. Partnership with schools

Points 1, 4 and 5 have been incorporated into the action plan. Point 2, the risks will be assessed and included in a risk register within the Council following the adoption of the strategy and approval of the action plan. To that end the following risk will be included in the risk register:

There is a risk that a lack of progress on the strategy will undermine the Council's role in supporting Council services, residents and businesses to mitigate against and adapt to the impacts of Climate Change (Objective 5).

In addition, more information on the 'Carlisle Community Action' listed in the action plan was requested and this has been responded to with information from the ZCCP Plan.

4.4 The Panel made the following points during the discussion:

- Attendance at the Panel from the ZCCP, to include first-hand information of the bid preparation.

The ZCCP has recently concluded the recruitment of the following roles (first 5 of 12):

Zero Carbon Cumbria Partnership Manager – hosted by Cumbria County Council

Local Authority Climate Coordinator – hosted by Cumbria County Council

Carbon Monitoring Officer – hosted by Lake District National Park Authority

Zero Carbon Cumbria Project Manager – hosted by Cumbria Action for Sustainability

Project Support Officer – hosted by Cumbria Action for Sustainability

The Partnership Manager was directly involved in the bid preparation and will be invited to a future Panel meeting.

- It was discussed that the Members Advisory Group, as the lead on the issue, receive a presentation on the baseline report to gain cross party understanding on the carbon baseline for Cumbria and Carlisle.
- The discussions on language, tone and voice will continue as the emphasis moves to implementation, the communications and engagement plan will enable these concerns to be addressed.
- Members of the Panel felt that the establishment of the Citizens' Jury for Carlisle should be a priority. This topic is the focus of the Local Authority Climate Policy Group meetings, with the goal of preparing a discussion paper for the ZCCP. The MAG will be kept briefed on progress on this topic.

- 4.5 The amended strategy and draft action plan were scrutinised by Economic Growth Scrutiny Panel on 21 January 2021. The Panel discussed the report and commented on the approach to the business sector, through the Zero Carbon Cumbria Partnership. Actions in the action plan set out a local approach to business engagement, this will also form part of the communications and engagement plan. The Panel asked for clarity on the 'Finance' column of the draft action plan, more detail has now been added to this column to make the use of finances clearer.
- 4.6 As requested by the Health and Wellbeing Panel, an interim (6 month action plan) report on the strategy will be made available to Health and Wellbeing Scrutiny Panel early in the new Civic Year. An approach to future reporting will be agreed with the Panel for 2021/22, this will, at the very least, include an annual report and a section in the quarterly performance report.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1 The Executive noted that the action plan is a working document, it will be reviewed and amended in consultation with the Portfolio Holder and Executive. Once the strategy (Council) has been adopted an accompanying communication and engagement plan will be developed for delivery alongside the key actions.
- 5.2 Council are asked to note that the target of 2030 is extremely challenging, given the evidence presented in the Cumbria Baseline Report. The report recommends a target of 2037 which is both ambitious and stretching. This change in target will align the Council with the new Zero Carbon Cumbria Partnership and its 5 year funding.
- 5.3 The completion of the consultation and partnership progress on a net zero target enables the following recommendations:
- Recommend that Council adopt this strategy as the evolution of Agenda 21, henceforth referring to it as the Local Environment (Climate Change) Strategy in Article 4 of the Constitution.
 - Recommend that Council amends the net zero target date from 2030 to 2037, in line with the Carbon Baseline for Cumbria recommendation adopted by the Zero Carbon Cumbria Partnership.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 6.1 Clarity on a set of Climate Change objectives and actions will support the implementation of the Joint Public Health Strategy.
- 6.2 Climate Change adaptation and mitigation must be pursued to help to improve the health, wellbeing and economic prosperity of the people of Carlisle.

Contact Officer: Steven O'Keeffe

Ext: 7258

Appendices**attached to report:**

- A: IPCC 'Headline Statements from the Summary for Policy Makers'
- B: Local Environment (Climate Change) Strategy
- C: Action plan (For information only)

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

- **Cumbria Baseline Report (A report by Small World Consulting Ltd)**

Now available online at:

<https://www.cumbriaobservatory.org.uk/environment/environment-further-information/>

CORPORATE IMPLICATIONS:

LEGAL - As the Report states, Article 4 of the Council's Constitution reserves 'Agenda 21' to full Council. Whilst no longer an 'ongoing initiative', Agenda 21 is a topic area which has evolved to become known as 'Climate Change Strategy'. Given Council's decision that it views the matter (sustainability) as so important it wished to reserve it to full Council, it is sensible that the Climate Change policy be viewed as the evolution of Agenda 21. Accordingly, it is planned that it will follow the Council's Budget and Policy Framework procedure. As stated in the report, it is timely for the Council to update the terminology from Agenda 21 to whatever it believes best captures the updated policy.

FINANCE – The Council's commitment to becoming carbon neutral and the delivery of the objectives of the Climate Change Policy will involve financial implications on the Council's Medium Term Financial Plan; both positive and negative in terms of decreased or increased costs. These implications will need to be carefully considered when implementing any policy changes and will need to be included and considered as part of the annual budget setting processes.

EQUALITY – The draft action plan will be subject to a desktop Equality Impact Assessment in 2021.

INFORMATION GOVERNANCE – There are no information governance implications with this report.

Global Warming of 1.5°C

An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty

Headline Statements from the Summary for Policymakers*

Understanding Global Warming of 1.5°C

Human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels, with a likely range of 0.8°C to 1.2°C. Global warming is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate. (*high confidence*)

Warming from anthropogenic emissions from the pre-industrial period to the present will persist for centuries to millennia and will continue to cause further long-term changes in the climate system, such as sea level rise, with associated impacts (*high confidence*), but these emissions alone are unlikely to cause global warming of 1.5°C (*medium confidence*).

Climate-related risks for natural and human systems are higher for global warming of 1.5°C than at present, but lower than at 2°C (*high confidence*). These risks depend on the magnitude and rate of warming, geographic location, levels of development and vulnerability, and on the choices and implementation of adaptation and mitigation options (*high confidence*).

Projected Climate Change, Potential Impacts and Associated Risks

Climate models project robust differences in regional climate characteristics between present-day and global warming of 1.5°C, and between 1.5°C and 2°C. These differences include increases in: mean temperature in most land and ocean regions (*high confidence*), hot extremes in most inhabited regions (*high confidence*), heavy precipitation in several regions (*medium confidence*), and the probability of drought and precipitation deficits in some regions (*medium confidence*).

By 2100, global mean sea level rise is projected to be around 0.1 metre lower with global warming of 1.5°C compared to 2°C (*medium confidence*). Sea level will continue to rise well beyond 2100 (*high confidence*), and the magnitude and rate of this rise depend on future emission pathways. A slower rate of sea level rise enables greater opportunities for adaptation in the human and ecological systems of small islands, low-lying coastal areas and deltas (*medium confidence*).

On land, impacts on biodiversity and ecosystems, including species loss and extinction, are projected to be lower at 1.5°C of global warming compared to 2°C. Limiting global warming to 1.5°C compared to 2°C is projected to lower the impacts on terrestrial, freshwater and coastal ecosystems and to retain more of their services to humans (*high confidence*).

Limiting global warming to 1.5°C compared to 2°C is projected to reduce increases in ocean temperature as well as associated increases in ocean acidity and decreases in ocean oxygen levels (*high confidence*). Consequently, limiting global warming to 1.5°C is projected to reduce risks to marine biodiversity, fisheries, and ecosystems, and their functions and services to humans, as illustrated by recent changes to Arctic sea ice and warm-water coral reef ecosystems (*high confidence*).

Climate-related risks to health, livelihoods, food security, water supply, human security, and economic growth are projected to increase with global warming of 1.5°C and increase further with 2°C.

Most adaptation needs will be lower for global warming of 1.5°C compared to 2°C (*high confidence*). There are a wide range of adaptation options that can reduce the risks of climate change (*high confidence*). There are limits to adaptation and adaptive capacity for some human and natural systems at global warming of 1.5°C, with associated losses (*medium confidence*). The number and availability of adaptation options vary by sector (*medium confidence*).

* Headline statements are the overarching conclusions of the approved Summary for Policymakers which, taken together, provide a concise narrative.

Emission Pathways and System Transitions Consistent with 1.5°C Global Warming

In model pathways with no or limited overshoot of 1.5°C, global net anthropogenic CO₂ emissions decline by about 45% from 2010 levels by 2030 (40–60% interquartile range), reaching net zero around 2050 (2045–2055 interquartile range). For limiting global warming to below 2°C CO₂ emissions are projected to decline by about 25% by 2030 in most pathways (10–30% interquartile range) and reach net zero around 2070 (2065–2080 interquartile range). Non-CO₂ emissions in pathways that limit global warming to 1.5°C show deep reductions that are similar to those in pathways limiting warming to 2°C. (*high confidence*)

Pathways limiting global warming to 1.5°C with no or limited overshoot would require rapid and far-reaching transitions in energy, land, urban and infrastructure (including transport and buildings), and industrial systems (*high confidence*). These systems transitions are unprecedented in terms of scale, but not necessarily in terms of speed, and imply deep emissions reductions in all sectors, a wide portfolio of mitigation options and a significant upscaling of investments in those options (*medium confidence*).

All pathways that limit global warming to 1.5°C with limited or no overshoot project the use of carbon dioxide removal (CDR) on the order of 100–1000 GtCO₂ over the 21st century. CDR would be used to compensate for residual emissions and, in most cases, achieve net negative emissions to return global warming to 1.5°C following a peak (*high confidence*). CDR deployment of several hundreds of GtCO₂ is subject to multiple feasibility and sustainability constraints (*high confidence*). Significant near-term emissions reductions and measures to lower energy and land demand can limit CDR deployment to a few hundred GtCO₂ without reliance on bioenergy with carbon capture and storage (BECCS) (*high confidence*).

Strengthening the Global Response in the Context of Sustainable Development and Efforts to Eradicate Poverty

Estimates of the global emissions outcome of current nationally stated mitigation ambitions as submitted under the Paris Agreement would lead to global greenhouse gas emissions in 2030 of 52–58 GtCO₂eq yr⁻¹ (*medium confidence*). Pathways reflecting these ambitions would not limit global warming to 1.5°C, even if supplemented by very challenging increases in the scale and ambition of emissions reductions after 2030 (*high confidence*). Avoiding overshoot and reliance on future large-scale deployment of carbon dioxide removal (CDR) can only be achieved if global CO₂ emissions start to decline well before 2030 (*high confidence*).

The avoided climate change impacts on sustainable development, eradication of poverty and reducing inequalities would be greater if global warming were limited to 1.5°C rather than 2°C, if mitigation and adaptation synergies are maximized while trade-offs are minimized (*high confidence*).

Adaptation options specific to national contexts, if carefully selected together with enabling conditions, will have benefits for sustainable development and poverty reduction with global warming of 1.5°C, although trade-offs are possible (*high confidence*).

Mitigation options consistent with 1.5°C pathways are associated with multiple synergies and trade-offs across the Sustainable Development Goals (SDGs). While the total number of possible synergies exceeds the number of trade-offs, their net effect will depend on the pace and magnitude of changes, the composition of the mitigation portfolio and the management of the transition. (*high confidence*)

Limiting the risks from global warming of 1.5°C in the context of sustainable development and poverty eradication implies system transitions that can be enabled by an increase of adaptation and mitigation investments, policy instruments, the acceleration of technological innovation and behaviour changes (*high confidence*).

Sustainable development supports, and often enables, the fundamental societal and systems transitions and transformations that help limit global warming to 1.5°C. Such changes facilitate the pursuit of climate-resilient development pathways that achieve ambitious mitigation and adaptation in conjunction with poverty eradication and efforts to reduce inequalities (*high confidence*).

Strengthening the capacities for climate action of national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities can support the implementation of ambitious actions implied by limiting global warming to 1.5°C (*high confidence*). International cooperation can provide an enabling environment for this to be achieved in all countries and for all people, in the context of sustainable development. International cooperation is a critical enabler for developing countries and vulnerable regions (*high confidence*).

Carlisle Local Environment (Climate Change) Strategy



Foreword



Human activity is damaging the environment in which we live and changing the world's climate.

Our Local Environment (Climate Change) Strategy aims to ensure that Carlisle City Council plays its full role in protecting the environment and in the worldwide movement which aims to tackle climate change.

Our commitment is, subject to public consultation and legal constraints, that all the activities of the Council, all strategic decisions, budgeting, and, in so far as the Council can influence, arrangements with partners, are in line with eliminating pollution and achieving net zero carbon emissions at the earliest possible date.

The challenge is deciding what the City Council can do. If we try to do everything, we will squander our resources and achieve nothing. It is important that we focus where we can influence change. The City Council will lead by example with a clear strategy and a dynamic action plan that is consistent with the targets set and resources available.

I would like to thank the Members who attended the working group for their contributions to this work. I would also like to thank all those that have contributed so far. Our strategy aims to ensure that all ideas and opportunities to address climate change or improve environmental performance are drawn together and are incorporated into appropriate actions, plans, strategies and future committee agendas for consideration.

The key to the success of our strategy, reaching net zero, will depend upon a co-ordinated and comprehensive programme of communication and engagement to encourage behavioural change by residents and businesses as well as the Council.

Working in partnership will be essential to reduce the carbon footprint for the whole of Carlisle.

Councillor Nigel Christian
Portfolio Holder for Environment and Transport

Contents



Vision and High-Level Strategy 4

The work done so far 5

Local Plan Policies 5

Spatial Strategy and Strategic Policies Objectives 5

Climate Change and Flood Risk Objectives..... 5

Health, Education and Community Objectives 5

Green Infrastructure Objectives 5

Property, estate and fleet 6-7

Waste and recycling 8

Determining Carlisle’s Carbon Footprint 9

Objectives..... 10

Partnerships and procurement..... 11

Performance..... 12

Vision and High-Level Strategy



In March 2019 the Council passed a motion to declare a Climate Change Emergency. In April 2019, the Council adopted the Joint Public Health Strategy. The Strategy included the key aim:

‘To become a “carbon neutral” County and to mitigate the likely impact of existing climate change.’

In June 2019, the Government announced an amend to the Climate Change Act 2008 to require net United Kingdom carbon emissions to be zero by 2050. The Council is committed to achieving net zero greenhouse gas emissions (GHG) at the earliest possible date.

The Joint Public Health Strategy sets out a vision for a Healthier Cumbria based on the five capitals, taking inspiration from the World Health Organization’s Healthy Cities Model. The future for a healthier Cumbria can be seen as having five key components:

Planet: Cumbria’s natural environment, from our world-class landscapes to the centre of our towns, will be protected and enhanced. Sustainability will be at the heart of future development and Cumbria will reduce its ecological footprint even as it develops economically.

People: Everyone in Cumbria will have the opportunity to develop and use their skills and talents in a way that recognises the value they bring to society and to enjoy a varied and fulfilling life.

Participation: Cumbrian communities will be strong, resilient and inclusive, with well developed social networks and widespread engagement with community life.

Place: Cumbria’s physical infrastructure will promote health and wellbeing, with good quality housing, a high-quality urban environment and good access to the services needed for a healthy lifestyle.

Prosperity: Cumbria’s economy will develop sustainably, with growth particularly focused on tackling poverty and providing quality employment for all.

The work done so far



Local Plan Policies

The Carlisle District Local Plan 2015-2030 sets out the long-term vision through the spatial strategy and strategic planning policies, seeking to ensure that future growth is sustainable. The Local Plan has four policy objectives that are directly related to this strategy:

Spatial Strategy and Strategic Policies Objectives

- To promote a sustainable pattern of development, which will contribute to building a strong, responsive and competitive economy, to support the vision for managed growth.
- To support strong, vibrant and healthy communities, by meeting the housing needs of present and future generations, in a high-quality environment with accessible local services.
- To contribute to protecting and enhancing our natural, built and historic environment (including improving biodiversity), using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change including moving to a low carbon economy.

Climate Change and Flood Risk Objectives

- To reduce emissions of greenhouse gases, including through securing energy from renewable sources, and avoid inappropriate development in areas at risk of flooding to ensure that the District is more resilient and less vulnerable to the effects of climate change and can successfully adapt to its effects.

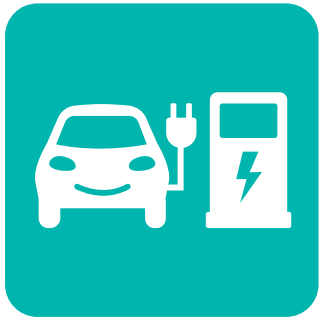
Health, Education and Community Objectives

- To create a thriving, successful and healthy community for all by promoting cohesive mixed communities and ensuring that everyone can have a decent home, in a safe environment, with good access to health care, educational provision and other community facilities by sustainable modes, including walking and cycling.

Green Infrastructure Objectives

- To protect, enhance and increase the provision of the green and blue infrastructure across the District to create and maintain multifunctional, interconnected and attractive recreational and ecological networks for the benefit of residents, businesses, visitors and the wider natural environment.

Property, estate and fleet



The Council owns over £120.7 million in assets¹ across the whole district area, delivering a range of statutory and discretionary services. The operational and investment assets have been assessed to produce Display Energy Certificates (DECS) and Energy Performance Certificates (EPCS), where required. This information is being used to assess the assets against the Minimum Energy Efficiency Standards (MEES), these are the minimum level of energy efficiency required to let non-domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.

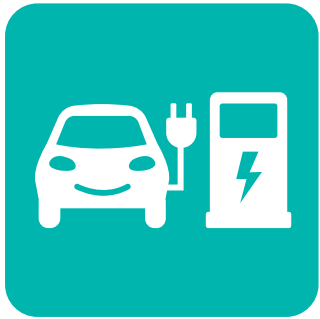
The 3 Year Repair and Maintenance Programme (2020/21 - 2022/23) delivers on the duty to manage property assets, particularly operational assets, in a safe and efficient manner and which contributes to the quality of service delivery. This maintenance strategy is fully integrated with the Asset Management Plan and environmental policy.

The Council has developed a Fleet and Plant Strategy that delivers on the commitment to reducing its impact on the local environment and improve local air quality by reducing vehicle emissions. Controlling fleet costs and conducting a robust 'fleet challenge' to determine genuine business need to support all fleet decisions is a key part of this strategy.

Recent projects that are making a positive impact include:

- Review of depots and efficient use of operational assets.
- Replacement of waste and recycling fleet with modern efficient vehicles.
- Continued investment in cycling and walking infrastructure.
- Renewable electricity generation through Photo-Voltaic installations on the roof spaces of The Sands Centre and Civic Centre.
- Programmed maintenance to improve the energy efficiency of the estate.
- Homelife grants tackling energy efficiency and fuel poverty.

Property, estate and fleet



The Council and its partners continue to develop and deliver Climate Change adaptation and mitigation. The following projects are underway, together they will significantly reduce the Council's greenhouse gas emissions:

- Sands Centre Redevelopment.
- Civic Centre Ground Floor Reinstatement.
- Replacement of footway lighting with energy efficient lamps.
- Ongoing replacement of fleet and plant with lower carbon vehicles and equipment.
- Waste management and recycling initiatives at operational sites.

The Council is delivering projects to help reduce Carlisle district's greenhouse gas emissions:

- Community Electric Vehicle Charging Points.
- Improvements to the cycling and walking infrastructure, increasing the network for active transport.

The Council is also working in partnership to adapt to Climate Change, over the next three years Carlisle will benefit from the delivery of new flood defences and upstream natural flood management projects.

Waste and recycling



The collection of waste is a duty of the Council, since 2004 the Council has provided extensive kerbside and community recycling services, leading the way on waste recycling.

The Joint Cumbria Waste Management Strategy 2008-20 and Cumbria Minerals and Waste Plan 2015-30 sets out the overall countywide strategy for waste and recycling. The simple goal is to climb the Waste Hierarchy, whilst retaining self-sufficiency and dealing with waste as close as practicable to the point at which it is generated.

The key targets from the strategy are:

The goal of increasing the recycling rate to 50% (by 2020) and 65% (by 2030) is reported as a Key Performance Indicator. The collected recycling rate for 2018/19 is 41.3%.

When the collection recycling rate is combined with the tonnages from the Household Waste Recycling Centres and the recovery of materials during disposal, this rate of recycling increases to 55.7%² (CSe05/2018/19).

Determining Carlisle's Carbon Footprint



A carbon footprint measures the total greenhouse gas emissions caused directly and indirectly by a person, organisation, event or product.³

Carbon emission largely come from several main sectors of the Cumbria economy:

- Energy.
- Housing.
- Transport.
- Waste.
- Industry/Infrastructure.
- Farming and Rural.
- Tourism.

The Countywide Zero Carbon Cumbria Partnership (ZCCP) will connect into these sectors to influence and communicate what will be needed to become zero carbon. The purpose of this group is to plan and oversee a radical programme of action that will enable Cumbria to become a carbon neutral county and to mitigate the likely impact of existing climate change.

In order to do this, the group will:

- Propose a shared definition of “carbon neutral”.
- Propose a target date by which this is to be achieved.

- Commission a baseline carbon audit for the County and agree ongoing monitoring mechanisms.
- Identify leadership for developing action across key topics.
- Establish a programme of action by key partners.
- Lead joint campaigning to encourage wider public awareness and action.

The Countywide Climate Change Working Group has commissioned work from Small World Consultancy which will be pivotable to establishing a robust and consistent methodology.

This report has now been published on the Cumbria Observatory at: <https://www.cumbriaobservatory.org.uk/environment/environment-further-information/>

The Council has also been working in partnership with all the local authorities in Cumbria to develop a methodology for organisation carbon footprinting. This combined approach will enable the Council to report a carbon footprint alongside the Carlisle district footprint, whilst putting these figures into the wider Cumbria and national context.

This combined approach will enable the Council to report a carbon footprint alongside the Carlisle district footprint, whilst putting these figures into the wider Cumbria and national context.

Objectives



To achieve the strategic goal of net zero greenhouse gas emissions the following objectives will be progressed:

Objective 1:

Reducing emissions from the City Council estate and operations.

Objective 2:

Reducing energy consumption and emissions from homes and businesses in Carlisle and tackling fuel poverty, by promoting energy efficiency measures, sustainable construction, renewable energy sources and behaviour change.

Objective 3:

Reducing emissions from transport by promoting sustainable transport, reducing car travel and traffic congestion and encouraging behaviour change.

Objective 4:

Reducing consumption of resources, increasing recycling and reducing waste.

Objective 5:

Supporting Council services, residents and businesses to adapt to the impacts of Climate Change.

Each objective has a set of actions, listed with timescale for delivery. Each action will be linked to the carbon footprint and baselining work, using scopes and options.

The timescale for the delivery of any actions is linked to capacity and resources. A simple approach to the timescale using the terms short, medium or longterm is taken. These timescales are best described in terms of financial planning:

Short: Within the current budget year or budget cycle for the following year

Medium: Within the period of the current Medium-Term Financial Plan

Long: Beyond the Medium-Term Financial Plan period but before the target date for net-zero

The action plan is a working document, the latest version can be found at: <https://www.carlisle.gov.uk/Council/Council-and-Democracy/Climate-Change>

Partnerships and procurement



Everyone and every organisation can get involved in this strategy. The Carlisle Partnership stakeholder map recognises the many examples of positive actions already underway. In addition, this map identifies the key groups and organisations that have specific roles in driving forward this strategy and commitments.

The Council, along with its partners, is committed to ensuring that services are delivered in a way that protects the quality of the environment and minimises any adverse impact on health and wellbeing. The Council recognises that procurement and commissioning is fundamental in delivering more sustainable outcomes. To achieve this, it is necessary to ensure that environmental and broader sustainability considerations are considered throughout the procurement and commissioning process, along with the use of local suppliers where appropriate.

Three key actions will help deliver this:

- Carbon Footprint.
- National and Countywide Citizens' Assembly/ Jury, to involve the wider population.
- Carlisle Partnership Climate Change focus, which will proactively include young people, ensuring that they have a voice in shaping the future.

Procurement decisions will provide opportunities to continually improve our environmental performance, especially in major capital projects and service contracts. The key partners will include:

- Zero Carbon Cumbria Partnership.
- Carlisle Partnership.
- Carlisle Ambassadors.
- Borderlands Inclusive Growth Deal partners.
- Cumbria Strategic Waste Partnership.
- Cumbria Strategic Flood Partnership.
- Cumbria Local Resilience Forum.
- Cumbria Public Health Alliance.

Performance



Alongside this strategy datasets will be identified and developed into management information for monitoring. As projects are initiated Key Performance Indicators will be established and monitored throughout the project lifecycle. This management information will be added to the Performance Dashboard and the KPIs will be included in the End of Year Performance Report for the Council's Executive and the Carlisle Partnership.

This strategy will be reviewed annually, and this review will be made available for public overview and scrutiny.

Local Environment (Climate Change) Strategy

Draft Framework for Action Planning

Contents

Introduction	2
Methodology.....	3
Themes.....	3
LECCS Strategic Objectives (LECCS Obj.)	3
Priority.....	4
Finances.....	4
Carbon Accounting	5
Cumbria Baseline (Extracts from Report)	5
Carlisle City Council Baseline	9
Targets.....	10
UK National net zero by 2050	10
Cumbria net zero by 2037	10
Carlisle City Council net zero by 2037.	12
Roadmap.....	13
Actions for the next six months (December 2020-May 2021).....	14
Organisation Actions (2020-2025).....	16
Local Actions (2020-2025)	20
Action planning through regional and countywide partnerships	31
Areas for action planning, 2025-30 and beyond.....	33
Outline Carbon Management Plan	34
Outline Community Engagement & Development Plan	35
Definitions and glossary	36
Links and references	37

Version 1.0

January 2020

Introduction

This framework for action planning is a working document for the delivery of the Local Environment (Climate Change) Strategy (LECCS).

The first part of the action plan is a focus on the next six months (December 2020 -May 2021), a period of constrained activity due to the ongoing emergency of the Covid-19 Pandemic.

The second part covers the 5 years (2020-25), matching the Zero Carbon Cumbria Programme (ZCCP), which is funded for 5 years for £2.5million. This project is working towards a zero carbon Cumbria by 2037. The ZCCP will run from September 2020 and invest £2.65m (including £195k match), to provide the 'step change' needed to deliver decarbonisation over the following 12 years to 2037.

The ZCCP has a draft programme linked to the Joint Public Health Strategy, which prioritised a carbon neutral County. The ZCCP reports directly to the Cumbria Leaders Group and Cumbria Chief Executives Group (8 local authorities). It has a regular update item on the Public Health Alliance agenda.

To help link the actions to the different carbon footprint baselines (organisational or Cumbria) this plan has been split into two separate sections:

- Organisational Actions: the actions that the Council can take with its own assets, policies, procedures and practices.
- Local Actions: the actions that the Council will work on locally through partnerships and collaboration.

The final part of the action plan covers the longer term, the future periods 2025-30 and beyond, it is included as a set of indicative actions.

The action plan has been developed from several sources and is a working document:

- Member Advisory Group (MAG)
- Health & Wellbeing Scrutiny Panel feedback
- Economic Growth Scrutiny Panel feedback
- The public feedback on the LECCS in August/September 2020
- Feedback from ZCCP partners
- The Local Authority Climate Policy Group
- Climate Change Working Group (July/August 2019, replaced by the MAG)
- Internal Officer Working Group

The actions have been cross-referenced against two checklists and compared to other plans published on the Climate Emergency Action website:

- Ashden Toolkit
- Friends of the Earth 33 Actions for Local Councils
- Climate Emergency Action Planning

The roadmap brings the key actions and milestones for this Strategy together in a simplified overview, this is presented in Figure 5.

Methodology

The actions within this plan have been subjected to a set of criteria and coding to ensure that the actions remain relevant, purposeful and effective in delivering the overall Strategy. The actions are coded against the following criteria and definitions:

- Theme
- LE(CC)Strategy Objectives (1-5)
- Timeframe
- Outcome
- Carbon Accountancy
- Finances

Read together, this criteria makes the actions specific, measurable, achievable, realistic and timebound.

Themes

The themes have been developed from existing strategies, topics raised in the consultation and the key actions in the Zero Carbon Cumbria Programme Proposal.

LECCS Strategic Objectives (LECCS Obj.)

The strategy is built around five objectives.

Objective 1: Reducing emissions from the City Council estate and operations.

This objective focuses on the Greenhouse Gas (GHG) emissions from our operations, fleet and estate. The main components being the procurement of electricity, gas and vehicle fuel. It will also include the energy efficiency of our estate and the fuel consumed through business miles. The themes included under this objective are assets, finance, people (staff and Members), transparency (data) and communications and engagement.

Objective 2: Reducing energy consumption and emissions from homes and businesses in Carlisle and tackling fuel poverty, by promoting energy efficiency measures, sustainable construction, renewable energy sources and behaviour change.

Domestic energy consumption is a major component of our district carbon footprint, the local roll-out of smart meters and the Council's own initiatives to tackle fuel poverty and improvements to energy efficiency are good medium term actions. The longer term challenge is around the sustainable construction and local renewable energy networks. The themes included under this objective are Local Plan, regeneration, housing, Building Control, and renewal energy.

Objective 3: Reducing emissions from transport by promoting sustainable transport, reducing car travel and traffic congestion and encouraging behaviour change.

Transport is likely to be the largest component of our district carbon footprint and continues to present a risk to the success of the national strategies aimed at reducing GHG. This objective will focus on the opportunities for countywide and local action. The themes included under this objective are movement and air quality.

Objective 4: Reducing consumption of resources, increasing recycling and reducing waste.

As a waste collection authority this is our core business, the GHG emission from the service need to be considered alongside the whole process of collection and disposal. As well as the 'embodied carbon' in the waste itself. This is the service that all of our residents use and has come to symbolise the 'greenness' of a council and an area through its recycling rate. This

objective is linked directly to objectives 1 and 5. The themes included under this objective are waste, recycling, food and community development.

Objective 5: Supporting Council services, residents and businesses to mitigate against and adapt to the impacts of Climate Change.

This broad objective recognises the challenge of mitigating against Climate Change and adapting to the potential impacts. This objective will be central to the Local Environment (Climate Change) Strategy's Communication and Engagement Plan. The themes under this objective are equally as broad, crossing-over the objectives 1-4. They include wildlife and habitats (bio-diversity), green infrastructure, countryside and landscapes, contaminated land, Future Flood Risk Management, and severe weather and related risks. It also includes the theme of governance in the context of partnership working, monitoring performance and evaluating outcomes.

Priority

The final decision on prioritising any action that requires a key decision is determined through the Council's Constitution.

The potential for co-benefits are a consideration in prioritisation, for example an action to reduce the consumption of carbon intense heat within the home through improved energy efficiency will also have a positive impact on fuel poverty. There are clear health benefits from improved air quality, healthier diets and more walking and cycling. The drive for clean growth has the potential for industrial and commercial opportunities. The replacement of petrol powered hand tools with battery powered hand tools has the co-benefits of less vibrations and less noise, with less disturbance to surroundings.

Finances

The Council is committed to becoming carbon neutral in the future and there may be a requirement for significant investment in achieving this goal, with recovery through the achievement of efficiency savings and/or by maximising any external grants and contributions available to support the strategy and action plan through the Council's Funding Strategy. However, any carbon reducing schemes will initially have to be funded from resources currently contained within the Council's existing Revenue and Capital budgets; with any new climate change initiatives, following the formal adoption and approval of the Local Environment (Climate Change) Strategy, being supported by robust business cases with a cost benefit analysis provided.

The Council also maintains a vehicle Plant and Equipment Replacement Plan which outlines the anticipated replacement lifecycle for the main items of fleet it requires to operate services. This plan is updated annually and is fed into the budget process to determine the capital requirement.

Carbon Accounting

In 2017, the UK emitted 460 million tonnes of carbon dioxide equivalent, compared with 794 million tonnes of carbon dioxide equivalent in 1990.

Cumbria Baseline (Extracts from Report)

The Cumbria Baseline Report rests on a simple principle:

'We have operated from the principle that it is more informative to make best estimates of even the most poorly understood components of the footprint, and to discuss the uncertainty openly, than to omit them from the analysis.'

The report acknowledges that:

'The complexity of supply chains and the difficulties in obtaining accurate data dictate that footprinting can only offer an estimate rather than an exact measure, and the figures in this report should be viewed in that context.'

Overall, the report is a broad guide to the size and relative significance of different components of its approach to carbon accounting. The components are:

- Production based emissions

The data behind these emissions estimates is from the Office of National Statistics Local Authority CO₂ Emissions Estimates 2005-2017, calculated by Ricardo Energy and Environment¹.

As an example, emissions resulting from the purchase of goods by residents and visitors would not feature in a production-based emissions assessment, since all the emissions take place in the supply chains of the products rather than at the point of purchase. The largest part of the production-based carbon footprint comes from transport, closely followed by industrial and commercial fuel use. Emissions from vehicles on the M6 motorway have been excluded.

- Consumption-based emissions

We assess the greenhouse gas 'footprint' of residents, visitors and industry, including the supply chains of everything that residents and visitors buy and do whilst in Cumbria. Consumption-based reporting attributes the emissions from product and service supply chains to Cumbria, **regardless of where emissions are physically released during production**. The inclusive treatment of supply chain emissions, as presented here, differs from more standard 'production-based' emissions assessments, but gives a more complete and realistic view of impacts of final consumption.

Consumption-based reporting is important for looking at the climate change impacts that people and businesses have through their entire lifestyles, including the food they eat and the things they buy. Thus, in the case of car travel the final figure is typically around double that of the exhaust pipe emissions.

The consumption-based assessment includes emissions resulting from everything residents do and buy in their personal lives and everything that visitors do and buy while in Cumbria, as well as their travel to and from the county. More specifically, the following is within the scope of this report:

¹ BEIS, June 2019, UK local authority and regional carbon dioxide emissions national statistics: 2005-2017. <https://tinyurl.com/UKCO2PB>

- all residents' personal travel and visitor travel to, from and around Cumbria;
- fuel and electricity consumed in homes and places to stay;
- emissions from food and drink and other purchases;
- emissions resulting from the use of services, including public services; and
- the supply chains of all the above (e.g. fuel supply chains and embodied emissions).

As a separate analysis, we also include a simple assessment of industry emissions. Consistent with the consumption-based reporting approach, this includes both direct emissions and supply chain emissions.

Cumbria's Production-based CO₂ emissions

Cumbria's total production-based emissions for 2017 were 3.18 MtCO₂ (Figure 1). This includes emissions railways passing through the county, and removals from land use, such as through peat restoration and tree planting. Emissions from vehicles travelling along the M6 motorway have been excluded.

Broken down by local authority, the highest emissions (excluding removals from Land Use, Land Use Change and Forestry – LULUCF). Removals from LULUCF in Cumbria are estimated to be around 0-20 tonnes Carbon per km² from Forest Land, with minor removals from grassland and cropland management².

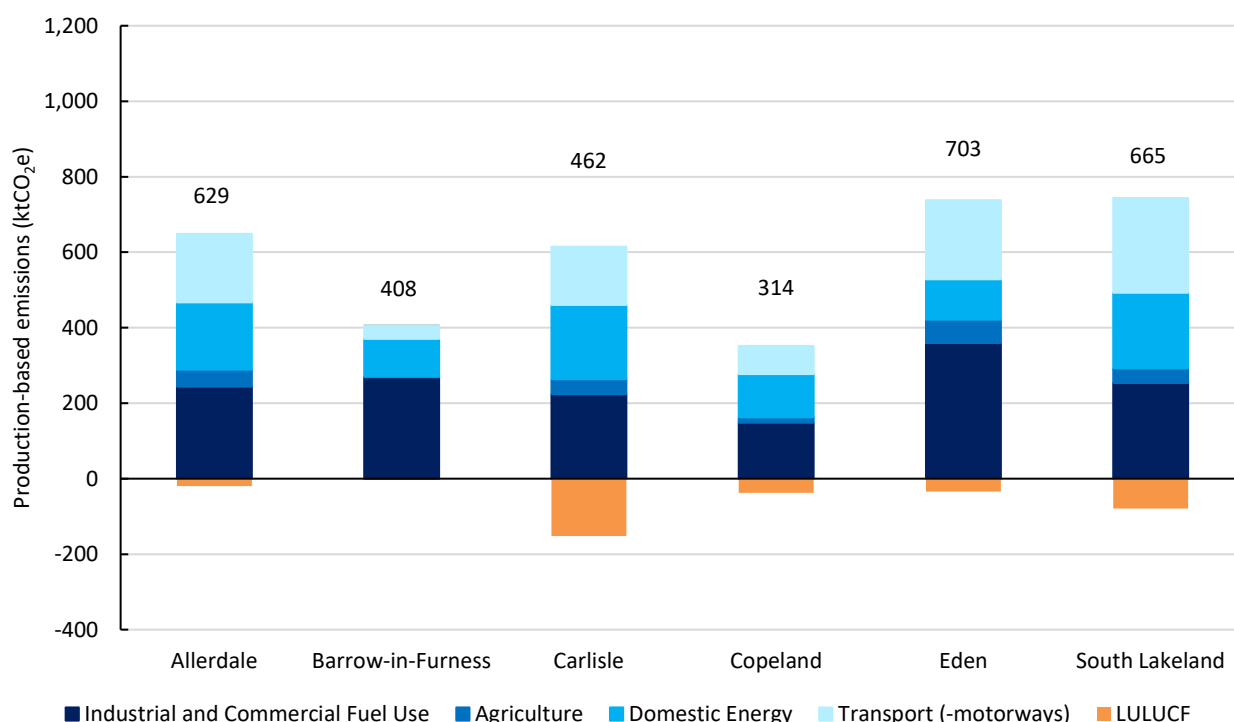


Figure 1: Total production-based CO₂ emissions by sector, broken down by Cumbrian local authority, net figures are labelled on the top of each district bar.

² Centre for Ecology & Hydrology for BEIS (2019). Mapping Carbon Emissions & Removals for the Land Use, Land Use Change and Forestry Sector: Report based on the 1990-2017 Inventory. See: www.gov.uk/government/statistics/uk-local-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2017.

Cumbria's Consumption-Based GHG Emissions

The total GHG 'footprint' of residents and visitors is estimated at 11.5 MtCO₂e for 2018. This includes visitors' travel to and from Cumbria, their consumption within Cumbria, and everything residents do, whether within or outside of the boundary of Cumbria. The consumption-based assessment includes all GHG emissions associated with everything that residents and visitors buy or consume – this includes the supply chains involved in provision of goods and services.

Emissions by consumers are broken down into two categories: Residents of Cumbria and Visitors to Cumbria. Resident emissions account for 51% of the total. Visitors travelling to and from Cumbria make up 36% of the total footprint, and 13% of the emissions come from visitors within Cumbria. The emissions per resident per day are 35 kgCO₂e which is the same as the UK average, whereas the emissions for visitor are 26 kgCO₂e.

In Figure 2 this is broken down by category, highest emissions arise from visitor air travel (2.1 MtCO₂e), visitor fuel consumption (1.4 MtCO₂e travelling to Cumbria and 540 kilotonnes (kt) CO₂e within Cumbria) and resident food and drink (1.5 MtCO₂e; Figure).

On a per capita basis, Cumbria residents' consumption-based footprint is broadly in line with the UK average.

Cumbria visitors have a greater proportion of driving emissions (both fuel and wear and tear) in their footprint whilst in Cumbria (approximately three times the UK average), and a higher proportion of emissions from eating out and recreational activities than residents. Overall, visitors' footprint is less than that of the UK average due to lower emissions from household energy and other services. These differences reflect the difference between typical activities of residents and visitors. In contrast to residents, visitors' emissions are dominated by air and road travel. Visitors emit more carbon travelling to and from Cumbria than they do during their stay.

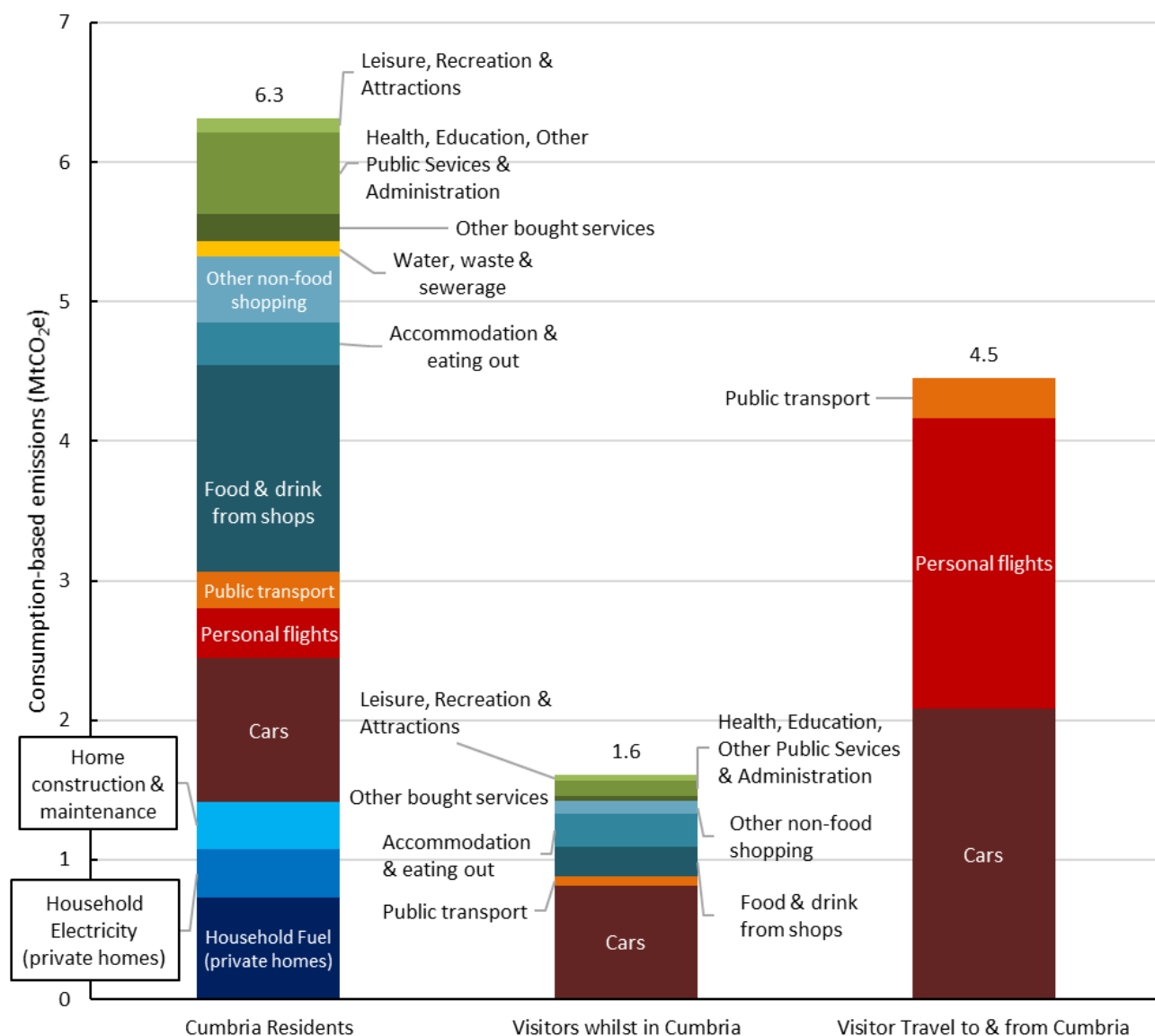


Figure 2: Total consumption-based GHG emissions broken down by category and consumer

The overall scale of industry's footprint is 13,174 ktCO₂e.

This simple analysis of industries gives a broad perspective on emissions from businesses in Cumbria. It should not form part of the baseline figure because there is double counting between this and the footprint of residents and visitors. It is not based on local information about the characteristics of each industry in Cumbria.

Carlisle City Council Baseline

The Council's gross³ carbon footprint for 2018/19 was 3227⁴ tonnes CO₂e.

We have used production accounting for the Council's carbon footprint. Production accounting only considers day-by-day emissions from sources such as buildings and vehicles. Production emissions are relatively straightforward to measure and account for, consumption emissions are much more difficult to quantify as most emissions are occurring elsewhere and produced by other parties.

This approach is the same as the National UK Baseline approach (page 5 and 11), for the Council we are measuring:

Scope 1: Emissions by authority owned vehicles and emissions from gas and oil boilers, the energy used for operational work such as collecting waste and maintaining our parks. **(1659t CO₂e.)**

Scope 2: Grid Electricity across the estate. **(397t CO₂e.)**

Scope 3: Business travel, transmission & distribution losses¹, and leased out assets such as the leisure centre. **(1172t CO₂e.)**

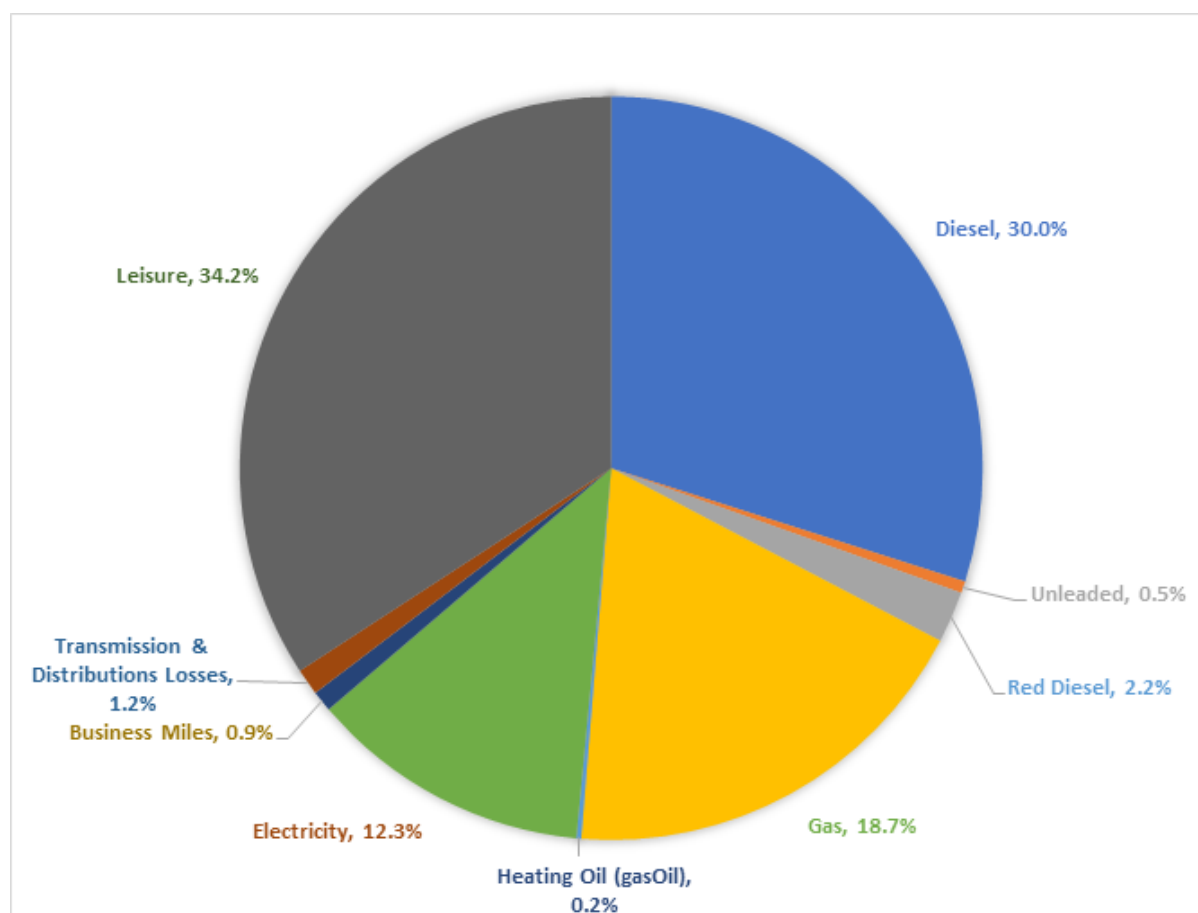


Figure 3: Main sources of the Council's carbon footprint

³ The Council's microgeneration of renewal energy is estimated at 47,000kwh, saving 12(t)co₂e. The Council's net carbon footprint is estimated at 3215 tonnes CO₂e.

⁴ This is a working figure and it will be updated as definitions and data are refined.

Targets

UK National net zero by 2050

The UK Government's net zero target was passed into law in June 2019. This target is measured through the Estimates of the UK's greenhouse gas (GHG) emissions, published by the Department for Business, Energy and Industrial Strategy (BEIS), are used as the baseline for monitoring the Climate Change Act net zero target. These estimates, known as territorial and which are **production-based** estimates, include GHG emissions or removals from:

- businesses based in the UK regardless of where in the world they are registered.
- the activities of people that live in the UK as well as non-UK visitors.
- land such as forest, crop or grazing land.

They exclude emissions or removals from:

- international air travel.
- international shipping.
- UK residents abroad.
- UK Crown dependencies and overseas territories.
- the burning of biomass such as wood, straw, biogases and poultry litter for energy production.
- land such as peatland.
- the production of goods and services that the UK imports from other countries.

Cumbria net zero by 2037

This is the most feasible target that can be regarded as being in line with the requirements laid down by the IPCC for “well below 2 degrees and in pursuit of 1.5 degrees” of global warming.

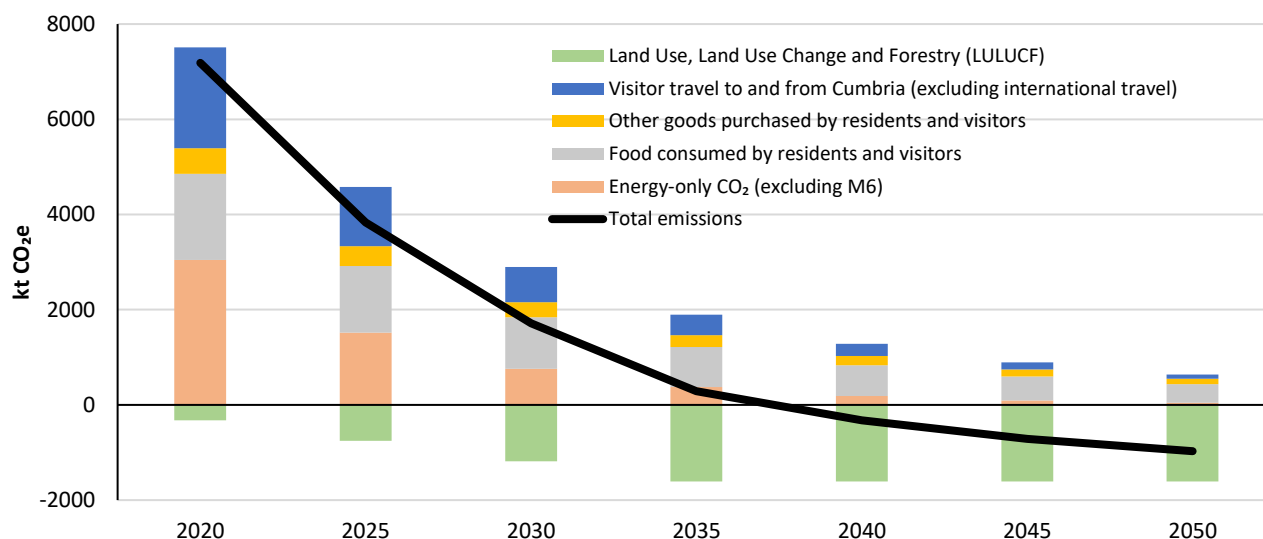
The target includes the following:

- Energy-only CO₂ measured on a production basis, excluding the M6 (over which Cumbria has little influence);
- GHG emissions from food consumed by residents and visitors;
- GHG emissions from other goods purchased by residents and visitors;
- GHG emissions from visitor travel to and from Cumbria, excluding international visitor travel; and
- Land Use, Land Use Change and Forestry (LULUCF) – these are net negative emissions.

Business supply chains are included where businesses supply the local and visitor economy. However, businesses should still be encouraged to manage their own supply chain carbon.

A trajectory for achieving Net Zero by 2037 is set out in the graph and table in figure 4, the annual percentage changes are set out against the categories in scope for the overall target.

Net Zero by 2037 Trajectory, data and percentage reductions



Raw Data Breakdown of projected emissions (kt CO ₂ e)	Net zero by 2037			
	2020	2035	2040	Changes starting from 2019 baseline
Energy-only CO ₂ (excluding M6)	3048	377	188	Annual reduction of 13%
Food consumed by residents and visitors	1807	837	648	Annual reduction of 5%
Other goods purchased by residents and visitors	535	248	192	Annual reduction of 5%
Visitor travel to and from Cumbria (excluding international travel)	2117	436	257	Annual reduction of 10%
Land Use, Land Use Change and Forestry (LULUCF)	-322	-1611	-1611	Increase of 400% in annual removals after 15 years (negative emissions)
Total emissions (tonnes)	7185	287	-326	

Figure 4: Net Zero by 2037 Trajectory, data and percentage reductions

Carlisle City Council net zero by 2037.

A five year scenario (2020-2025) for cumulative reductions in the Council's carbon footprint, from the 2018/19 baseline, includes:

- Rapid uptake of homeworking as required through the Covid-19 Pandemic.
- Completion of the Sands Centre Redevelopment and closure of the Pools.
- Completion of the Civic Centre Ground Floor Reinstatement.
- Completion of the footway lighting replacement project.
- Replacement of machinery, cars and small vans with Electric Vehicles operating out of an improved depot, suitable for supporting this new fleet.
- Replacement of petrol powered hand operated equipment with battery powered equipment.
- Energy efficiency improvements to operational assets delivered through the Asset Management Plan and externally funded projects.
- Reduction in business miles claimed for petrol and diesel vehicles, as employees switch to Electric Vehicles.
- Net biodiversity gains and negative emissions through green spaces strategy.
- Net biodiversity gains and negative emissions from 'Start with the Park' approach to St. Cuthbert's Garden Village.

Beyond the first five years (2025-37) the following scenarios would enable further reductions in the Council's carbon footprint, subject to available technology without incurring excessive costs:

- Replacement of waste fleet with alternative fuelled vehicles operating out of an improved depot, suitable for supporting this new fleet.
- Switching from non-renewable to renewable energy supplies for gas and electricity across all operational assets.
- Reduction in business miles claimed for petrol and diesel vehicles as employees continue to switch to Electric Vehicles.
- Increased microgeneration of renewable energy from Council's operational assets.
- Inclusion of all Council's Green and Blue Infrastructure in Land Use, Land Use Change and Forestry (LULUCF).

Roadmap

Figure 5: Outline roadmap and milestones for the LE(CC) Strategy action plan implementation

Financial year>	2020/21				2021/22												2022/23												2023/24	2024/25	2025-30													
Month>	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3																
Organisation	Adopt strategy and action plan				Buildings & Fleet Data Model				Decarbonisation Budget Bids: <ul style="list-style-type: none">Asset MaintenanceFleet replacementInvest to Save Bids								Bids Decarbonisation Budget Bids: <ul style="list-style-type: none">Asset MaintenanceFleet replacementInvest to Save Bids																											
	Draft Communications and engagement plan								Waste Data Model																																			
	Sands Centre Redevelopment																																											
	Civic Centre Reinstatement																																											
	Fleet challenges and reviews																																				One Public Estate: Depot Review							
Carlisle	Local Cycling and Walking Infrastructure Plan																																											
	St. Cuthbert’s Garden Village Policies and Design Framework																Start with the Park																											
	‘Get Cumbria Buzzing’ biodiversity net gain project																																											
Zero Carbon Cumbria	Draft Project Plan																																Project Closure											
Borderlands	Energy Masterplan																																											
	Borderlands Natural Capital Innovation Zone and Forestry Innovation Centre																																											

Actions for the next six months (December 2020-May 2021)

Theme	Action	LE(CC)S Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
Assets	Sands Centre Redevelopment	1	2020/21-2022/23	Improved energy and heat efficiency from the Leisure estate. Reduced demand on asset management and future maintenance.	Production (Scope 3: Leisure centre) and Consumption (Leisure and recreation, attractions)	Budget 2020/21
Assets	Civic Centre Ground Floor Reinstatement	1	2020/21-2021/22	Improved energy and heat efficiency of operational buildings.	Production (Scope 1: Gas and Scope 2: Electricity)	Budget 2020/21
Assets	Footway Lighting (LED Project)	1	2020/21	Improved energy efficiency of operational assets.	Production (Scope 2: Electricity)	Budget 2020/21
Assets	Fleet Strategy: Vehicle replacement reviews for each service area.	1	2020/21	Regular review of fleet replacement programme to forecast future costs for vehicle replacement. Data model for CAPEX / Decarbonisation prioritisation and decision making.	Production (Scope 1: Petrol and Diesel and Scope 2: Electricity)	Budget 2021/22 and future external funding bids
Assets	Fleet: Energy Saving Trust Consultancy (EST)	1	2020/21	Advice and recommendations on fleet and mileage to improve energy efficiency.	None	None required, free consultancy service.
Assets	Fleet Challenge Plant /trailers / hand operated equipment	1	2020/21	Improved energy efficiency of equipment.	Production (Scope 1: Petrol and Red Diesel and Scope 2: Electricity)	None required
People	Staff competencies: Promoting Personal Wellbeing and Environmental Responsibility	1 & 5	2020/21	Core values and competencies included in Appraisal rounds.	Production and Consumption	None required

Theme	Action	LE(CC)S Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
People	Workforce Plan: Agile Working Policy	1	2020/21	Reduction in travel to and from work and between work settings.	Consumption (travel)	None required
People	Workforce Plan: Climate Change and Local Environmental responsibility training (modules)	1	2020/21	Officer and Member training to raise awareness of local environment and climate change challenges.	Production and Consumption	None required
Technology	ICT Strategy: Agile working ICT equipment and networks	1	2020/21	Reduction in travel to and from work and between work settings.	Production and Consumption	Current budget
Finance	Funding Strategy: Identifying CAPEX Opportunities for decarbonisation and renewal energy.	1	2020/21	Maximising external funding.	Production (Scope 1 and 2)	None required
Communications and engagement	Targeted campaigns to encourage behaviour change	2 & 5	2020/21	Engagement and awareness raising to be delivered in partnership.	Production and Consumption	Linked to project and project budgets
Movement	Electric Vehicle Charging: On street Charging Infrastructure Working with partners to expand provision of EV charging points in Carlisle including electric bikes	3	2019/20-2020/21	Stimulate demand for EV's in areas without off street parking Increased take up of electric vehicles, allowing people to save money on fuel costs Reduction air pollution and CO2 emissions	Production and Consumption	External funding secured The current SOSCI project has a budget of £220k to provide 40 connections

Organisation Actions (2020-2025)

Theme	Action	LECCS Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
Assets	Sands Centre Redevelopment	1	2020/21-2022/23	Improved energy and heat efficiency from the Leisure estate. Reduced demand on asset management and future maintenance.	Production (Scope 3: Leisure centre) and Consumption (Leisure and recreation, attractions)	Budget 2020/21
Assets	Civic Centre Ground Floor Reinstatement	1	2020/21 - 2021/22	Improved energy and heat efficiency of operational buildings.	Production (Scope 1: Gas and Scope 2: Electricity)	Budget 2020/21
Assets	Asset Management Plan Maintenance Plan	1	2020/21	Improved energy and heat efficiency of the operational and community building assets	Production (Scope 1: Gas and Heating Oil and Scope 2: Electricity)	Budget 2020/21 and 2021/22
Assets	Housekeeping improvements	1	2021/22	Reduce demand on asset management though improvements in housekeeping.	Production (Scope 1: Gas and Heating Oil and Scope 2: Electricity)	None required
Assets	Energy Management System	1	2021/22	Improved energy and heat efficiency.	Production (Scope 1 and 2)	Budget Bid 2021/22
Assets	OLEV Workplace Charging Scheme	1 & 3	2021/22	Improved EV Charging Infrastructure to enable workplace charging for staff and Members.	Consumption (travel)	Future external funding and internal budget bid as a match
Assets	Footway Lighting (LED Project)	1	2020/21	Improved energy efficiency of operational asset.	Production (Scope 2: Electricity)	Budget 2020/21
Assets	Fleet Strategy: Handbook for Drivers	1	2020/21	Improved energy efficiency of use of operational assets.	Production (Scope 1: Petrol and Diesel and Scope 2: Electricity)	None required
Assets	Fleet Strategy: Vehicle replacement reviews for each service area.	1	2020/21	Regular review of fleet replacement programme to forecast future costs for vehicle replacement. Data model for CAPEX / Decarbonisation prioritisation and decision making.	Production (Scope 1: Petrol and Diesel and Scope 2: Electricity)	Budget 2021/22 and future external funding bids

Theme	Action	LECCS Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
Assets	Future fleet and depot options: Depot infrastructure	1 & 5	2023/24	Assess capacity and step-up charging infrastructure in depot to support this expansion.	Production (Scope 1: Petrol and Diesel and Scope 2: Electricity)	None required
Assets	Fleet Strategy: Decarbonisation of Fleet, Data set, Model and Scorecard	1	2021/22	Visuals for Fleet Challenge and reviews.	None	Free external consultancy support
Assets	Fleet: Energy Saving Trust Consultancy (EST)	1	2020/21	Advice and recommendations on fleet and mileage to improve energy efficiency.	None	None required
Assets	Fleet Challenge Plant /trailers / hand operated equipment	1	2020/21	Improved energy efficiency of equipment.	Production (Scope 1: Petrol and Red Diesel and Scope 2: Electricity)	None required
Assets	Fleet: Grey Miles Recommendations (EST)	1	2021/22	Advice and recommendations on 'grey miles' within operations.	Production (Scope 3: Petrol and Diesel) / Consumption (travel)	None required
Assets	Decarbonisation of Estate Data Set, Model and Scorecard	1	2021/22	Data model for CAPEX / Decarbonisation prioritisation decision making.	Production (Scope 1 and 2)	External Funding Bid for consultancy support
Assets	One Public Estate Project (Phase 7)	1 & 5	2021/22	Better use of public assets.	Production and Consumption	External Funding
Assets	Investment assets: Minimum Energy Efficiency Standards	5	2020/21	Improved energy and heat efficiency.	Production and Consumption	None required
Assets	Develop an evidence base for climate change adaption.	5	2021/22	To have a better understanding of the climate risks facing the Council and district and the adaptation actions that will be the most effective.	Not applicable	None required, linked to Community Risk Register work and updated national risk work.
People	Staff competencies: Promoting Personal Wellbeing and	1 & 5	2020/21	Core values and competencies included in Appraisal round.	Production and Consumption	None required

Theme	Action	LECCS Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
	Environmental Responsibility					
People	Workforce Plan: Agile Working Policy	1	2020/21	Reduction in travel to and from work and between work settings.	Consumption (travel)	None required
People	Workforce Plan: Council Employee Travel.	1	2021/22	Reduction in travel to and from work and between work settings.	Consumption (travel)	None required
People	Workforce Plan: Climate Change and Local Environmental responsibility training (modules)	1	2020/21	Officer and Member training to raise awareness of local environment and climate change challenges.	Production and Consumption	None required
People	Workplace Healthy Eating Statement	1	2020/21	Healthier buffets with low carbon menus.	Consumption (Food)	Revenue budget cost codes
Technology	ICT Strategy: Agile working ICT equipment and networks	1	2020/21	Reduction in travel to and from work and between work settings.	Production and Consumption	Current budget
Finance	Funding Strategy: Identifying CAPEX Opportunities for decarbonisation and renewal energy.	1	2020/21	Maximising external funding.	Production (Scope 1 and 2)	None required
Finance	Procurement: Review activity and strategy to develop a procurement guide on climate change impacts/assessment.	1	2021/22	Environmental responsibility steer for service managers and contractors.	Consumption	None required
Finance	Procurement: Tender guidance on Environmental & Climate Change Responsibility.	1	2021/22	Environmental and broader sustainability considerations are considered during procurement.	Consumption	None required

Theme	Action	LECCS Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
Transparency	Scheme of Publication for data and data models	1 & 5	2021/22	Public engagement and transparency.	Not applicable	None required
Communications and engagement	New and refreshed webpages for Local Environment and Climate Change	5	2021/22	Engagement and education.	Not applicable	None required
Communications and engagement	Interactive programme of digital communication and engagement	5	2021/22	Engagement and education, to include engagement with schools. <i>(ZCCP Partnership includes schools, Cumbria Youth Climate Summit, Carlisle College and University of Cumbria)</i>	Not applicable	Current budget
Communications and engagement	Targeted campaigns to encourage behaviour change	2 & 5	2020/21	Engagement and awareness raising to be delivered in partnership.	Consumption	Linked to project and project budgets
Communications and engagement	Celebrating success with local case studies demonstrating positive action.	5	2021/22	Celebration and promotion of positive action through the Local Environment (Climate Change) Strategy.	Not applicable	Current budget
Communications and engagement	Partnerships: Collaboration on a wider, local corporate response.	5	2021/22	Celebration and promotion of positive action through the partnership.	To be confirmed	None required
Communications and engagement	Partnerships: Carlisle Ambassadors and Young Ambassadors sessions on Local Environment and Climate Change.	5	2021/22	Broadening engagement.	Not applicable	Current budget

Local Actions (2020-2025)

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
Local Plan	St Cuthbert's Garden Village : Supplementary Planning Document	2	2020/21	To provide detailed design guidance to help articulate what is meant by 'high quality design within the context of St Cuthbert's'.	Production and Consumption	Budget 2020/21 and 2021/22
Local Plan	St Cuthbert's Garden Village : Local Plan, Draft St Cuthbert's Garden Village Policies	2	2020/21-2022/23	Upon adoption set the legal framework to guide the preparation and assessment of future planning applications; Enable and support the timely delivery of infrastructure provision through both developer contributions and/or external funding bids; Facilitate the delivery of land release to help address the imbalance of employment land between the north and south of the City.	Production and Consumption	Budget 2020/21 and 2021/22
Local Plan	St Cuthbert's Garden Village : Strategic Design Framework	2.	2020/21	The Masterplan Framework appraised several spatial alternatives for the distribution of homes, jobs and community infrastructure. This took account: landscaping (such as topography and physical features); the need to retain a village-like character; sustainable mobility (prioritising walking cycling and public transport to new local centres, schools and services); and provision of a range of housing densities and usable open spaces and green infrastructure.	Production and Consumption	Budget 2020/21 and 2021/22
Local Plan	Local Plan / Annual Monitoring Report: 106 'planning gain' projects	2	2020/21	Projects that will: Prescribe policy interventions Compensate for local loss of value or amenity Mitigate with positive impacts.	Consumption	None required
Local Plan	Introduce a Consequential	2	To be confirmed	Energy efficiency improvements through planning, development control and building control.	Production and Consumption	None required

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
	Improvements Policy as part of the Local Plan					
Local Plan	Supplementary Planning Document adapt to the impact of Climate Change	5	To be confirmed	Existing policies: CC4_Flood risk and development CC5_Surface water management and Sustainable Drainage Systems	Production and Consumption	None required
Local Plan	Solar Panels	2	2015-2030	Local Plan Evidence base	Production and Consumption	None required
Local Plan	Promote low carbon and renewable energy provisions in new developments through Local Plan policies.	2	2015-2030	Current policies are: CC1_Renewal energy CC2_Energy from wind CC3_Energy conservation, efficiency and resilience.	Production and Consumption	None required
Regeneration	Town Investment Plan	2,3 & 5	2020-To be confirmed	The focus will be on clean housing growth and low carbon lifestyles. To enable Carlisle's businesses, people and communities to be resilient to current and future economic and environmental challenges including climate change, economic exclusion and unemployment, and recovery from the Covid-19 pandemic.	Production and Consumption	External Funding
Regeneration	Carlisle Station Redevelopment	2,3 & 5	2020-To be confirmed	These improvements will increase connectivity and help future proof the station.	Production and Consumption	External Funding
Regeneration	Future High Street Fund	2,3 & 5	2020-To be confirmed	Revitalising the Historic Quarter and evening economy are key regeneration priorities.	Production and Consumption	External Funding

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
Regeneration	Caldew Riverside	2,3 & 5	2020-To be confirmed	The development of this site will fundamentally improve the vitality and viability of Carlisle's city centre by delivering a modern urban living opportunity.	Production and Consumption	External Funding
Regeneration	Brownfield Register	5	2020/21	A list of sites that the Council considers to be suitable, available and viable for potential residential development.	To be confirmed	None required
Housing	Work with developers to deliver sustainable housing developments in Carlisle and promoting sustainable construction methodologies.	2	To be confirmed	Promoting sustainable Construction.	To be confirmed	None required
Housing	Work in partnership with social landlords, developers and architects to share knowledge and learning on sustainable construction.	2	To be confirmed	Promote the application of these principles on new developments.	To be confirmed	None required
Housing	Private Sector Housing Enforcement Policy and action	2	2020/21	The Private Sector Housing function is to improve the standard of private sector properties through, education, advice and enforcement. Enforcing the minimum level of energy provisions within their area.	Production and Consumption	None required
Housing	Empty Homes	2	2020/21	The need to bring empty private sector dwellings back into use is a key objective that is part of a wider strategy to tackle housing affordability.	Production and Consumption	External Funding
Housing	An integrated model and Housing Stock	2	2020/21	The detailed housing stock information provided in this report will facilitate the delivery of	Production and Consumption	None Required

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
	Condition Database (HSCD) and report (SAP)			housing strategy and enable a targeted intervention approach to improving housing, sections on Fuel poverty and energy efficiency. Includes improvement scenarios.		
Housing	Custom and Self-Build Register	2	2020/21	The custom/self build register will provide valuable information and evidence on the demand for self-build and custom house building.	Production and Consumption	None required
Housing	Homelife- home improvement grants	2	2020/21	Homelife Carlisle has various fully funded home improvement grants to help residents stay safe and warm and promote independence and healthy.	Production and Consumption	External funding
Housing	Homelife – Green Homes Grant (LADS Round 1b and future Round 2)	2	2021/22	A bid for funding under this scheme to improve the energy efficiency of low-income households in their area.	Production and Consumption	External funding £1,150,000 applied for.
Building Control	Energy Efficiency of developments (Part L Compliance)	2	2020/21	Building Regulations are set by the Government to protect the health and safety of people in and out of buildings, to promote energy saving and to make sure building works provide enough access and facilities for workers.	Production and Consumption	None required
Movement	Carlisle Local Cycling & Walking Infrastructure Plan	3	2020/21 and 2021/22	A plan to invest in active travel.	Consumption	£10,000 from existing budget as a contribution
Movement	Local Transport Plan Projects	3	2011-2026	LTP3 & LTP4 Implementation Plan.	Consumption	None required
Movement	Electric Vehicle Charging: On street Charging Infrastructure Working with partners to expand provision of	3	2019/20-2020/21	Stimulate demand for EV's in areas without off street parking Increased take up of electric vehicles, allowing people to save money on fuel costs Reduction air pollution and CO2 emissions	Production and Consumption	External funding secured The current SOSCI project has a budget of £220k to

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
	EV charging points in Carlisle including electric bikes					provide 40 connections
Movement	Support and promote a Travel to Work Partnership to develop travel options for employees.	3 & 5	2025-30	Low carbon, active transport options (walking and cycling) for commuting and work travel.	Consumption	None required
Enforcement	Local Environment ASB	5	2020/21	Tackling local ASB related to the local environment.	Not applicable	Budget 2021/22
Air and water quality	Air Quality Annual Status Report Action Plan	3	2020/21	Improved respiratory health and a reduction in associated health inequalities. Help people live healthier lives by preventing ill health and harm and promoting public health. Air pollution removal	Consumption	None required
Ambient noise and light	Regulatory Services Service Plan (Statutory Nuisances investigation and enforcement)	5	2020/21	Improved public and environmental health	Consumption	None required
Ambient noise and light	Planning Enforcement Policy and Register	5	2020/21	The council will try to make sure that planning rules are followed.	Consumption	None required
Contaminated Land	Guidance Contaminated Land Strategy and Register	5	2020/21	A strategic approach to identifying and securing the remediation of contaminated land.	Consumption	None required
Future Flood Risk Management	New flood defences	5	2021/22	The scheme will protect 1600 homes and businesses from flooding across the city once it's complete.	Not applicable	£25million grant in aid funding
Future Flood Risk Management	Multi-agency Flood Plan	5	2021/22	Small area plans to respond to and recover from future flooding.	Not applicable	None required
Future Flood Risk Management	New Coastal Strategy	5	2021/22	This strategy forms a key step in setting out our future approach to managing risks and will feed into our local plans.	Not applicable	LLFA / Coastal Protection

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
						Authority funding
Severe weather and related risks	Work with partners of the Cumbria Local Resilience Forum to ensure that plans are in place to respond to climate change risks.	5	2020/21	Ensure that these plans are regularly tested and reviewed.	Not applicable	None required
Green infrastructure, countryside and landscapes	Green Infrastructure Strategy	5	2015-2030	Evidence base for Local Plan.	Potential Negative Emissions	None required
Green infrastructure, countryside and landscapes	Green Spaces Strategy	5	2020/21	To manage our green estate as a diverse and flourishing natural resource which provides a range of environmental services including resilience against future flooding, reducing the impacts of climate change and providing rich and varied wildlife habitats.	Potential Negative Emissions	None required
Green infrastructure	Develop and implement a tree strategy to manage risk and increase tree stocks.	5	2021/22	Biodiversity and carbon capture co benefits.	Potential Negative Emissions	None required
Green infrastructure	Explore the potential of green roofs and living walls.	5	2022/23	Biodiversity and carbon capture co benefits.	Potential Negative Emissions	None required
Wildlife and habitats (biodiversity)	Get Cumbria Buzzing	5	2021/22	Biodiversity and carbon capture co benefits.	Potential Negative Emissions	External Funding
Wildlife and habitats (biodiversity)	Co-benefits of Phase 1 Flood Defences enhancements	5	2021/22	Enhancing habitats in Melbourne Park and improving recreation facilities, including new park benches and entrance features.	To be confirmed	External Funding

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
Waste & Recycling	Targeted campaigns on waste reduction and recycling.	4	2021/22	Develop local and partnership communication plans for waste minimisation. Promote national weeks of action.	Consumption	None required
Waste & Recycling	Introduce a new 'medium' bin option (180Litres capacity) from April 2020.	4	2021/22	Encourage participation in recycling and increase recycling rates.	Consumption	Budget 2021/22
Waste & Recycling	Provide 180L or 140L bins free to residents moving into new-build homes.	4	2021/22	Encourage participation in recycling and increase recycling rates.	Consumption	Budget 2021/22
Waste & Recycling	Explore options to further encourage participation in recycling and increase recycling rates	4	2020-2025	Encourage participation in recycling and increase recycling rates.	Consumption	Linked to project and project budgets
Waste & Recycling	Waste Data Model: Analysis of local data and trends.	4	2021/22	Utilise local data to target intervention and develop localised campaigns and focussed messages.	Consumption	None required
Waste & Recycling	Food Waste: Prepare for potential new service	4	2022/23	From 2023 – potential for statutory, separate food waste collections from households.	Production and Consumption	Future Budget Bid
Waste & Recycling	Food Waste: Potential new commercial service	4	2022/23	From 2023 – potential for separate food waste collections from commercial premises. (chargeable)	Production and Consumption	Self-funding required
Waste & Recycling	Partnership Working	4	2021/22	Increasing access to recycling. Explore opportunities to work in partnership with other local councils to develop solutions to common issues and share costs and risks.	Not applicable	None required
Waste & Recycling	Partnership: Coordinate local response to	4 & 5	2021/22	Delivery of a new Waste Strategy through the Cumbria Strategic Waste Partnership.	Not applicable	None required

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
	Government Waste Strategy			Reducing carbon from Waste Sector in line with Cumbria-wide target of Carbon neutral by 2037.		
Waste & Recycling	Help to promote Voluntary and Community Groups to be involved in recycling and reuse activities.	4	2022/23	Individuals feel more empowered to get involved in recycling and reuse activities.	Not applicable	Linked to project and project budgets
Community Development	Funding Strategy: Funding Newsletter and support	1-5	2020/21	Increased external funding applied for and gained.	Not applicable	None required
Community Development	Place Standard Project	5	2021/22	Task group to consider the best way forward given current position. Current place activity has paused in Scotland. Focus to Deliver Place Standard Programme = Place Board off this group. Establish links with Borderlands Place agenda	Not applicable	External Funding secured
Community Development	Carlisle Resilience Group ~Community Resilience 'future shocks'	4 & 5	2020/21	Ensure our communities are resilient and prepared for winter and consider planning for future emergencies.	Not applicable	External funding bid
Community Development	Collaborative Funding Pilot	5	2021/22	Explore the opportunity to pilot a collaborative funding model across the locality.	Not applicable	Current budget
Community Development	Cumbria Sustainability Network	5	2021/22	Relationship building and understanding local authority decision making Communities will influence central decision-making structures and influencing partnership approaches.	Not applicable	ZCCP £100,000

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
Community Development	Carlisle Community Action	5	2020-2025 To be confirmed	Communities will influence central decision-making structures and influencing partnership approaches	Not applicable	ZCCP £To be confirmed
Community Development	Cumbria Youth Climate Action Programme	5	2020-2025 To be confirmed	Young people will be empowered to engage in meaningful ways with politicians, business leaders, policy makers and the media. Gatekeepers of emissions (for example local authorities and businesses) will have a mechanism for, and confidence to, engage with and be influenced by young people.	Not applicable	ZCCP £80,000
Community Development	Community Carbon Literacy Programme	5	2020-2025 To be confirmed	Organisations and individuals have developed a sense of agency and responsibility and a much better understanding of the causes of, and solutions to, the climate crisis.	Not applicable	ZCCP £To be confirmed
Community Development	Mapping Repair Cafes and peer support to establish new cafes	4	2020-25 To be confirmed	Individuals feel more empowered and better skilled to take climate action.	Not applicable	ZCCP
Food	Work with partners on the Sustainable Food Action Plan to achieve Sustainable Food City Status.	4	2021/22	A holistic approach to food and that are achieving significant positive change on a range of key food health and sustainability issues.	Not applicable	External Funding
Food	Work with partners on a programme for healthy eating including cooking skills to help reduce reliance	4	To be confirmed	Local communities having access to a range of healthy and affordable food options.	Consumption	External Funding

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
	on processed and packaged food.					
Food	Allotments and community gardens	4	2020/21	Low carbon vegetable growing is increased in Cumbria. Maintain current occupancy rates for allotments and encourage provision of community gardens and allotments in new developments	Consumption and potential negative emissions	External Funding None required
Food	Low Carbon Food Programme	4	2020-2025 To be confirmed	Low Carbon Food network is set up and supports a reduction in carbon emissions from what people eat.	Not applicable	ZCCP £To be confirmed
Food	Grow Local Eat Local project	4	2020-2025 To be confirmed	Low carbon vegetable growing is increased in Cumbria. Local retailers are connected to vegetable growers providing low carbon food and reduced food miles. Carbon usage to grow vegetables is offset through an increase in agro-forestry.	Consumption	ZCCP £To be confirmed
Renewable Energy	Community Energy Support	2	2020-25 To be confirmed	2 new community energy projects are developed and installed using innovative approaches.	Not applicable	ZCCP £60,000
Communications and engagement	Sharing Learning Nationally		2020-25 To be confirmed	Partners and communities take part in national learning and knowledge exchange events.	Not applicable	
Communications and engagement	Broadening engagement and overcoming disadvantage	5	2020-25 To be confirmed	Individuals feel supported to learn how they can take climate action.	Not applicable	ZCCP £20,000
Consultancy	Expert Advice	1-5	2020-25 To be confirmed	A central pot of funding will be dedicated to contracting consultancy expertise to co-design solutions with	Not applicable	ZCCP £30,000

Theme	Activity	LECCS Obj.	Timeframe	Outcomes	Carbon Accountancy	Finances
				businesses, local authorities and communities as they emerge through the life of the project.		
Governance	Cumbria Carbon Monitoring and wider evaluation	5	2020-25 To be confirmed	New and robust methodology available for community led and partnership projects across the UK.	Not applicable	ZCCP £20,000

Action planning through regional and countywide partnerships

The key countywide partnerships are listed below, each of these partnerships have multi-agency, countywide strategies and plans in progress or in place. Working across these partnerships will help deliver this strategy:

Borderlands Inclusive Growth Deal

Encouraging Green Growth: Borderlands is committed to becoming a carbon neutral region. Our whole system approach to investing in green energy, coupled with our plans to maximise the benefit from our outstanding natural resources will lead to a vibrant economy driven by clean energy.

Energy Investment Company

A newly established Borderlands Energy Investment Company will act as a strategic coordinator and investment route to establish a Borderlands Energy Masterplan. A successfully managed and delivered Energy Masterplan with priorities, that complement the UK and Scottish Government's policies for clean growth and energy will establish a route to bringing Borderlands closer to a carbon neutral region whilst making our area more attractive to live and work in. The Borderlands' Energy Investment Company will be established and operated by the five member authorities, along with the UK and Scottish Government. These seven public sector bodies would be the main members further supported by a technically skilled energy-specific governance structure highlighted in this Strategic Outline Business Case and further supported by the established wider Borderlands governance structure.

Energy Masterplan

The overarching Borderlands Energy Masterplan will be developed following a Scottish Enterprise designed approach, and will establish: The role of green energy in delivering growth through new business opportunities and investment and a basis for future planning and investment decisions. Masterplanning is identifying investment activity that needs to be taken forward at a Borderlands wide geographic area, and activity that needs to take place at a more local level.

The masterplanning covers private sector investment appetite, feasibility of securing investment, and role of public funds in leveraging this investment, which will provide important direction in generating project ideas for the company to assess. The master planning exercise will draw on the baseline of information and strategic planning that is already available or underway. This includes baseline evidence for each of the four geographies which comprise Borderlands. For the South of Scotland this is collated in a study undertaken for Scottish Government in Spring 2018 (BuroHappold study), while in Cumbria and Northumberland, baseline information can be derived from sub-national data held by BEIS and analysed in the development of the respective local energy strategies for each area.

Natural Capital Innovation Zone: Linked to the Innovation Centres for Dairy and Forestry, this designation will present opportunities to introduce new ways of working. These will fuse together the best practice from both environmental stewardship initiatives (such as the Defra pioneers, landscape partnerships, river trusts, forestry investment zones) and economic and social growth initiatives (such as the LEADER, neighbourhood and community planning, and strategic economic plans) to maximise the full benefit from our countryside within the context of responding to climate change.

- **Zero Carbon Cumbria Partnership**

- Project Plan 2020-2025

Cumbria Strategic Waste Partnership

- New strategy and sub groups in progress.

Cumbria Strategic Flood Partnership

- Strategy works underway.

Cumbria Local Resilience Forum

- Strategy and Programme in place.

Cumbria Public Health Alliance

- Joint Public Health Strategy and action plan.

In addition the following strategies will be important in achieving the countywide target:

- Cumbria Transport Strategy (Previously Local Transport Plan LTP).
- Cumbria Cycling Strategy /Cycling and Walking Infrastructure Plan (CWIPs).
- LEP Local Industrial Strategy.
- Local Energy Plan (LEP).
- Minerals and Waste Local Plan.

Areas for action planning, 2025-30 and beyond

Theme	Action	LECCS Obj.	Timeframe	Outcome	Carbon Accountancy	Finances
Assets	Fleet Strategy: Alternative fuels vehicle replacement plan for each service	1	2025-30	Increase fleet challenge with further fleet reductions, increased use of alternative travel options and increased introduction of alternative fuelled vehicles.	Production (Scope 2)	Future budget bids
Assets	Future fleet and depot options: shared resources such as pool cars and car clubs.	1 & 5	2025-30	Continue to explore options to share resources.	Production (Scope 1 and 2)	None required
Local Plan	Urban Consolidation Centres (UCC)	2	2030-35	Urban Consolidation Centres can enable last mile deliveries to be made using electric freight vehicles (including e-bikes) rather than diesel-powered HGVs.	Consumption	None required
Local Plan	Pennine AONB Plan	5	2025-30	Land Use, Land Use Change and Forestry (LULUCF) interventions to help offset within the UK.	Potential Negative Emissions	None required
Local Plan	Solway AONB Plan	5	2025-30	Land Use, Land Use Change and Forestry (LULUCF) interventions to help offset within the UK.	Potential Negative Emissions	None required
Future Flood Risk Management	Natural Flood Management Projects	5	2025-30	Reduce flood and coastal erosion risk through measures that help to protect, restore and emulate the natural functions of catchments, floodplains, rivers and the coast.	Consumption	External funding
Wildlife and habitats (biodiversity)	Net Bio diversity Gain for all our parks and open spaces	5	2025-30	Biodiversity and carbon capture co benefits.	Offsetting	External funding

Outline Carbon Management Plan

Carbon Management Plan for 2020-2025 to reduce energy and fossil fuel consumption for the City Council's estate and operation.

These are selected actions from that action plan that are considered the most significant in making the Council net zero by 203X, based on a production accounting methodology.

These actions will be approached in the following stages:

- Decarbonisation of operational activity
- Microgeneration of renewal energy from operational assets
- Offsetting through land use and land use change activities

The actions include:

- Sands Centre Redevelopment
- Civic Centre Ground Floor Reinstatement
- Asset Management Plan & Maintenance Plan
- Energy Management System
- Footway Lighting (LED Project)
- Fleet Strategy, future fleet and depot options
- Decarbonisation of Estate
- One Public Estate Project (Phase 7)
- ICT Strategy: Agile working ICT equipment and networks
- Funding Strategy: Identifying CAPEX Opportunities for decarbonisation and renewal energy
- Procurement: Review activity and strategy to develop a procurement guide on climate change impacts/assessment

Outline Community Engagement & Development Plan

Selected actions from the action plan that are considered the most significant in community engagement and development.

Actions include:

- New and refreshed webpages for Local Environment and Climate Change
- Interactive programme of digital communication and engagement
- Targeted campaigns to encourage behaviour change
- Celebrating success with local case studies demonstrating positive action
- Partnerships: Collaboration on a wider, local corporate response
- Partnerships: Carlisle Ambassadors and Young Ambassadors sessions on Local Environment and Climate Change
- Help to promote Voluntary and Community Groups to be involved in recycling and reuse activities
- Funding Strategy: Funding Newsletter and support
- Place Standard Project
- Carlisle Resilience Group Community Resilience 'future shocks'
- Collaborative Funding Pilot
- Cumbria Sustainability Network
- National and Countywide Citizens' Assembly/ Jury
- Carlisle Community Action
- Cumbria Youth Climate Action Programme
- Community Carbon Literacy Programme
- Mapping Repair Cafes and peer support to establish new cafes
- Sharing learning nationally
- Broadening engagement and overcoming disadvantage

Definitions and glossary

The definition of local environment for the strategy is the surrounding conditions or forces, these can be local or global conditions or forces. Covering topics to include:

- Air and water quality
- Ambient noise and light
- Climate change, adaptation (Future Flood Risk Management)
- Climate change, mitigation and low carbon energy
- Contaminated Land
- Green infrastructure, countryside and landscapes
- Tackling pollution
- Severe weather
- Waste minimisation
- Wildlife and habitats (biodiversity)

t	tonnes
kt	thousand tonnes
mt	million tonnes
CO ₂ e	Carbon Dioxide equivalents
IPCC	Intergovernmental Panel Climate Change.
GHG	Greenhouse Gas
GGP	Greenhouse Gas Protocol.
Carbon Footprint	A carbon footprint measures the total greenhouse gas emissions caused directly and indirectly by a person, organisation, event or product. ⁵
Net- zero	Carbon neutral or net zero carbon is the goal of ensuring that any given activity does not cause any additional carbon dioxide (or other greenhouse gas) to be added to the atmosphere. The net zero position can be achieved by balancing a measured amount of carbon released with an equal amount of carbon offsetting activities.
Decarbonisation	The process of removing or reducing the carbon dioxide (CO ₂) or equivalents from human activities.
LULUCF	Land use, land-use change and forestry.

⁵ [Carbon Trust](#)

Links and references

Local Environment (Climate Change) Strategy (LECCS)

<https://www.carlisle.gov.uk/Council/Council-and-Democracy/Climate-Change>

Zero Carbon Cumbria Programme

<https://cafs.org.uk/our-projects/zero-carbon-cumbria-programme/>

Ashden Toolkit

<https://ashden.org/climate-action-co-benefits-toolkit/>

Friends of the Earth 33 Actions for Local Councils

<https://policy.friendsoftheearth.uk/insight/33-actions-local-authorities-can-take-climate-change>

Climate Emergency Action Planning

<https://climateemergency.org.uk/session-one/>

Committee on Climate Change Net Zero report

<https://www.theccc.org.uk/wp-content/uploads/2019/05/Net-Zero-The-UKs-contribution-to-stopping-global-warming.pdf>

National Climate Assembly Report recommendations

<https://www.climateassembly.uk/report/>

UK Baseline

<https://www.ons.gov.uk/economy/environmentalaccounts/articles/netzeroandthedifferentofficialmeasuresoftheuksgreenhousegasemissions/2019-07-24>

Cumbria Baseline Report

<https://www.cumbriaobservatory.org.uk/environment/environment-further-information/>

BEIS, June 2019, UK local authority and regional carbon dioxide emissions national statistics: 2005-2017. <https://tinyurl.com/UKCO2PB>

Centre for Ecology & Hydrology for BEIS (2019). Mapping Carbon Emissions & Removals for the Land Use, Land Use Change and Forestry Sector: Report based on the 1990-2017 Inventory. See: www.gov.uk/government/statistics/uk-local-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2017.

Carbon Trust

<https://www.carbontrust.com/resources/carbon-footprinting-guide>

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 13 JANUARY 2021

EX.10/21 LOCAL ENVIRONMENT (CLIMATE CHANGE) STRATEGY (Key Decision – KD.35/20)

Portfolio Environment and Transport

Relevant Scrutiny Panel Health and Wellbeing; Economic Growth

Subject Matter

The Environment and Transport Portfolio Holder presented a progress report on the adoption of the Local Environment (Climate Change) Strategy (PC.01/21). Further consultation on the Strategy had taken place, details of which had been set out in the report, and the Strategy and the draft action plan had been updated. The amended Strategy and draft action plan would be made available to the Health and Wellbeing Scrutiny Panel and the Economic Growth Scrutiny Panel for their consideration.

The Environment and Transport Portfolio Holder moved the recommendation and the Communities, Health and Wellbeing Portfolio Holder seconded it.

Summary of options rejected that the draft Strategy should not be referred to Scrutiny

DECISION

That the amended Local Environment (Climate Change) Strategy and supporting draft action plan be made available for scrutiny.

Reasons for Decision

That the Council's reputation would be damaged if it does not translate the resolution made in March 2019 into a working strategy and action plan.

EXCERPT FROM THE MINUTES OF THE HEALTH AND WELLBEING SCRUTINY PANEL HELD ON 14 JANUARY 2021

HWSP.08/21 LOCAL ENVIRONMENT (CLIMATE CHANGE) STRATEGY

The Corporate Director of Economic Development submitted report PC.02/21 which provided an update on the progress of the adoption of the Local Environment (Climate Change) Strategy.

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

- The Panel had requested that a representative of the Zero Carbon Cumbria Partnership (ZCCP) be invited to attend the meeting to help the Panel to gain a better understanding of the carbon baseline which was important for the authority in setting its target. Why had this not happened?

The Policy and Communications Manager reminded the Panel of the background of the ZCCP and their work. The ZCCP had received National Lottery Funding and were in the process of making the relevant appointments to the Partnership. It was proposed that the Partnership Manager would be invited to attend Scrutiny when the appointment process had been completed. He added that the project proposals had been shared with the Council and had been incorporated into some of the local actions as set out in the action plan and community engagement plan.

Referring to the Cumbria Baseline report, the Policy and Communications Manager added that key dates had also been included in the action plan to provide an overview of the 2037 target alongside the trajectory and scale of reductions required across Cumbria.

The Corporate Director of Economic Development agreed that the baseline was important and there was a need to understand how it affected the area. She had proposed that the Members Advisory Group, as the lead on the issue, received a presentation on the baseline report to gain cross party understanding on the carbon baseline for Cumbria and Carlisle.

A Member responded that the expectation for the meeting had been the attendance of a representative who had been involved in the preparation of the bid with first-hand information.

- A Member was concerned that the preparation of the Strategy had taken two years and there was a need for urgent action. She felt strongly that Members needed to have a good understanding of the urgency and carbon baseline before the matter was considered at Council to be able to understand what the Council needed to do to meet targets and where to prioritise.

The Corporate Director of Economic Development reminded the Panel that the matter was a cross cutting matter that affected all aspects of the work of the Council across the District. The report would also be considered by the Economic Growth Scrutiny Panel. She suggested that an informal Council Briefing take place for all Members to be briefed on the evidence base for the report.

The Policy and Communications Manager drew the Panel's attention to the Targets section of the report which set out a breakdown of the Net Zero Target. The targets linked to some of the

Council's own direct production emissions and was a shortcut to where the Council's target would impact the Cumbria baseline figures. He asked the Panel how they would like to see this information set out to make it clearer and easier to use.

A Member responded that it would be beneficial for the report to include examples of how the targets could be achieved. The Policy and Communications Manager reminded the Panel that all Members had received the Cumbria Baseline report which included a clear example scenario of how Cumbria could work together in partnership to achieve some of the reductions. Likewise the City Council action plan included a five year scenario for cumulative reductions to the Council's carbon footprint

The Economy, Enterprise and Housing Portfolio Holder agreed that the baseline was important, however, the Strategy helped set out the Council's direction and there needed to be a balance in getting an understanding of the baseline and moving forward with the projects.

A Member commented that Scrutiny had open transparent discussions to shape the final document and actions, they needed expert knowledge to inform the debate and did not feel that informal Council was the right setting for the information to be shared.

- Were there dedicated officer resources for the climate emergency work?

The Policy and Communications Manager drew the Panel's attention to the list of contributors to the Strategy from the whole Council. The Strategy was a whole organisation Strategy which required all Officers and Members working together to deliver the actions. He reported that the ZCCP had, as one of five new roles, appointed a Local Authority Climate Co-Ordinator as well as allocating significant new resources to help Cumbria reach the target.

- The knowledge of the climate emergency had changed significantly since the production of the Carlisle District Local Plan 2015-2030, had the review of the Local Plan begun?

The Corporate Director of Economic Development confirmed that the review process had started, and the main focus was the St Cuthbert's Garden Village and the goal to have a carbon zero development.

- A Member commented that she felt there were two risks with regard to the implementation of the Strategy, the first risk was the lack of urgency on the Strategy and the second was the risk in trying to change residents behaviour.

The Corporate Director of Economic Development agreed that there was an urgent need in moving forward with the Strategy. Once the Strategy was approved Officers could move to implementation and look at the required budget. She stated that the Council would play a role in helping to change residents behaviour by leading through example and by helping individuals to understand the impact of their behaviour.

The Policy and Communications Manager highlighted the action plan which identified six months of actions within the constraints of the pandemic and recognised the link between the recovery from the pandemic and tackling climate change.

- How was the consultation for the Strategy published, how many responses were received and how representative of the City's population were they?

The Policy and Communications Manager reported that there had been over 60 responses to the consultation which gave in depth and detailed responses to key questions. There had not been a demographic survey carried out with the consultation.

- When the Strategy had been previously scrutinised the Panel felt that the tone of the document did not reflect the required leadership. How were the detailed consultation responses be incorporated into the document?

The Policy and Communications Manager assured Members that the consultation feedback had been used in shaping the action plan and responses were represented in the themes contained within the document.

- The Panel asked that the risks associated with the Strategy be amended to include the risk of not having the Strategy and the adverse impact of not doing anything to address the climate emergency.

The Corporate Director of Economic Development agreed to set out the risk of no action within the report. The Policy and Communications Manager added that the risks would be formalised and included in a risk register within the Council following the adoption of the Strategy and approval of the Action Plan.

- How would the Council deal with procurement and its impact on other organisations it enters into contracts with? How was climate change weighted against the importance of value for money and a balanced budget?

The Finance, Governance and Resources Portfolio Holder explained that the Procurement and Commissioning Strategy had been amended in September 2019 and required that organisations that engaged with the Council measured the environmental cost of the work that they did.

- A Member asked for more information on Carlisle Community Action.

The Policy and Communications Manager reported that the ZCCP would be providing resources to the Group and he would circulate more information to the Panel.

- A Member asked the Panel to support the following:
 - That the Movement Theme included more options for staff, in particular cycling and walking options for short journeys within the city;
 - That potential new services regarding food waste was vitally important and should be endorsed as future action plan objectives.

The Communities, Health and Wellbeing Portfolio Holder commented that the pandemic had created a focus on climate change and sustainability. She set out the ongoing work being undertaken with partners and urged Members to agree the Strategy and Action Plan as working documents so that the Council could move forward in implementing the actions and demonstrate the work that was being carried out.

- The Panel requested that the following matters be included in the Strategy:
 - Training for staff and Members;

- Change to the language to encourage more education, engagement and inclusion with the public;
 - Include partnership with Schools to engage young people.
- It was felt that the establishment of the Citizens Jury for Carlisle should be a priority.
 - The Panel requested that the monitoring of the outcomes of the action plan take place every six months not annually.

RESOLVED – 1) The Panel scrutinised the amended Local Environment (Climate Change) Strategy (PC.02/21) and recommended that the following be included in the Strategy:

1. Training for Officers and Members
 2. The risk of doing nothing and the adverse impact of not doing anything
 3. That an update report be submitted to the Panel every six months
 4. Behaviour change to be done in partnership
 5. Partnership with schools
- 2) That the Policy and Communications Manager provide the Panel with more information on Carlisle Community Action.
- 3) That the Corporate Director of Economic Development and the Policy and Communications Manager be thanked for their detailed work in preparing the amended Local Environment (Climate Change) Strategy and Action Plan.

EXCERPT FROM THE MINUTES OF THE ECONOMIC GROWTH SCRUTINY PANEL HELD ON 21 JANUARY 2021

EGSP.06/21 LOCAL ENVIRONMENT (CLIMATE CHANGE) STRATEGY

The Corporate Director of Economic Development submitted report PC.03/21 which provided an update on the progress of the adoption of the Local Environment (Climate Change) Strategy and also contained the Amended Local Environment (Climate Change) Strategy and the Draft Action Plan.

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

- How had the proposed targets for waste and recycling been arrived at?

The Policy and Communications Manager explained that there was a sector group in relation to waste which sought to develop a county wide approach and that the targets were in line with those of the county wide strategy. Officers were engaging in a Task and Finish Group on carbon budget implications and it was likely that as further data and evidence was amassed the targets would be amended in the future.

The Member noted that another factor which may affect the waste and recycling targets was behaviour change related to the reduced uses of plastics in products.

The Policy and Communications Manager agreed that behaviour change may also impact targets in the future. The current targets were built on the hierarchy of waste reduction and also considered energy recovery as set out in the Draft Action Plan.

The Panel discussed the current processes for the selling of recyclates.

- Why was the date for the City Council to become net zero by listed as 203X?

The Policy and Communications Manager responded that initially the Council had considered setting the target for becoming carbon net zero by 2030. However, the Zero Carbon Cumbria Partnership (ZCCP) had adopted a target date of 2037 for the county. Were the Council to adopt the target of 2037, it would not delay Officers from undertaking work in relation to becoming carbon zero, a 2030 target date would be a greater challenge to meet given the scale of change the organisation needed to undergo to become carbon net zero. The issue would be decided by Council when the final Strategy was submitted for adoption.

The Finance, Governance and Resources Portfolio Holder advised that setting an earlier target date for the Council to become carbon net zero would increase the cost to the authority of making that transition. He noted that the government's national target for becoming carbon net zero was 2050, based on the Paris Agreement and underpinned by the Intergovernmental Panel on Climate Change (IPCC): 2050 had been selected as the timeframe as that considered to be realistically deliverable. Any increased costs would have to be met from within the Council's existing

resources and therefore would require use of reserves, increases to Council Tax or reduction of spending on existing services.

In addition to the cost implications of adopting an earlier target date there were constraints in relation to technology. The Council's fleet generated 50% of the organisation's carbon output, in terms of future procurement, the Finance, Governance and Resources Portfolio Holder noted that electric vehicles were available for smaller fleet items, but currently that technology was not available for larger plant vehicles used by the Council.

A Member commented that achieving carbon net zero by 2037 would be a significant improvement on 2050.

The Policy and Communications Manager advised that the reduction of carbon would be managed by a carbon account model which included both production and consumption, as set out in the Draft Action Plan.

The Member asked if the 2037 target date was adopted, whether rates would need to be increased.

The Corporate Director advised that was a likely scenario. The Policy and Communications Manager added that some of the scenarios set out in the Cumbria Baseline report would require large scale county wide investment.

- Was it usual practice for business cases to be submitted for projects?

The Corporate Director confirmed that it was standard practice for business cases to be submitted for Council projects, both for consideration within the organisation and as part of bids to external organisations for.

- What was the most significant risk in relation to the Strategy?

The Policy and Communications Manager noted that a number of risks were broadly identified within the report to assist with the risk assurance of the Strategy and Action Plan. He considered the principal risk was for the Strategy not to be adopted as it would negatively impact funding bids to external organisations, as bids were generally underpinned by a strategy or policy.

- Would performance monitoring of the strategy commence when it was implemented?

The Policy and Communications Manager advised that a performance framework had been drafted alongside metrics to measure the authority's carbon footprint. It was expected that performance against the Action Plan would be reported via the regular performance reports on an annual basis. However, the Health and Wellbeing Scrutiny Panel in its consideration of the matter had requested that performance against the Action Plan be reported to it on a 6 monthly rather than annual basis.

The Panel indicated that it wished to receive performance information on a 6 monthly basis.

- With reference to the Actions for the next six months (December 2020 to May 2021) table contained in the report, a Member noted that items in the finance column were described as None / None required, she sought clarification on those terms.

The Policy and Communications Manager undertook to provide a written response to the Panel.

- A Member noted that the ZCCP would undertake business engagement, he felt in order for the Council to deliver its targets it would need the support of local businesses, and therefore the Council should liaise with local companies and communities.

The Corporate Director welcomed the suggestions and noted that as part of the Communication and Engagement Strategy, Officers would consider ways of working with and supporting local businesses.

The Communities, Health and Wellbeing Portfolio Holder added that businesses were looking to the Council to adopt the Strategy so that its direction was clear. The Strategy was not restricted to the reduction of carbon but encompassed the Council's ways of working across the board. The Strategy was a living document and as such it would be amended as needed to reflect new data and evidence.

The Environment and Transport Portfolio Holder was confident that, were the Strategy to be adopted, the Council would be able to move forward quickly with the activities identified in the Action Plan and Strategy. He felt it was important to capitalise on the public's enthusiasm to address climate change, it was equally important that concerns relating to financial matters were listened to and dealt with appropriately.

RESOLVED – 1) That report PC.03/21 Local Environment (Climate Change) Strategy be received.

2) That future performance reports be submitted to the Panel on a six monthly cycle.

3) That the Policy and Communications Manager provide further information on the finances in respect of the six month action plan.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 8 FEBRUARY 2021

EX.18/21 **LOCAL ENVIRONMENT (CLIMATE CHANGE) STRATEGY
(Key Decision – KD.35/20)

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

Portfolio Environment and Transport

Relevant Scrutiny Panel Health and Wellbeing; Economic Growth

Subject Matter

The Environment and Transport Portfolio Holder submitted a progress report on the adoption of the Local Environment (Climate Change) Strategy (PC.04/21). Further consultation on the Strategy had taken place, details of which had been set out in the report, and the Strategy and the draft action plan had been updated

The Health and Wellbeing Scrutiny Panel had scrutinised the matter at their meeting held on 14 January 2021 (HWSP.07/21) and recommended that the following be included in the Strategy:

1. Training for Officers and Members
2. The risk of doing nothing and the adverse impact of not doing anything
3. That an update report be submitted to the Panel every six months
4. Behaviour change to be done in partnership
5. Partnership with schools

The Environment and Transport Portfolio Holder moved the recommendations and reported that the resolutions from the Health and Wellbeing Scrutiny Panel had been incorporated into the Action Plan, in addition discussions had began with Northumbria University to prepare marketing for a behaviour change programme.

The Communities, Health and Wellbeing Portfolio Holder seconded the recommendations.

Summary of options rejected not to recommend the Strategy for adoption

DECISION

- 1) That the Executive referred the Strategy to Council with a recommendation for adoption as the evolution of Agenda 21, henceforth referring to it as the Local Environment (Climate Change) Strategy in Article 4 of the Constitution;
- 2) That the Executive recommend to Council that the net zero target date be amended from 2030 to 2037, in line with the Carbon Baseline for Cumbria recommendation adopted by the Zero Carbon Cumbria Partnership;
- 3) That the Executive noted that the action plan was a working document which would be reviewed and amended in consultation with the Portfolio Holder and Executive.

Reasons for Decision

That the Council's reputation would be damaged if it does not translate the resolution made in March 2019 into a working strategy and action plan.

Report to Council

Agenda

Item:

15.(iii)

Meeting Date: 2 March 2021
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework YES
Public / Private Public

Title: REVENUE BUDGET OVERVIEW & MONITORING REPORT:
APRIL TO DECEMBER 2020 – CARRY FORWARD APPROVAL
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD 64/20

Purpose / Summary: This report provides details of a request to carry forward revenue budget from 2020/21 into 2021/22 following consideration of the April to December 2020 Revenue Budget Overview and Monitoring Report (RD56/20) by Executive at its meeting on 8th February.

Recommendations:

Council is asked to:

- (i) Approve the re-profiling of £750,400, as a carry forward request into 2021/22 as set out in the report.

Tracking

Executive:	8 February 2021 (RD56/20)
Scrutiny:	18 February 2021 (RD56/20)
Council:	2 March 2021

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 This report provides details of a request to carry forward revenue budget from 2020/21 into 2021/22 following consideration of the April to December 2020 Revenue Budget Overview and Monitoring Report (RD56/20) by Executive at its meeting on 8 February.

2. CARRY FORWARD APPROVAL REQUEST

- 2.1 An initial review of the 2020/21 capital programme has been undertaken to identify accurate project profiles and Executive approved a recommendation to be made to Council to reprofile £750,400 from 2020/21 into 2021/22 in relation to revenue funding for the Civic Centre Development project as detail in report RD65/20 considered elsewhere on the agenda.

3. RISKS

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

4. CONSULTATION

- 4.1 Consultation to date.
Portfolio Holders, SMT and Business and Transformation Scrutiny Panel have considered the issues raised in this report.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1 Council is asked to:
- (i) Approve the re-profiling of £750,400, as a carry forward request into 2021/22 as set out in the report.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 6.1 The Council's revenue budget is set in accordance with the priorities of the Carlisle Plan.

Contact Officer: Emma Gillespie

Ext: 7289

Appendices None
attached to report:

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

- None

CORPORATE IMPLICATIONS:

LEGAL – 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.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 8 FEBRUARY 2021

**EX.24/21 **REVENUE BUDGET OVERVIEW AND MONITORING REPORT: APRIL TO
DECEMBER 2020**
(Non Key Decision)

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

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted the Revenue Budget Overview and Monitoring Report for the period April to December 2020 (RD.56/20), which set out an overview of the overall budgetary position for revenue schemes only and provided details of the impact of Covid 19 on the revenue budget. The report also included details of balance sheet management issues, bad debts written off in the period and progress against the budget sayings.

The Deputy Leader concluded by moving the recommendations. The Leader seconded the recommendations.

Summary of options rejected none

DECISION

That Executive:

1. Noted the budgetary performance position of the Council to December 2020;
2. Noted the action taken by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6;
3. Noted the release of reserves as set out in the table at paragraph 2.2, and noted the virements approved as detailed in Appendix A.
4. Made recommendations to Council to approve reprofiling of £750,400 as detailed in paragraph 3.2 from 2020/21 into 2021/22.

Reasons for Decision

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

Report to Council

**Agenda
Item:**

15.(iv)

Meeting Date: 2 March 2021
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework YES
Public / Private Public

Title: CAPITAL BUDGET OVERVIEW & MONITORING REPORT:
APRIL TO DECEMBER 2020 – CARRY FORWARD APPROVAL
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD 65/20

Purpose / Summary: This report provides details of a request to carry forward capital budget from 2020/21 into 2021/22 following consideration of the April to December 2020 Capital Budget Overview and Monitoring Report (RD57/20) by Executive at its meeting on 8 February.

Recommendations:

Council is asked to:

- (i) Approve the re-profiling of capital projects, as carry forward requests, totalling £3,031,500 to 2021/22 as set out in the report.

Tracking

Executive:	8 February 2021 (RD57/20)
Scrutiny:	18 February 2021 (RD57/20)
Council:	2 March 2021

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 This report provides details of a request to carry forward capital budget from 2020/21 into 2021/22 following consideration of the April to December 2020 Capital Budget Overview and Monitoring Report (RD57/20) by Executive at its meeting on 8 February.

2. CARRY FORWARD APPROVAL REQUEST

- 2.1 An initial review of the 2020/21 capital programme has been undertaken to identify updated and accurate project profiles, and the Executive approved a recommendation to be made to Council to reprofile £3,031,500 from the 2020/21 capital programme into 2021/22 as follows:

Scheme (relating to carry forwards only)	Annual Budget 2020/21 £	Carry Forwards 2021/22 £	Revised Annual Budget 2020/21 £
Civic Centre Development	2,581,400	(1,150,000)	1,431,400
Sands Centre Redevelopment	6,035,200	(700,000)	5,335,200
Disabled Facilities Grants	2,864,600	(500,000)	2,364,600
Play Area Improvements	120,800	(36,500)	84,300
Cemetery Infrastructure	5,700	(5,700)	0
Planning Software	150,000	(150,000)	0
Skew Bridge Deck	70,000	(68,500)	1,500
Towns Deal - Bitts Park Improvements	150,000	(125,000)	25,000
Planned Enhancements to Council Properties	365,100	(145,800)	219,300
IT Infrastructure	311,000	(150,000)	161,000
Total	12,653,800	(3,031,500)	9,622,300

3. RISKS

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

4. CONSULTATION

- 4.1 Consultation to date.
Portfolio Holders, SMT and Business and Transformation Scrutiny Panel have considered the issues raised in this report.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1 Council is asked to:
- (i) Approve the re-profiling of capital projects, as carry forward requests, totalling £3,031,500 to 2021/22 as set out in the report.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

Contact Officer: Emma Gillespie

Ext: 7289

Appendices None
attached to report:

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

- None

CORPORATE IMPLICATIONS:

LEGAL – 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.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 8 FEBRUARY 2021

**EX.25/21 **CAPITAL BUDGET OVERVIEW AND MONITORING REPORT: APRIL TO
DECEMBER 2020**
(Non Key Decision)

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

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.57/20 providing an overview of the budgetary position of the City Council's capital programme for the period April to December 2020.

The Deputy Leader moved, and the Leader seconded, the recommendations.

Summary of options rejected none

DECISION

That the Executive:

1. Noted and had commented on the budgetary position and performance aspects of the capital programme for the period April to December 2020;
2. Noted adjustments to the 2020/21 capital programme as detailed in paragraph 2.1;
3. Made recommendations to Council to approve reprofiling of £3,031,500 as detailed in para 3.8 and Appendix A from 2020/21 into 2021/22.

Reasons for Decision

To inform the Executive of the Council's actual financial position opposite its Capital Programme

Report to Council

Agenda
Item:

16.

Meeting Date: 2 March 2021
Portfolio: Cross Cutting
Key Decision:
Policy and Budget Framework Yes/No
Public / Private Public
Title: REPORT OF THE INDEPENDENT REMUNERATION PANEL:
MEMBERS' ALLOWANCE SCHEME
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.25/21

Purpose / Summary:

In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, this report presents to the Council the report and recommendations of Carlisle City Council's Independent Remuneration Panel.

Recommendations:

It is recommended that Council, having had regard to the report of the Independent Remuneration Panel, thank the Panel for their Report and resolve one or more (as appropriate) of the following options:

- a. To approve the recommendations of the Independent Remuneration Panel and adopt a Member Scheme of Allowances for 1 April 2021 onwards.
- b. To approve the recommendation to amend the existing Scheme of Allowances for 2020/21 for an increase of £360 to this year's allowance to reflect the additional costs of ICT equipment, accessories and broadband.
- c. To not accept the recommendations and confirm that the existing scheme be used unaltered from 1 April 2021 onwards.
- d. To propose and agree an alternative.

Tracking

Executive:	
Scrutiny:	
Council:	2 March 2021

1. BACKGROUND

- 1.1 The Carlisle City Council Independent Remuneration Panel (the Panel) was established in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. The rules relating to the Panel and Allowance Scheme are set out in detail in section 3 of this Report.
- 1.2 The Panel has now produced its report and recommendations for consideration by the Council and this is appended to this Report.

2 The Options for the Council

- 2.1 The options available to the Council once it has had regard to the report of the Independent Remuneration Panel are as follows:
 - a. To approve the recommendations of the Independent Remuneration Panel and adopt a Member Scheme of Allowances for 1 April 2021 onwards.
 - b. To approve the recommendation to amend the existing Scheme of Allowances for 2020/21 for an increase of £360 to this year's allowance to reflect the additional costs of ICT equipment, accessories and broadband.
 - c. To not accept the recommendations and confirm that the existing scheme be used unaltered from 1 April 2021 onwards.
 - d. To propose and agree an alternative.

3. THE ALLOWANCE SCHEME AND ROLE OF THE INDEPENDENT REMUNERATION PANEL

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 provides that the Council must make a scheme in accordance with the regulations and the scheme must provide for the payment of a "basic allowance" in respect of each year to each member. The amount of basic allowance must be the same for each member. Where the term of office begins or ends otherwise than at the beginning or end of a year, the allowance must be paid pro rata to the number of days served in office. The Scheme is to run for a period of 12 months ending on March 31. The scheme may specify that where a member is suspended or partially suspended from his responsibilities or duties as a member in accordance with Pt 3 of the 2000 Act or regulations made thereunder, the part of basic allowance payable in respect of the period for which he is suspended or partially suspended may be withheld by the authority.
- 3.2 The scheme may provide for the payment for each year for which that scheme relates a "special responsibility allowance" to such members as have such special

responsibilities in relation to the authority as are specified in the scheme and are within one or more of the categories specified in the regulations. The specified categories are:

- (a) acting as leader or deputy leader of a political group within the authority (i.e. a group constituted in accordance with reg.8 of the Local Government (Committees and Political Group) Regulations 1990);
- (b) acting as a member of an executive where the authority is operating executive arrangements under Pt 2 of the 2000 Act;
- (c) presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee;
- (d) representing the authority at meetings of, or arranged by, any other body;
- (e) acting as a member of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods;
- (f) acting as the spokesman of a political group on a committee or subcommittee of the authority;
- (g) acting as a member of any committee or sub-committee that deals with any functions arising under any enactment authorising the authority to license or control the carrying on of any activity;
- (h) carrying out such other activities in relation to the discharge of the authority's functions as required of the member an amount of time and effort equal to or greater than would be required of them by any one of the activities mentioned in (a) to (g), whether or not that activity is specified in the scheme.

3.3 Any scheme providing for special responsibility allowances must specify the amount of each such allowance, which need not be the same. It must provide that where members are divided into at least two political groups and a majority of members belong to the same group ("the controlling group"), a SRA must be paid to at least one person who is not a member of the controlling group and has special responsibilities described in (a) to (f) above. It must also provide that where a member does not have throughout the whole of a year such special responsibilities as entitle them to a SRA, the entitlement is to be pro rata according to the number of days he has such responsibilities. The scheme may provide for SRA to be withheld during a period of suspension or partial suspension from the relevant responsibility or duties.

3.4 A scheme may provide for the payment to members of "dependants' carers' allowance" in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in attendance at any of a series of specified

meetings (including meetings of the council, executive, committees and subcommittees and the performance of other specified duties).

- 3.5 A scheme made by an authority may provide for the payment of “travelling and subsistence allowance”, including an allowance in respect of travel by bicycles or by any other non-motorised form of transport. This is an allowance in respect of travelling and subsistence undertaking in connection with or relating to such duties as are specified in the scheme and are within one or more of the categories set out in the regulations. These categories include attendance at meetings of the council, executive, committees and sub-committees of the authority, or of any other body to which the authority makes appointments or nominations, and the performance of other specified duties. The scheme may specify that the allowance may be withheld during periods of suspension or partial suspension from the relevant responsibilities or duties. For the purpose of this regulation, a member of a committee or sub-committee of an authority is to be treated as a member of an authority.
- 3.6 The scheme may provide for the payment of a “co-optee’s allowance” for each year to a person who is not a member of the authority but who is a member of a committee or sub-committee of an authority, in respect of attendance at conferences and meetings. The scheme must specify the amount of entitlement by way of co-optee’s allowance in respect of any year to which it relates and provide for payment pro rata where a person holds office for part of a year. It may provide that the allowance may be withheld during periods of suspension or partial suspension from the relevant responsibilities or duties.
- 3.7 Before the beginning of each year, an authority must make the required scheme for the payment of basic allowance. The scheme must also provide for any or all of the other forms of allowance if it intends to make such payments in respect of the year. The scheme may be amended at any time but may only be revoked from the beginning of a year, except that a scheme may be revoked at any time, following a report of an independent remuneration panel, once a council has begun to operate executive arrangements in place of alternative arrangements, or vice versa, or different executive arrangements involving a different form of executive.
- 3.8 A scheme may provide for an annual adjustment by reference to such index as may be specified by the authority and, where the only change made to a scheme in any year is such an annual adjustment, the scheme is deemed not to have been amended. An index cannot be relied upon for longer than four years without a further recommendation from the independent remuneration panel on the application of an index to the authority’s scheme. Amendments affecting an

allowance payable for the year in which the amendment is made can be applied with effect from the beginning of the year. A scheme may provide that the authority may require repayment of allowance already paid in respect of any period during which the member is suspended or partially suspended, ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of the period. Where a scheme is revoked, a further scheme must be made before the revocation takes effect for the period between the date the revocation takes effect and the end of the year. A scheme must make provision to ensure that where a member of an authority is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

- 3.9 A scheme must set out which members are to be entitled to pensions in accordance with a scheme made under s.7 of the Superannuation Act 1972, and whether the basic allowance, the special responsibility allowance or both are to be treated as amounts in respect of which such pensions are payable.
- 3.10 The scheme must provide that a person may, by notice in writing to the proper officer, elect to forgo his entitlement or any part of his entitlement to allowances. It must specify a time limit for claims to dependants' carer's allowance, travelling and subsistence allowance and co-optee's allowance, although this does not prevent an authority from making a payment where it is not claimed within the specified period. It may provide for payments to be made at specified times.
- 3.11 An authority must keep a record of payments made in accordance with a scheme and the record must be available for inspection at all reasonable times by relevant local government electors. As soon as reasonably practicable after the end of a year, an authority must make arrangements for the publication within its area of the total sum paid by it in the year to each recipient in respect of each allowance.
- 3.12 An authority must, as soon as reasonably practicable after the making or amendment of a scheme, make arrangements for its publication by ensuring that copies are available for inspection by members of the public, and publishing specified particulars in one or more local newspapers. A copy of the scheme must be supplied to any person on request on payment of such reasonable fee as the authority may determine.
- 3.13 Before the Council makes or amends a scheme it must have regard to the recommendations made to it by the Independent Remuneration Panel. Each panel must produce a report in relation to the authority or authorities in respect of which it was established, making recommendations:

- (a) as to the responsibilities or duties in respect of which, special responsibility, travelling and subsistence and co-optee's allowance should be available;
- (b) as to the amount of such allowances and of basic allowance;
- (c) as to whether dependants' carer's allowance should be payable to members of an authority, and as to the amount of such an allowance;
- (d) as to whether payment of allowance may be backdated following an amendment;
- (e) as to whether adjustments to the level of allowances may be determined according to an index, and if so which and how long that index should apply, subject to a maximum of four years before it is reviewed;
- (f) as to which members are to be entitled to pensions; and
- (g) as to treating basic or special responsibility allowance or both as superannuable.

3.14 The Council must make copies of the Panel's Report available for inspection by members of the public, publicise its recommendations in one or more local newspaper and supply a copy on request to any person, for such reasonable fee as it may determine.

Contact Officer: Mark Lambert

Ext:

Appendices attached to report: Report of the Independent Remuneration Panel

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 – Contained within the Report

FINANCE – There is £296,900 within the 2020/21 revenue budget (£299,700 in the 2021/22 budget) to cover Members Allowances' including the Basic Allowance, Special Responsibility Allowance, National Insurance and provisions for transport related costs and subsistence. If Members were minded to approve the recommendations of the Independent Remuneration Panel this would add a further £14,040 to the budget which would need to be funded either from base budgets on a recurring basis or approved as a supplementary estimate.

REPORT TO: CARLISLE CITY COUNCIL

FROM: THE INDEPENDENT REMUNERATION PANEL

**RECOMMENDATIONS FOR COUNCILLOR'S REMUNERATION FOR THE
FINANCIAL YEARS 2020/21 & 2021/22**

DATE : 18 February 2021

LIST OF CONTENTS

SUMMARY OF RECOMMENDATIONS

1. PANEL REMIT
2. PANEL MEMBERSHIP
3. APPROACH OF THE PANEL
4. BASIC ALLOWANCE
5. SPECIAL RESPONSIBILITY ALLOWANCE
6. DEPENDANTS' CARERS ALLOWANCE
7. TRAVEL AND SUBSISTENCE
8. CO-OPTEE ALLOWANCES
9. REVIEW OF ALLOWANCE LEVELS
10. PENSIONS
11. COST OF RECOMMENDATIONS
12. AVAILABILITY OF REPORT
13. ACKNOWLEDGEMENTS

PANEL TERMS OF REFERENCE	APPENDIX 1
MEMBERS' ALLOWANCE SCHEME (CURRENT 2019/20 SCHEME)	APPENDIX 2
SUMMARY OF COMPARATIVE INFORMATION	APPENDIX 3
LIST OF CONTRIBUTORS	APPENDIX 4

SUMMARY OF RECOMMENDATIONS

In accordance with its responsibilities under the Local Authorities (Members Allowances) (England) Regulations 2003, the Independent Remuneration Panel has reviewed the current scheme of allowances in place for members of Carlisle City Council and makes the following recommendations to take effect from 1 April 2021.

BASIC ALLOWANCE

Increase the current level of £4887 by £360 to £5247 (for the reasons set out in paras 4.2.4 & 4.3 below)

SPECIAL RESPONSIBILITY ALLOWANCES

Leader of the Council - no increase from current level of £17,967

Deputy Leader - no increase from current level of £11,229

Cabinet Members - no increase from current level of £6,735

Chair of Development Control Committee - no increase from current level of £4,497

Chair of Regulatory Panel - no increase from current level of £1,128

Chair of Appeals panel - no increase from current level of £1,128

Chair of Audit Committee - no increase from current level of £4,497

Chair of Overview & Scrutiny Committee - no increase from current level of £4,497

Minority Group Leaders - no increase from current levels as follows:

- Less than 5 members - £0
- 5 – 9 members - £2,247
- 10-14 members- £3,375
- Over 14 members - £ 4,497

DEPENDANT CARER'S ALLOWANCE

Increase from the current level of £5.92 per hour to the national living wage at the time of implementation of these recommendations (for reference £8.72 for aged 25 and above in 2020/21) up to a maximum of £2,000 per annum.

TRAVEL AND SUBSISTENCE ALLOWANCES

Travel allowances to align with HMRC guidance at the time of implementation of these recommendations.

For reference in tax year 2020/21:

- 45p/mile for cars for the first 10,000 miles travelled and 25p for each additional mile
- 24p/mile for motorcycles
- 20p/mile for bicycles
- 5p/mile for each official passenger for whom a travelling allowance would otherwise be payable

No increase for subsistence allowances.

CO-OPTEE ALLOWANCES

Standards Committee Chair and Member - no increase to the current levels of £510 and £255 respectively.

INDEXATION OF ALLOWANCES

Increase in all allowances on an annual basis in line with the national pay award for Council employees from 2021/22 onwards.

PENSIONS

No change to be made at the present time to previous recommendations advising that Members should not be eligible to join the Local Government Pension Scheme (LGPS).

AVAILABILITY OF IRP REPORTS

The Council to comply fully with the statutory requirements and in addition, in the interests of openness and transparency, to publish an appropriate notice in each of the newspapers serving the Carlisle Council geographical area.

OVERALL COST IMPLICATIONS

In a full year, the cost of the current members allowances scheme will increase by an estimated £14,040.00. However, given the continuing impact of Covid-19 this may not be fully realised in practice.

1. PANEL REMIT

1.1 The Carlisle City Council Independent Remuneration Panel (the Panel) was established in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

1.2 A local authority is required to establish and maintain an Independent Remuneration panel to provide it with recommendations on a scheme of allowances to be paid to members and others. The authority must have regard to the recommendations of its panel before it makes or amends its members' allowance scheme.

1.3 The allowances payable under a local authority scheme of allowances are as follows:

- Basic Allowance

- Special Responsibility Allowance
- Dependant Carers Allowance
- Travelling and Subsistence Allowance
- Co-optee Allowance

1.4 The Panel can also make recommendations to the Council on the backdating of allowances and annual adjustments to allowance levels. The Regulations also set out the circumstances in which allowances can be withheld from members. The Scheme provides that any Councillor may forego all or part of any allowance to which they are entitled.

2. PANEL MEMBERSHIP

2.1 The term of the previous Panel expired, and a new Panel was appointed at the full Council Meeting held on 10 September 2019. It was appointed for a five-year period which will expire on 9 September 2024. There are three members on the current Panel all of whom were appointed following an open public recruitment process:

Mr Nigel Woodcock (Chair)
Mr Malcolm Iredale
Mr Peter Stockdale

The Panel's revised terms of reference are attached at Appendix 1.

3. APPROACH OF THE PANEL

3.1 Context to recommendations

3.1.1 In July 2018, the Council agreed to freeze Members' Allowances at the current rate for 2018/19 for the period effective from 21 May 2018 and to review again for 2019/20 after the May 2019 elections for the newly constituted Council.

3.1.2 In May 2019 a new Council membership reduced from 52 to 39 seats was established.

3.1.3 The review of the Members' Allowances scheme has taken place against a background of unprecedented national and local challenge with the advent of Covid-19. This has resulted in a proactive response from the Council, introducing 'new ways of working' to ensure continued effective functioning including the introduction of virtual meetings and engagement with both its Members and the local community.

3.1.4 The current and future economic implications for the local economy resulting from Covid-19 will have significant consequences for both the Council and wider community. The national economy is already officially in recession with

unemployment increasing and real incomes falling for local families. Consequently, the existing financial and service challenges for the Council will become significantly more challenging than before and future financial sustainability even more difficult to achieve.

3.1.5 The Panel were keen to understand the key factors and barriers affecting the retention of existing Councillors and the future recruitment of new Councillors and whether either issue could be addressed by this review of the current scheme.

3.1.6 The Panel considered all of these issues in its review of the current Members' Allowances Scheme (Appendix 2).

3.2 Methodology and Commentary

3.2.1 In approaching its review of the current Scheme of Members' Allowances 2020/21, the Panel used a methodology that reviewed independent national and local benchmarking information on members allowances from the Local Government Association (Appendix 3), reviewed Members' role descriptors, identified key emergent themes in a structured interview questionnaire and undertook in depth 'virtual' discussions with a sample group of senior councillors and officers (Appendix 4). These responses provided a framework by which the Panel could address the key objectives it had originally identified for the review. The Panel thanks them for their time, openness, insight, views and ideas.

3.2.2 The Panel then held a range of 'virtual' meetings to review the responses received in the interviews and 'sense check' them with independent benchmarking information before forwarding the final draft report and recommendations to the Monitoring Officer for review before their final sign off.

3.2.3 The Panel decided not to undertake further public consultation for this review given the overall context of the review.

4. BASIC ALLOWANCE

4.1 Current arrangements

All 39 Councillors currently receive a basic allowance of £4,887 per annum. In accordance with the Regulations, this allowance is intended to recognise the time commitment of members including calls on their time with officers and constituents. It is also intended to cover incidental costs such as the use of members' homes and the day to day costs of being a member.

4.2 Review

4.2.1 The Panel reviewed the Council's peer group both regionally and nationally in independent benchmarking data from the LGA and noted that even taking into account the recent overall reduction in the number of councillors from 52 to 39 that the basic allowance was realistic and fair in the context of other local authorities.

4.2.2 The Panel noted the deteriorating current and future outlook for the local economy in Carlisle arising from Covid-19, e.g. increasing unemployment, greater financial pressures on the business community (including retail) and decreasing real incomes for families.

4.2.3 The Panel noted that there had been no increase in members allowances since May 2018.

4.2.4 In undertaking this review during the Covid-19 pandemic, the Panel was able to fully understand and reflect upon the wide range of practical implications that have arisen for the Council and Councillors that have necessitated adapting to new 'ways of working' and a transition to 'virtual' meetings, etc.

The Panel noted that the Council has responded proactively to this unique challenge and was one of the first local authorities nationally to establish 'virtual' Council meetings to ensure the smooth continuation of its democratic decision making and overall service provision to the local community.

This 'new world' provides the Council with a unique opportunity to 'future proof' itself to achieve potential clear benefits for:

- better access and engagement with the local community
- better access between Councillors themselves and with Officers
- reduced Councillor time spent on travelling to meetings and reduction in mileage costs
- better and more consistent Councillor meeting attendance
- reduction in stationery and printing costs
- improved overall carbon footprint
- removal of some current barriers to the retention of current Councillors as well as future recruitment of new Councillors

4.2.5 The Panel noted that financial remuneration is not the major motivating factor for anyone becoming a Councillor and that future recruitment and retention of Councillors is more of a national than local issue to address.

4.2.6 The Panel noted that there was no formal exit interview process in place to support the Council in more fully identifying the key reasons and factors for Councillors leaving office other than by electoral defeat. The Panel felt that this

would also have the added benefit of establishing an independent confidential database of Councillors recruitment and retention information which could be proactively used in the future.

4.3 Recommendations

The Panel recommends that there should be no increase in the basic allowance for 2019/20 but that it is increased by £360 for 2020/21 to reflect the additional costs of ICT equipment, accessories and broadband from the introduction of ‘new ways of working’ as a result of Covid-19. This has resulted in an accelerated in take up and is now an essential requirement for Councillors’ in performing their role.

The Panel recommends that the revised allowance is monitored on an ongoing basis to ensure its effectiveness in achieving the Council’s objectives.

The Panel recommends that the Council continues to invest in ICT providing all Councillors with the appropriate ICT equipment. This is alongside the Councillors’ own provision of ICT with costs covered by the basic allowance, so that Councillors are be able to work effectively from home on an ongoing basis.

The Panel recommends that a formal exit interview process based upon national best HR practice is implemented to support the Council in more fully identifying the key reasons and factors for Councillors leaving office other than by electoral defeat.

5. SPECIAL RESPONSIBILTY ALLOWANCES (SRAs)

5.1 Current arrangements

The current range of SRAs are as follows:

Leader of the Council - £17,967
Deputy Leader - £11,229
Cabinet Members - £6,735
Chair of Development Control Committee - £4,497
Chair of Regulatory Panel - £1,128
Chair of Appeals panel - £ 1,128
Chair of Audit Committee - £4,497
Chair of Overview & Scrutiny Committee - £ 4,497

Minority Group Leaders:

- Less than 5 members - £0
- 5 - 9 members - £2,247

- 10 - 14 members - £3,375
- Over 14 members - £ 4,497

5.2 Review

5.2.1 SRAs are payable to Councillors who undertake significant additional responsibilities over and above those recognised by the basic allowance and a Councillor can only receive one responsibility allowance.

5.2.2 The Panel reviewed the Council's peer group both regionally and nationally in independent benchmarking data from the LGA and noted that even taking into account the recent overall reduction in the number of councillors from 52 to 39 that the SRA allowances were realistic and fair in the context of other local authorities.

5.2.3 The Panel did give specific consideration to increasing the current allowances for the Chair of the Regulatory Panel and Vice Chair of the Development Control Committee but decided not to recommend any changes at present but to keep them under ongoing review.

5.3 Recommendation

The Panel recommends that there should be no increase in SRA allowances.

6. DEPENDANT CARER'S ALLOWANCE

6.1 Current Arrangements

The current arrangements are £5.69 per hour to a maximum of £1,500 per annum.

6.2 Review

The Panel's review of this allowance concluded that the current arrangement is inadequate, does not accurately reflect the actual costs incurred, and that it needs to be increased to incentivise better utilisation and to remove potential current and future barriers to the retention and recruitment of Councillors.

6.3 Recommendation

The Panel recommends that the Dependant Carers' Allowance should be aligned with the National Living Wage (currently £8.72 per hour) up to a maximum of £2,000 per annum and that a payment should not be made if a member already receives a carers' allowance.

7. TRAVEL AND SUBSISTENCE ALLOWANCES

7.1 Current arrangements

7.1.1 The current range of travel allowances are as follows:

Cars first 120 miles:

Up to 999cc 46.p pence

1000cc plus 52.2 pence

Cars additional miles:

Up to 999cc 9.406 pence

1000cc plus 10.366 pence

7.1.2 The current subsistence allowances are as follows:

Breakfast £6.34p

Lunch £8.71p

Overnight outside London £71 plus VAT

In London £91 plus VAT

Out of pocket expenses £5 per night

Out of country expenses £35 per 24-hour period

7.2 Review

The Panel's review of the current allowances concluded that there was no requirement to change the subsistence allowances but that mileage rates should be revised and linked for consistency to HMRC mileage rates (which are not engine cc specific) as follows:

- 45p/mile for cars for the first 10,000 miles travelled and 25p for every additional mile
- 24p/mile for motorcycles
- 20p/mile for bicycles
- 5p/mile for passengers

7.3 Recommendation

The Panel recommends that the current mileage allowances should be aligned to HMRC mileage rates and no changes are made to the current subsistence allowances.

8. CO-OPTEE ALLOWANCES

8.1 Current Arrangements

The current arrangements are as follows:

Standards Committee Chair £510 and Member £255.

8.2 Review

The Panel's review of these arrangements concluded that no changes should be made to the current allowances but that they should be kept under review.

8.3 Recommendation

The Panel recommends that no changes are made to the current allowances for co-optees but that this should be kept under review.

9 REVIEW OF ALLOWANCE LEVELS

9.1 Current Arrangements

The Regulations allow the Panel to recommend that allowances can be adjusted annually in accordance with an index. If the Panel recommends an index, it may not run for longer than four years before a new recommendation is sought from the Panel. In July 2018, the Council rejected a proposed increase to members allowances aligned to the 2% pay award for council staff for each year of a two-year period from 21st May 2018. Therefore, current members allowances have not increased since then.

9.2 Review

The Panel have considered this issue very carefully in the light of the overall context in which the Council is both currently and expected to continue operating in over the next few years as recognised in 3.1 above. In addition, the Panel recognised the importance of ensuring that there is a consistent approach for the future indexation of members allowances. It was felt that this was necessary to prevent any intervening years of no increase which inadvertently results in an 'allowance lag' and the subsequent need for a future significant one off 'catch up' increase which may only potentially result in unjustified local media and public criticism. Therefore, the Panel concluded that all members allowances should be aligned to future council staff pay increases from 2021/22 onwards.

9.3 Recommendation

The Panel recommends that all members allowances should be aligned to future council staff pay increases from 2021/22 onwards.

10 PENSIONS

No link is established between Councillors Allowances and pensions in line with current national guidance.

11 COSTS OF RECOMMENDATIONS

12.1 In a full year the Scheme of Members Allowances recommended in this report would cost up to an additional £14,040.00. However, given the continuing impact of Covid-19 this may not be fully realised in practice.

12 AVAILABILITY OF REPORT

12.1 The 2003 Regulations place specific statutory duties on local authorities in relation to publicising the recommendations made by their independent remuneration panel, their scheme of allowances and actual allowances paid in any given year.

12.2 The Council complies fully with the statutory requirement and in addition publishes an appropriate notice in each of the newspapers serving Carlisle in the interests of openness and transparency.

12.3 Recommendation

The Panel recommends that the Council should comply fully with the statutory requirements.

13 ACKNOWLEDGEMENTS

13.1 The Panel wishes to thank all of those who shared their views with them and assisted in enabling the Panel to acquire an understanding of the relevant components within the council's corporate governance. The Panel thanks Rachel Plant, Assistant Democratic Services Officer, for all her support in facilitating the work of the Panel and Mark Lambert, Corporate Director of Governance and Regulatory Services for authorising the report.

CARLISLE CITY COUNCIL

INDEPENDENT REMUNERATION PANEL

TERMS OF REFERENCE OF THE PANEL

1. To consider relevant information and statutory guidance relating to schemes for the payment of Members' Allowances.
2. To propose a scheme of allowances for Carlisle City Council which ensures that Members receive reasonable recompense for the time they spend on Council activities and encourages Members not to be deterred from seeking election to the Council by financial considerations.
3. The proposed scheme should fully recognise the roles, duties and responsibilities of Members in managing the City Council, in particular the Panel should take account of:
 - the roles, duties and responsibilities of Members, both as decision makers and as community representatives
 - the additional duties and responsibilities which apply to Leading Members (e.g. Leader, Deputy Leader Portfolio holders, Chairs of overview and Scrutiny, chairs of Regulatory Committees, Opposition Group Leader)
4. When proposing a revised scheme of members allowances the Panel should:
 - consider how (and to what extent) the current scheme for the payment of Members Allowances should be revised to reflect the changed roles and responsibilities of the new political management structure.
 - consider relevant guidance, if legislation permits, whether Members Allowances should be pensionable
 - consider what other allowances should be paid
 - make such other recommendations as it considers necessary.
5. In addition, the Panel should take into account the following:
 - the scheme should be easy to understand and operate
 - the proposed scheme should recognise the difficult financial pressures on local authorities (although not with a view of constraining the panel to a particular overall budget) and take into account appropriate benchmarking data.



Elected Members' Allowances Scheme

2020/21

CARLISLE CITY COUNCIL

CARLISLE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME 2018/19

Carlisle City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme.

1. This Scheme may be cited as the Carlisle City Council Members' Allowances Scheme, and shall have effect for the period set out in ***Schedule 1 to this scheme, until amended or revoked.***
2. In this Scheme, 'Councillor' means a Member of the Carlisle City Council who is a Councillor.
3. Duties of Councillors, Executive Members & Portfolio Holders are set out in the ***Guidance Notes at Appendix 1*** which accompany this scheme.
4. **Independent Remuneration Panel (IRP)**
 - The Council is required by the Local Authorities (Members Allowances) (England) Regulations 2003 to establish and maintain an Independent Remuneration Panel (IRP), which will broadly have the functions of providing the Council with advice on its scheme and the amounts to be paid.
 - The IRP will make recommendations about the level of basic allowance for all Councillors, a recommendation about the special responsibilities for which a special responsibility allowance should be paid and the levels of those allowances.
 - The IRP will make recommendations about childcare and dependent carer's allowance and the level of this allowance.
 - The IRP will make decisions regarding Pension arrangements for Elected Members, and which Members are eligible to join the Local Government Pension Scheme (LGPS).
 - The IRP will make recommendations regarding which aspects of a Members Remuneration i.e. Basic & Special Responsibility Allowances are subject to Pension contributions.
 - The IRP will make recommendations about the rates of travel & subsistence allowances which Members can claim when undertaking Official Council business.
 - The IRP will make recommendations in respect of allowances to be paid to co opted members of committees and the levels of those allowances.

Any decision of the Council to amend, revoke or replace their scheme of allowances, and to make a new annual scheme must be taken having regard to the recommendations of the IRP. The function of agreeing and adopting a scheme is the function of the full Council.

The decision by the Council to amend or revoke recommendations made by the IRP, does not extend to the issue of Pensions for Elected Members. The Council can only approve admission to the LGPS in respect of those Members explicitly recommended by the IRP.

5. **Basic Allowance**

Subject to paragraph 12, a Basic Allowance shall be paid to each Councillor ***at the annual rate specified in Schedule 1 to this Scheme***. The allowance shall be paid in monthly instalments on the 15th day of each month.

6. **Special Responsibility Allowances**

Subject to paragraph 12, a Special Responsibility Allowance shall be paid ***at the annual rate specified in Schedule 1*** to those Councillors who hold the special responsibilities in relation to the City Council as are specified in that Schedule. The allowance shall be paid in monthly instalments on the 15th day of each month. No Councillor shall be entitled to be paid more than one Special Responsibility Allowance at any one time and in the event that a Councillor undertakes more than one Special Responsibility at a time, then the entitlement shall be to the Special Responsibility Allowance of that Councillor's choice.

SRA ceases to be payable as at the day immediately prior to the Annual Council meeting. Chair's re elected at the Annual Council meeting will receive SRA payable effective from that date. Where a committee does not sit until some time after the Annual Council meeting, SRA will not be payable to the outgoing Chair after the day before the Annual Council meeting, and will only be payable from the date the committee sits and the Chair is elected or re elected.

7. **Telephone Provision / Miscellaneous expenses**

No separate provision shall be paid in respect of line rental, telephone calls or other miscellaneous expenses associated with being a Councillor except as provided within this scheme. All such costs are to be met from the annual amount of Basic Allowance identified *in Schedule 1*.

8. **Dependant Carer's Allowances**

A Dependant Carer's Allowance shall be payable based upon a reimbursement of actual receipted costs of ***up to the rate per hour specified in Schedule 1*** to any Councillor who incurs expenditure in respect of the care of their children or dependent relatives, whilst undertaking the qualifying duties specified in ***Schedule 1***.

9. **Subsistence Allowances**

Subsistence Expenses shall be reimbursed in accordance with ***the scales detailed in Schedule 1***, in respect of the qualifying duties specified in that Schedule by reference to the period of absence from home or place of work as appropriate

10. **Travel Arrangements**

Members should travel by Public Transport where reasonably possible. Where Members travel by rail, they shall be entitled to travel at Standard Class rates, and tickets for the journey can be organised through your member support officer.

Where a Member undertakes a journey by car then reimbursement shall not exceed ***the mileage rates specified in Schedule 1***.

Travel by Air will only be authorised and paid on the conditions and rates set out ***in Schedule 1.***

11. Travel Abroad

When travelling beyond the United Kingdom, the Member in consultation with the organising department and the Chief Finance Officer should ensure as far as practical that the arrangements are made for accommodation to be provided on a fully inclusive basis as a direct charge to the City Council. Where this is not practical, the Chief Finance Officer will determine an appropriate scale of allowance having regard to the nature of the event, the location, and the published scales relating to Senior Civil Servants undertaking duties abroad in the location concerned.

12. Town Twinning

When Members visit Flensburg or Slupsk or participate in other approved activities beyond the United Kingdom in circumstances when no other entitlement to a Conference Attendance or full Subsistence Allowance arises, then an **out of country** expense allowance as specified in ***Schedule 1*** will be payable.

13. Part Year Entitlements

- (i) The provisions of this paragraph regulate the entitlement of a Councillor to a Basic or Special Responsibility Allowance, where, in the course of a year, this Scheme is amended, or a Councillor becomes or ceases to be a Councillor, or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.
- (ii) If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, or if a Councillor accepts or relinquishes a Special Responsibility Allowance, then the entitlement to the allowance shall be in proportion to the number of days entitlement to each allowance relative to the number of days in that year.
- (iii) If an amendment to this Scheme changes the amount payable by way of a Conference, Dependant Carer's or Subsistence Allowance or to the rates of travel entitlement, the entitlement to such an allowance or payment shall be to the amount under the scheme as it has effect when the duty was carried out.
- (iv) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic or Special Responsibility Allowance shall be in proportion to the number of days of his term of office, relative to the number of days in that year.

14. Renunciation

A Councillor may by notice, in writing given to the Chief Finance Officer, forego any part of his entitlement to an allowance under this Scheme.

15. **Annual Review of Allowances**

The Basic Allowance, Special Responsibility Allowance and Dependent Carer's Allowance shall be index linked to the Council's annual salary increase for staff, and submitted annually for approval by Council.

Travel and Subsistence rates will also be index linked to the Council's annual increase for staff and submitted annually for approval by Council.

16. **Claims and Payments**

- (a) A claim for Dependant Carer's or Subsistence Allowance or to reimbursement of travel expenses under this Scheme shall be made in writing within **two months** of the date of the meeting in respect of which the entitlement arises.
- (b) A claim for Dependant Carer's or Subsistence Allowance or to reimbursement of any travel expenses, shall be on the form provided by the Chief Finance Officer and shall include a statement by the Councillor making the claim that he or she is not entitled to receive remuneration, reimbursement or any allowance claimable from another body in respect of the matter to which the claim relates, otherwise than under this Scheme.
- (c) Where a payment of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in a Councillor receiving more than the amount to which he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled. In the event of a Councillor no longer holding a Special Responsibility, or ceasing to be a Councillor, the amount of any allowance that has been overpaid will be recovered.

17. **Chief Officers**

Chief Officers shall be subject to the same terms and conditions in respect of subsistence as relate to Members.

18. **Elected Members' Pensions**

The Local Authorities (Members' Allowances) (England) Regulations 2003, allow the Council to provide Pension arrangements for any Elected members explicitly recommended by the IRP.

The IRP has recommended that no Members should be entitled to currently participate in the Pension Scheme.

The IRP will reconsider this matter with a view to making a further recommendation to Council.

19. **Co Opted Members Allowances**

The Local Authorities (Members' Allowances) Regulations 2003, allow the Council to pay Co opted members of committees an annual allowance in respect of their attendance at meetings.

The City Council will pay each Co Opted Member of the Standards Committee an amount per annum in full recompense for their time & involvement on the committee. **See Schedule 1**

20. **Guidance Notes**

Guidance Notes which are produced to assist Councillors, and which do not form part of the regulations are set out in **Appendix 1** to this document.

1. Basic and Special Responsibility Allowances (SRA)

The following are specified as the **Basic and Special Responsibility Allowances** which shall be payable at the **Annual** rates specified below **for the period commencing 7th May 2015, until revoked or amended:-**

	BASIC £	SRA £	TOTAL £
Leader of the Council	4,887	17967	22,854
Deputy Leader	4,887	11229	16,116
Executive Portfolio Holder	4,887	6735	11,622
Chair Development Control Committee	4,887	4497	9,384
Chair of Regulatory Panel	4,887	1128	6,015
Chairs of Appeals Panel (3)	4,887	1128	6,015
Chair of Chief Officers Panel	4,887	0	4,887
Chair of Audit Committee	4,887	4497	9,384
Chairs of Overview and Scrutiny Panels (3)	4,887	4497	9,384
Minority Group Leaders:			
- Less than 5 members	4,887	0	4,887
- 5 to 9 members	4,887	2,247	7,134
- 10 to 14 members	4,887	3,375	8,262
- Over 14 members	4,887	4,497	9,384
All other Council Members	4,887	0	4,887
Co opted members of Standards Committee			
Chair	0	510	510
Member	0	255	255

Notes

(i) **No separate provision shall be paid in respect of line rental, telephone calls or other miscellaneous expenses associated with being a Councillor, except as provided within this scheme. All such costs are to be met from the annual amount of Basic Allowance identified above**

(ii) No Councillor shall receive more than one Special Responsibility Allowance.

2. Dependant Carer's Allowances

A carer's allowance of up to **£5.69** hour (i.e. actual expenditure incurred up to a maximum of **£5.69** hour) will be paid for care of dependents whether children, elderly person's or people with disabilities, to those Members representing the Council on approved duties (see paragraph 6). The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable where the care is provided by a member of the claimant's own household.

3. Travel

Members should travel by Public Transport where reasonably possible.

Rail Travel – the amount of the ordinary Standard Class fare at the cheapest rate available for the journey wherever possible.

Taxi Cab - in cases of urgency or where no other form of public transport is reasonably available the amount of the actual fare and any reasonable gratuity paid - in any other cases the amount of the fare for travel by appropriate public transport.

Private Motor Vehicle – the rates approved by Council, for the cubic capacity of the car used for the journey up to 120 miles round distance.

Any distances paid over 120 miles will be reimbursed at the petrol element.

The current rates (effective from 1st Sept 2012) are:

Rate for 1 st 120 miles		Rate payable for each additional mile	
Up to 999c.c	= 46.9p	9.406p	per mile
1000c.c and over	= 52.2p	10.366p	per mile

Air - the rate for travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air. Where the saving in time is so substantial as to justify payment of the fare for travel by air, the amount paid shall not exceed:

- a) The ordinary fare or any available cheap fare for travel by regular air service, or
- b) Where no such service is available or in the case of urgency, the fare actually paid by the member

Other Costs - The rates detailed above may be increased by not more than the amount of any necessary expenditure incurred on tolls, ferries or parking fees including overnight garaging, however where possible receipts should be submitted with claims.

4. Subsistence

No subsistence will be payable for carrying out approved duties in the City of Carlisle area.

Where expenditure on subsistence is necessarily incurred in the performance of an 'approved duty' out with the Carlisle area, an allowance not exceeding the following maximum rates (effective from 1st April 2009) may be claimed as set out below:

- (a) Breakfast allowance (more than 4 hours away from normal place of residence before 11 a.m.) **£6.34**
- (b) Lunch allowance (more than 4 hours away from normal place of residence including the period between 12 noon and 2 p.m.) **£8.71**
- (c) Evening meal allowance (more than 4 hours away from the normal place of residence ending after 6 p.m.) **£14.21**
- (d) In the case of an **absence overnight** from the usual place of residence, Accommodation should be pre arranged through Carlisle City Council.

However where a member **makes their own accommodation arrangements** reimbursement of hotel bills will be limited to the following maximum rates.

Non London Hotel - **£71.00 plus VAT**

* London Hotels - **£92.00 plus VAT**

- (e) In addition, for each night that a member is away from their usual place of residence, an Out of Pocket Allowance is payable at a rate of - **£5.00 per night. This is the maximum allowable by HMRC in respect of personal incidental expenditure.**
- (f) Out of Country expenses allowance - **£35.00** per 24 hour period on foreign soil.

* For the purposes of this, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and the City of Westminster.

5. Qualifying Approved Duties

(i) For payment of Travel and Subsistence and Dependent Carer's Allowance:

- Attendance at any meeting of the Council, Executive, Committee, Sub Committee, Panel or Working Group to which the Member has been appointed in an official capacity.
- Attendance as the Council's appointed representative on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of the Member).
- Attendance at a Group meeting preceding any meeting of the full Council.
- Attendance by the Chair, Vice Chair or Executive Member for the purposes of a briefing prior to a meeting of any meeting of the Council, Executive, Committee, Sub Committee, Panel or Working Group.
- Attendance at Parish Council meetings within the City Councillor's Ward (Travel only).
- Attendance at a properly organised and advertised surgery for the Councillor's own Ward (Travel only).

GUIDANCE NOTES –CARLISLE CITY COUNCIL MEMBERS' ALLOWANCES SCHEME

These notes are produced to assist elected Members in submitting their claims and do not form part of the regulations.

1. ALLOWANCES FROM MORE THAN ONE AUTHORITY OR BODY

Membership of more than one authority or body may involve the Member in attendance at separate meetings of or the performance of other approved duties, for more than one such authority or body during the course of any 24 hour period.

If a Member who is a member of more than one authority or body attends a qualifying meeting then any claim for a Conference Allowance, Carer's Allowance or Travel and Subsistence, shall be made only against the authority nominating their attendance.

2. PAYMENT OF ALLOWANCES

One-twelfth of the basic allowance and/or the special responsibility allowance shall be paid monthly on the pay date on or preceding the **15th** of each month, in respect of that calendar month.

Claims for Dependent Carers' Allowances should be made **within two months** of the date of the meeting and be submitted to the Chief Finance Officer by the **2nd** of the month for payment on the **15th** of that month directly into a Member's bank account.

An advice note detailing the amount of each payment and the cumulative position during the fiscal year to date will be forwarded to the Member's home address.

Payment will be made each month

3. PAYMENT OF DEPENDENT CARER'S ALLOWANCE

Expenditure incurred by a Councillor for the care of their children or dependent relatives whilst undertaking particular duties shall be reimbursed to a maximum amount ***detailed in Schedule 1***, for such reasonable period of the absence giving rise to the claim including reasonable travelling time to and from the meeting.

- (i) Each Councillor who wishes to claim a Dependent Carer's Allowance will register their intention to do so (on a form designed for that purpose available from the Service Support Team Leader in the Corporate Support & Resources Directorate), together with the broad details of the circumstances and dependents giving rise to the claim. This initial registration must be approved by the Chief Finance Officer and can be undertaken at any time during a Councillor's membership of the Council.
- (ii) Thereafter, each individual claim will be made on a Dependent Carer's Allowance Claim form and submitted to the Service Support Team.
A valid invoice must accompany all claims.

4. **TRAVELLING ALLOWANCES**

Claims for reimbursement of travelling costs should be made **within two months** of the date of the meeting and be submitted to the Service Support Team Leader by the **2nd** of the month for payment on the **15th** of that month directly into a Member's bank account.

Please note that Receipts must be provided for fuel, Public Transport fares and other expenses in order to negate any tax/NI liability, and allow VAT to be reclaimed by the City Council.

Councillors should note that if they use their own vehicle for the purpose of Council business (including attendance at Council meetings), they should ensure that they are fully covered for business purposes on their motor vehicle insurance policy, their vehicle is roadworthy and covered by a current MOT certificate (see also section 11). And that they hold a valid UK driving licence.

5. **VAT RECEIPTS FOR MILEAGE CLAIMS**

Members who submit mileage claims for reimbursement must request and submit VAT receipts for the purchase of fuel to support their claim. This procedure is necessary to allow the Council to recover VAT from HM Revenue & Customs (HMRC).

Receipts are not required to substantiate every journey. A single (or a few) VAT receipts from the start of the period to the end of the period of the claim would be acceptable.

6. **SUBSISTENCE ALLOWANCES**

Claims for subsistence should be made **within two months** of the date of the meeting and be submitted to the Service Support Team Leader by the **2nd** of the month for payment on the **15th** of that month directly into a Member's bank account.

Receipts must be retained in order to negate any tax/NI liability, and allow VAT to be reclaimed by the City Council.

7. **SUSPENSION OF ALLOWANCES**

Payment of all Allowances will be suspended where a Member is suspended, or partly suspended, under Part 3 of the Local Government Act 2000, is adopted.

Subject to the outcome of any investigation, any amount suspended or recouped may be reimbursed.

8. **MISCELLANEOUS PROVISIONS**

The Council also provides the following services for Members;

- i. Visiting Cards, letter headed paper & compliment slips
- ii. Reimbursement of costs personally incurred by Members in hiring accommodation for surgeries
- iii. A new Members' Development framework for the development of all Elected Members is currently under consideration by Council

- iv. The provision of home based computer facilities to assist Members in the performance of their role as Councillors and in representing and assisting their constituents.
- v. Office stationery & IT consumables

9 INCOME TAX ON BASIC, SPECIAL RESPONSIBILITY AND CONFERENCE ALLOWANCES

- 9.1 Allowances are taxed under Schedule E. Deductions will be made from attendance allowances in accordance with the Members' tax code: A Member will then be able to claim tax allowances from HM Revenues and Customs in respect of expenses incurred and not re-claimed from the Council.
- 9.2 In determining the liability to tax, allowances will be made for expenses agreed between the Member and the HM Revenues and Customs. Basic Allowance is designed to include an element for miscellaneous expenditure on postage, telephones etc.
- 9.3 Members should take up the question of allowable expenses with HM Revenues and Customs.
- 9.4 Council Members liable to pay income tax at the higher rate should advise the Service Support Team Leader accordingly, in order that a correct notice of coding can be obtained from HM Revenues and Customs.
- 9.5 All taxation matters relating to allowances are centred at Bootle and any queries should be referred to the following address, quoting **tax reference No. 083/100**:
Bootle Merseyview
 Taxpayer Service Office
 The Triad
 Stanley Road
 Bootle
 Merseyside L75 2YY
Tel. No. 0300 200 3300
- 9.6 **INCOME TAX ON MILEAGE**
 All business miles will be reported to HM Revenues and Customs at the end of the tax year and may incur a tax liability.

10.0 NATIONAL INSURANCE MATTERS INCLUDING THE EFFECT OF RECEIVING ATTENDANCE ALLOWANCES ON RETIREMENT AND OTHER BENEFITS

- 10.1 unless otherwise instructed, the Council is required to deduct Class 1 National Insurance contributions from allowance payments above the Primary Threshold..
- 10.2 A Member over minimum state retirement pension age need pay no contribution, whether or not they are receiving a pension, but must obtain a certificate of age-exemption to pass to the Service Support Team Leader.
- 10.3 If you do not fall into any of these categories, then the Department for Works and Pension (DWP) strongly advise that you contact them to establish your position. They say that because of the large variety of individual circumstances it is difficult to set out

everybody's position. They also stress that the National Insurance regulations put the onus on each individual to find out his/her position.

- 10.4 The DWP have requested that Members be reminded that the receipt of attendance and dependent carers' allowances may affect any benefit that they are receiving, and amounts received must be declared to the local office. If Members elect to forego any part of their entitlement to an allowance, this will be disregarded when calculating entitlement to many benefits and the Member is treated as still in receipt of the Allowance. Again, it means a visit to your local Job Centre Plus office if you are affected.
- 10.5 The level of reimbursement currently payable for business mileage may incur a NI liability.
- 10.6 Council Members who currently pay National Insurance up to or over the Upper Earnings Limit in an employed position should apply to the DWP in order that they are subjected to correct NI payments on their Council earnings. This may need to be done on an annual basis.**

11 METHOD OF CLAIMING

- 11.1 National Insurance contributions will be calculated on a monthly basis and it would be helpful if Members could complete claims for travel and subsistence so that each calendar month is entered on a separate claim.
- 11.2 National Insurance is calculated by reference to the date and payment period in which payment is made. Members should therefore try to ensure that they submit a claim for payment each month. Failure to submit claims on a monthly basis may result in the Member paying more National Insurance than they would otherwise, i.e. receiving a large payment covering a period of several months may result in a higher liability arising.

12 STATUTORY SICK PAY

- 12.1 Members who are required to make National Insurance contributions in respect of Allowance payments are entitled to receive Statutory Sick Pay (SSP).
- 12.2 Members who are exempt from paying National Insurance contributions are not eligible for SSP.
- 12.3 SSP is payable only if average 'monthly' earnings (i.e. Allowances and NI'able mileage) are above the lower earnings limit at which National Insurance contributions become payable. If a Member does qualify then the entitlement on average earnings of **£521.40** per month and above would be **£95.85** per week of sickness.
- 12.4 Any SSP entitlement paid by the City Council is quite independent of any entitlement a Member may have from any other employment. SSP is payable for the first 28 weeks of sickness and is subject to income tax and National Insurance contributions.
- 12.5 The entitlement (if any) of an individual Member will depend on a number of factors/calculations. SSP is payable only on the production of medical evidence.
- 12.6 Members under the State Retirement Pension Age who are subject to National Insurance deduction from their allowances and who are ill for a period of four consecutive days

(including Saturday, Sunday and Bank Holidays) are therefore advised to contact **Mrs Eileen Reid on 01228 817272** no later than the fourth day. They will be advised as to whether or not they will be entitled to SSP and if so the procedures that they are required to follow. Any delay in notification may affect the entitlement.

13 INSURANCE COVER FOR COUNCILLORS IN UNDERTAKING THEIR DUTIES

13.1 The basic level and details of the insurance cover provided by the Council for Members in undertaking their duties are as detailed below. Members are covered by the Council's insurances whilst undertaking their official Council duties (whether those duties qualify as Approved Duties or not). However, as with any other insurance policy, various conditions and exclusions apply to each policy. If Members require any further details or guidance, they should contact **Steven Tickner, Chief Accountant on 817280**.

(i) Employers Liability

Limit of Indemnity £30,000,000

(ii) Public Liability

Limit of Indemnity £25,000,000

Libel and Slander included within this cover but with a reduced limit of indemnity of £1,000,000

(iii) Professional and Officials Indemnity (including Outside Bodies Cover)

Limit of Indemnity £5,000,000

NB. Exclusions on this policy include:

Liability in respect of surcharge by the District Auditor or other competent body.

Other Criminal Acts

(iv) Personal Accident

Employees - Capital Sum Benefit Only (3 times Annual Earnings)

Members - Capital Sum Benefit - £100,000

Temporary Total Disablement - £200 per week

Temporary Partial Disablement - £100 per week

(v) Outside Bodies Cover

Contingency insurance cover is provided for Councillors appointed by the Council to serve as the Council's representative on Outside Bodies. This cover will come into effect in the event that claims are made against the Council in the absence of the Outside Body having insurance cover.

A full and up to date list of all representations on outside bodies can be viewed on the Council's website:

<https://carlisle.cmis.uk.com/OutsideBodies.aspx>

14.	<u>SOURCES OF HELP</u>	<u>Telephone</u>
	Jason Gooding – Town Clerk & Chief Executive	817009
	Community Services	
	Darren Crossley - Deputy Town Clerk & Chief Executive	817004
	Governance & Regulatory Services	
	Mark Lambert – Director	817019
	Corporate Support & Resources	
	Alison Taylor – Chief Finance Officer	817290
	Eileen Reid – Support Services Team Leader/Payroll	817272
	Economic Development	
	Jane Meek - Director	817190

HM Revenues and Customs

All queries should be referred to the following address, quoting **reference 083/100**:

Bootle Merseyview
Taxpayer Service Office
The Triad
Stanley Road
Bootle
Merseyside L75 2YY

Tel. No. 0300 200 3300

To help Councillors have a clearer idea of what is involved in the various Councillor roles, the Council has designed a set of Role Descriptors for all of the main Councillor functions. These are not strict 'role descriptions' but are created to guide and inform.

Role descriptors exist for the following roles and a copy of each one is provided for your information:

- Core Councillor
- Council Leader
- Deputy Leader
- Group Leader
- Portfolio Holder/Executive Member
- Mayor
- Overview & Scrutiny Chairperson
- Overview and Scrutiny Member
- Committee Chairperson
- Committee Member
- Audit Committee Chair
- Regulatory Panel And Licensing Committee Or Sub-Committee Chairman

1. CORE COUNCILLOR - ROLE DESCRIPTOR

Council Duties

- To represent their electors and the people of Carlisle by acting as effective advocates, campaigners and representatives.
- To promote the economic, social and environmental well-being of their electorate and the City as a whole, and to act in accordance with the highest standards of probity in public life, seeking to serve the community without personal gain.
- To attend Full Council, its committees as necessary and contribute effectively.
- To undertake other official duties or act as representatives of the City Council on outside bodies to which they have been appointed.
- To participate in setting a budget and the forming the Council's policy.
- To monitor performance against targets in all areas of the Council's direct and indirect activity.
- To co-operate with other agencies to the benefit of people.
- To promote and represent the City Council in the local community.
- To liaise with other levels of government, agencies or bodies which influence the well-being of the City and local area.
- To Chair Committees, Panels, Working Groups and other meetings as required.
- To undertake appropriate development necessary to carry out their role(s) or designated responsibilities.

Community duties

- To promote the economic, social and environmental well-being of the community.
- To find ways of effectively and regularly communicating with their constituents.
- To be an advocate with whom constituents can raise issues of importance or personal concern.
- To explore new ways of being accountable to the constituents.
- To actively campaign for measures that will secure strong, safer communities.
- To help access funding from different sources for the benefit of the community.
- To liaise with other levels of government, agencies or bodies which influence the well-being of their constituency.

2. LEADER – ROLE DESCRIPTOR

Key duties

- To represent the City at local, regional and national levels, acting as ambassador and leading the development of key strategic partnerships with local communities, outside agencies and key stakeholders to deliver the Council's corporate objectives and provide quality services to residents.
- To provide clear political leadership for the Council, relating to all Members, citizens, staff and stakeholders.
- To act as the Council spokesperson on all key corporate issues, consistent with the overall policy and budgetary framework agreed by the Council.
- To lead the development of local and regional policies which fulfil the Council's corporate policy objectives as stated in the Best Value Performance Plan.
- To lead on the Council's effective decision-making processes and supporting administration.
- To lead the budget making processes of the Council, closely linked to performance management.
- To lead the Council's public participation activities, encouraging local people to take part in the Authority's decision making processes.
- To lead on all regional affairs.
- To Chair all Executive meetings.

The above activities are in addition to the responsibilities set out in the Core Councillor, Group Leader and Portfolio Holder Role Descriptors.

3. DEPUTY LEADER - ROLE DESCRIPTOR

Key duties

- To deputise for the Leader of the Council in his/her absence.
- To chair Executive meetings in the absence of the Leader of the Council.
- To act as the Council's spokesperson on all key corporate issues, consistent with the Council's overall policy and budgetary framework, in the absence of the Leader.
- To hold and lead on any Portfolio which the Council may allocate.
- To undertake specified delegated/ designated Leader duties.

The above activities are in addition to the responsibilities set out in the Core Councillor and Executive/Portfolio Holder Role Descriptors.

4. GROUP LEADER - ROLE DESCRIPTOR

Key duties

- To provide clear political leadership for the party represented absence.
- When in opposite, to provide credible checks and balances, challenges and alternatives to the ruling party.
- To canvas a range of views within the party in the formulation of policy.
- To integrate and represent party policy at a local level.
- To co-operate with other groups where appropriate, particularly in matters of a non-party political nature.
- To chair and/or attend meetings where appointed to a representative role within the council.
- To liaise with other local and regional representatives of the party.
- To monitor the performance of the council against its budget, policy and performance plan.

. The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor

5. PORTFOLIO-HOLDER/EXECUTIVE MEMBER - ROLE DESCRIPTOR

Executive duties

- To work at meeting the Council's corporate objectives, as set out in the Best Value Performance Plan.
- To encourage performance improvement in all services, consistent with Best Value principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews, together with all Best Value Review Action Plans.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Authority's decision-making processes. Overseeing the publication of consultation papers on key issues and appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with Overview and Scrutiny Committees on matters relating to the development and formulation of policy.
- To consult with Area Committees and local Ward Members about policy developments or service initiatives which have a specific relevance to their areas.
- Support positive relationships and practices through co-operative working with Officers and unions.
- To oversee the investigation of and responses to all Local Authority Ombudsman reports, including any findings of maladministration.
- To commission research, studies or the collection of information relating to policy issues or service delivery.

Portfolio holding duties

- To provide pro-active political leadership for the designated function/service of the Council set out in the allocated Portfolio.
- To initiate and promote policies and programmes in the allocated Portfolio within the Council and externally.
- To present and consult on the Council's policies in the allocated Portfolio with the public, directly and through appropriate media.
- To engage actively and represent the Council in appropriate local, regional and national groupings involved with the service areas set out in the allocated Portfolio.
- To make recommendations about the implementation of policies within the allocated

Portfolio.

- To report to the Council on decisions made, actions taken and progress achieved within the allocated Portfolio.
- To consult with and report as required to the Executive Committee and the Overview and Scrutiny Committee of the Portfolio.
- To commission and consider reports from appropriate Officers as required for the efficient discharge of the Portfolio Holder's duties/responsibilities.
- To keep abreast of national best practice/new initiatives in the areas covered by the Portfolio to help ensure high local service standards and provision.
- To consider and act on performance data and reports from the Executive Committee and the Scrutiny Committee.
- To contribute to the corporate development of the Council's policies and objectives through active engagement of the Executive Committee.
- To work closely with relevant Senior Officers of the Council to support the efficient management of the authority and to uphold high standards of performance and conduct in enabling Officers to exercise any powers delegated to them.
- To attend meetings of the Overview and Scrutiny Committee as and when required.

The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor.

6. MAYOR – ROLE DESCRIPTOR

Key duties

- As the city's first citizen, the main role of the Mayor is to act as the non-political, Civic and Ceremonial Head of the city.
- To Chair meetings of the Full Council.
- To maintain the historical and ceremonial traditions of the Office of Mayor.
- To promote the Council locally, nationally and internationally.
- To promote, liaise and link with private and voluntary sector organisations in the city.
- To participate in and help initiate activities which enhance the economic, social, cultural and environmental well-being of the city and its residents.
- To act as patron/president to local organisations.
- To act as host to official visitors to the city.
- To attend annual civic events and local community activities.
- To represent the city at ceremonial events.
- To act as the city's representative on other occasions determined by Council.
- To carry out all duties in a manner appropriate to the status and tradition of the Office.

The Deputy Mayor will on occasions, also perform this role

The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor.

7. OVERVIEW & SCRUTINY CHAIRMEN - ROLE DESCRIPTOR

Key duties

- To undertake the functions of a Councillor whilst also leading and co-ordinating the relevant scrutiny activities of the Council to ensure that transparency and accountability are of priority.
- To Chair a Scrutiny Committee.
- To work with the Vice-Chair and Overview and Scrutiny Manager to co-ordinate the activities and the work programme of the Scrutiny Committee.
- To foster and maintain a disciplined approach by the Members involved in Scrutiny having regard to high standards of behaviour and ethics.
- To monitor the Council's decision-making processes, ensuring that such decisions are consistent with Council policy.
- To scrutinise the activities of the Executive.
- To invite Members of the Executive, Officers and others to attend meetings of the Scrutiny Committee to answer questions.
- To own and present the reports of the Scrutiny Committee to the relevant bodies with the Council.
- To organise Committee Members input into the Council's Best Value processes and to advise the Council on its approach to Best Value.
- To act as a focus for liaison between the Council and communities and partners in the scrutiny function.

Deputy Chairmen will on occasions, also perform this role

The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor.

8. OVERVIEW & SCRUTINY COMMITTEE MEMBER - ROLE DESCRIPTOR

Key duties

- To scrutinise Executive decisions, to assess how these contribute to effective service delivery and help to achieve the Council's Corporate Plan/Best Value Performance Plan and whether they are in accordance with the agreed budgetary and policy framework.
- To review individual policies and projects to evaluate their effectiveness and success and consult with all relevant stakeholders in this process.
- To monitor how the Council is meeting its agreed corporate objectives, as set out in the Corporate Plan/Best Value Performance Plan.
- To facilitate and encourage participation in the Council's activities by effectively engaging local residents, businesses, outside agencies and other key stakeholders in the committee's work as appropriate.
- To check that the Council continues to improve performance in all services within the policy and budgetary framework agreed by the Council and recommend areas for improvement and change.
- To undertake Best Value reviews of the Council's services and make recommendations which positively contribute to improving service delivery.

The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor.

9. COMMITTEE CHAIRMEN - ROLE DESCRIPTOR

Key duties

- To enable the smooth and orderly conduct of business within the Standing Orders and Terms of Reference of the Council.
- To ensure an orderly debate or deliberation of the business in hand.
- To report on the workings of the Committee, Sub-Committee, Panel or working Group to the full Council and to present, where appropriate, recommendations to the Council.
- To ensure that there is proper consideration of any item.
- To bring, where appropriate, the views of co-opted Members (if any) to the attention of Council.
- To liaise with Officers in formulating Agenda and to attend any meetings with Officers to discuss matters relevant to the business of the Committee, Sub-Committee, Panel or Working Group.
- Where appropriate, to liaise with other interested parties in establishing co-opted membership, and topics for consideration.
- Where applicable, to liaise with other tiers of local government and to contribute to any other joint working arrangement.
- Where applicable, to lead such site visits that may assist Members arriving at a considered decision.
- To attend training necessary and appropriate to the role and to remain fully updated on relevant changes in legislation and Government practice.

Deputy Chairmen will on occasions, also perform this role

The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor.

10. COMMITTEE MEMBER - ROLE DESCRIPTOR

Key duties

- To participate in service committee discussions.
- To give proper consideration to items before and during meetings.
- To offer opinions based upon an understanding of the legal requirements of the subject discussed.
- To inform the committee of constituent opinion.
- To take into consideration a range of views and issues when reaching a decision.
- To conduct oneself with dignity and decorum when offering views at variance from other Members.
- To undertake appropriate site visits.
- To undertake specific training including updates in the law pertaining to the work of the committee.

The above activities are in addition to the responsibilities set out in the Core Councillor Role Descriptor.

Introduction to the Skills and Knowledge Requirements for the Various Member Roles

A set of skills and knowledge requirements which correspond to the Member Role Descriptors have also been created.

These should be viewed not as hard and fast list of prerequisites but as a suggestion of the sorts of skills and knowledge likely to be required.

There has not been a direct linking of skills against each element of the Role Descriptor but instead a focus on the key requirements.

It was felt that it was more useful to provide an essential condensed version rather than an exhaustive list.

1. Core Councillor - Skills and Knowledge

This may be considered in conjunction with any other roles that the Councillor may take on within the council.

Knowledge

- Council constitution
- Standing orders
- Council policies
- Council services
- Who to contact to pursue enquiries
- Relevant legislation
- Ethics, standards and legal responsibilities
- Community groups within the ward
- Social and economic initiatives affecting the council

Skills

- Running a surgery
- Working with groups
- Relationship building, developing trust
- Diplomacy and influencing
- Public speaking
- Dealing with the media
- Contributing to meetings
- Pursuing case work resulting from ward consultations
- Personal organisational skills
- Analysing information
- Basic computer literacy

2. Council Leader - Skills and Knowledge

To be viewed in conjunction with the Core Councillor Role and Group Leader and Portfolio Holder

Knowledge

- Broad local and national political issues
- Economic and regeneration initiatives and opportunities
- Strategic planning
- Social and business aspirations and concerns within the city and rural environs
- Thorough understanding of political, budgeting and legal processes within the council

Skills

- A high level of media and personal presentation skills
- Chairing meetings
- Analysing considerable and varied complex information
- Decision making
- Leadership and the ability to gain support
- Relationship building, particularly with key players inside and outside of the council
- Strategy development
- Personal planning, prioritisation and delegation
- Highly developed negotiation and influencing skills
- The ability to act as a role model as the figurehead of the council

3. Deputy Leader - Skills and Knowledge

The skills and knowledge for this role need to cover all of the areas outlined in the Core Councillor role, portfolio holder and the leader role but in the latter not to the same depth.

Additionally, the Deputy needs to be skilled in:

- Flexibility and responsiveness
- Interpreting and enacting the views and actions of the leader
- If agreed, developing specific skills in designated, delegated Leader responsibilities

4. Group Leaders - Skills and Knowledge

To be viewed in conjunction with the Core Councillor role. Reference to aspects of the Council Leader Skills and Knowledge may also be helpful.

Knowledge

- A thorough understanding of political, budgetary and legal processes within the council.
- A detailed knowledge of party rules
- An awareness of and the ability to interpret party politics at national and local levels.

Skills

- Ability to manage and co-ordinate varying views within the party
- Influencing, negotiating and mediation skills
- Presenting arguments and alternatives persuasively
- Chairing meetings
- Decision making
- Leadership and team-building
- Managing complex information

5. Portfolio Holder/Executive Member – Skills and Knowledge

Knowledge

- Excellent practical knowledge of the constitution, council policies and procedures
- A good working knowledge of the issues and legal requirements of the services for which the Portfolio Holder has responsibility.
- An understanding of the lines of authority as they relate to individual as they relate to individual responsibility
- An understanding of CPA, Best Value and Performance Indicators, particularly relating to areas of responsibility

Skills

- The ability to take a broad, objective overview for the areas for which they have responsibility
- Excellent communication skills and the ability to engage with people individually and collectively
- The ability to contribute to wider strategic discussions and decisions
- The ability to chair meetings where appropriate and maximise their effectiveness
- Well developed analytical skills and the ability to evaluate services against a range of quality standards
- Good relationship building skills in working with officers, other parties and agencies

6. Mayor – Skills and Knowledge

To be viewed in conjunction with the Core Councillor Role

Knowledge

- Thorough understanding of Standing Orders and Council Chamber procedures
- Knowledge of Mayoral protocols and appropriate behaviours in a variety of public situations
- Appropriate forms of address for public and religious dignitaries
- A credible knowledge of local and civic history

Skills

- Excellent media skills
- Well developed personal presentation
- Conversational skills and the ability to engage quickly and effectively with a wide variety of people
- The ability to deliver prepared speeches and where necessary ad-hoc speeches
- Commanding respect and order in Full Council meetings
- Chairing meetings
- To be able to be diplomatic and professional at all times

These requirements are likely to be also expected of the Deputy Mayor

7. Overview and Scrutiny Chairmen – Skills and Knowledge

To be viewed in conjunction with the Core Councillor Role

Knowledge

- Thorough understanding of the purpose and process of Overview and Scrutiny and how this relates to Executive decisions
- An understanding of the parameters of the powers of Overview and Scrutiny
- A knowledge of analytical and evaluation processes
- A knowledge of the particular type of chairing required for an O&S meeting
- A knowledge of CPA, Best Value and performance management criteria

Skills

- How to prepare for an overview and scrutiny meeting
- Chairing skills which encourage participation
- The ability to analyse and evaluate detailed and complex information
- Team building along cross part lines
- The ability to offer direction and process skills to O&S members
- The encouragement of creative approaches to evaluation
- Policy development

These requirements are also likely to be expected of Deputy Chairmen.

8. Overview and Scrutiny Member – Skills and Knowledge

To be viewed in conjunction with the Core Councillor Role. Reference to the Skills and Knowledge requirements for O&S Chairmen will also prove useful.

All of the skills and knowledge for O&S Chairmen will be applicable except those relating directly to Chairing Skills. Additionally, O&S Members will need to be able to:

- Apply a range of thinking, analysing and decision making techniques
- Be able to articulate conclusions based on sound reasoning

- Be prepared to operate from a primarily objective rather than partly political perspective

9. Committee Chairmen – Skills and Knowledge

Knowledge

- A detailed understanding of the role of the committee and how this relates to council wide decision making processes.
- Specific knowledge of the law as it applies to the particular committee – e.g. Development Control, Licensing, Audit etc. (furthermore, it may be that the chair possesses a higher level of knowledge in this area, in order to be able to guide and inform Members)
- Knowledge of the constitution, Council policies and correct decision making procedures to be adopted by the Committee.
- A knowledge of analytical and evaluation processes
- A knowledge of how to prepare for and chair a committee meeting
- An understanding of CPA, best value, value for money and Performance Indicators.

Skills

- Chairing and meeting skills including encouragement, management and summarising
- Managing time and the agenda within a meeting
- The ability to analyse and evaluate information against a range of quality standards and measurements.
- The ability to differentiate between subjective and objective judgements
- Relationship building, particularly with other committee members and reporting Officers

10. Committee Member – Skills and Knowledge

To be viewed in conjunction with Core Councillor Role. Reference to Committee Chairmen will also be useful

All of the skills and knowledge requirements for Committee Chairmen will be relevant except those relating specifically to Chairing Skills.

- Prepare appropriately for meetings
- Absorb, digest and interpret sometimes complex and detailed information
- Articulate views based on sound judgement and objective interpretation
- Respond to community interests and opinions

	Basic	Leader	Deputy Leader	Portfolio/ Cabinet	Chairman	Minority Group Leaders	Co-opted Standards Chair Member
Carlisle (39)	4,887	17,967	11,229	6,735	DC – 4,497 RP – 1,128 AP – 1,128 AC – 4,497 OS – 4,497	Less than 5 members - 0 5 to 9 members – 2,247 10 to 14 members – 3,375 Over 14 members – 4,497	510 255
Allerdale (49)	3,366.65	21,000	9,972.87	5,4122.42	DC - 4,500 OS – 2,720.71 LC – 2,992.78 AC – 2,720.71 SC – 2,720.71	Leader of opposition – 2,720.71 Mayor – 7,071 Deputy Mayor - 507	
County (84)	8,405	Leader – 25,000 Chairman - 5,269	Deputy Leader – 14,140 Vice Chair – 1,994	10,000	SMB – 10,000 Cttees – 7,018 WHB – 6,955	Leader of Largest Qualifying Opposition Group – 12,288 Leader of Second Largest Qualifying opposition Group – 5,269	
Eden (38)	3,864	11,592	4,830	4,830	SCB – 1,932 SC – 1,288 PC – 3,864 LC – 644 AGC – 1,288	Group Leader – Largest Group – 322 Group Leader Next largest Group - 161	Co-optees - 112.20
South Lakeland (51)	4,118.76	Leader - 12,120 Chairman – 1,863	7,171	6,060	PC – 2,794 Cttees – 1,863 LC,RP,SC – 931.50	Leader of Opposition – 1,863 Group Leaders 2 – 5 – 372 6-10 – 621 16-20 – 742 21 – 26 – 871 27+ - 1,245 Members of Shadow cabinet - 505	

	Travel	Subsistence	Dependant Carer's	Telephone Provision	IT											
Carlisle (39) (108,000)	Rail/Air – standard/cheapest Car – Rate for 1 st 120 miles: Up to 999cc 46.9p 1000cc+ 52.2p Rate for additional miles: Up to 999cc 9.406p 1000cc+ 10.366p	Breakfast £6.34 Lunch £8.71 Evening £14.21 Accommodation non London £71.00 +VAT London £92.00 +VAT Out of pocket allowance £5.00 per night Out of country £35.00 per 24 hour period	£5.69ph	Inc in BA	Provision of home based computer facilities											
Allerdale (49) (96,422)	Cars and vans: First 10,000 miles: 45p Above 10,000 miles: 25p Motorcycles: First 10,000 miles: 24p Above 10,000 miles: 24p Travel by bicycle will be reimbursed at 20p per mile.	Breakfast £6.95 Lunch £9.50 Evening £13.15	paid at the full receipted rate from a registered carer, limited to 8 hours per week.	Inc in BA	BA inc broadband expenses											
County (84) (499,200)	<table><tr><td></td><td>1st 10,000 miles</td><td>10,000 miles+</td></tr><tr><td>Cars & vans</td><td>45p</td><td>25p</td></tr><tr><td>Motorcycles</td><td>24p</td><td>24p</td></tr><tr><td>Cycles</td><td>20p</td><td>20p</td></tr></table>		1 st 10,000 miles	10,000 miles+	Cars & vans	45p	25p	Motorcycles	24p	24p	Cycles	20p	20p	Day allowance 1p per day Overnight allowance £120, London £140 (accommodation & meals) Breakfast £6.10 Lunch £8.20 Evening £10.20	£6.25 limit of £1,250 A payment shall not be made if a member already receives a carers' allowance.	
	1 st 10,000 miles	10,000 miles+														
Cars & vans	45p	25p														
Motorcycles	24p	24p														
Cycles	20p	20p														
Eden (38) (52,600)	Mileage rates will be the same as those for officer Casual Users (Out-of-County journeys are paid at a reduced rate as for Casual Users), except that all cars over 1000cc will be paid the rate for 1000cc to 1199cc, plus 12p per mile for every passenger. Bicycles 20p per mile	No subsistence allowance shall be payable, except where an overnight stay is required. If an overnight stay is required, a Member can claim the actual reasonable cost of any meals necessarily taken away from home and the actual reasonable cost of any accommodation.	payable based upon reimbursement of actual receipted costs, subject to prior agreement with the Assistant Director Finance.													

South Lakeland (51) (103,658)	Travel expenses to be in accordance with the maximum rates set by HMRC without attracting a tax charge (currently 45p per mile), this to apply to the first 150 miles of a return journey regardless of the destination and 25p per mile thereafter;	Period of absence 4 – 8 hours Over 8 less than 12 Over 12 less than 24 Overnight Stay B&B	Max Allowance £9.67 £13.82 £26.05 Reasonable actual expenses Reasonable actual expenses	£3 - £15 per hour		£38.38 per meeting
--	--	--	--	-------------------	--	--------------------

LIST OF CONTRIBUTORS

Councillor John Mallinson	Council Leader & Leader Conservative Group
Councillor Colin Glover	Leader of the Opposition & Leader Labour Group
Councillor Jack Paton	Leader – Independent Group
Dr. Jason Gooding	Town Clerk & Chief Executive
Alison Taylor	Corporate Director of Finance & Resources (Section 151 Officer)
Mark Lambert	Corporate Director of Governance & Regulatory Services

Report to Council

**Agenda
Item:**

17.

Meeting Date: 2nd March 2021
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: PAY POLICY STATEMENT 2021/22
Report of: DEPUTY CHIEF EXECUTIVE
Report Number: CS 15/21

Purpose / Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy for 2021/22 is attached to this report for Members approval. It should be noted that any negotiations for a 2021/22 pay award have yet to take place, the reasons for this are outlined in the report main body (2.3). It is unlikely that any award will be advised before 1st April 2021. The Policy attached is therefore still reflective of the 2020 pay award.

Recommendations:

The Council approves the 2021/22 Policy Statement on Chief Officers' Pay.

Tracking

Employment Panel:	4 th February 2021
Scrutiny:	Not Applicable
Council:	2 nd March 2021

1. BACKGROUND

- 1.1 The Localism Act 2011 (Sections 38 to 43) introduced a requirement on all English and Welsh authorities to produce and review a pay policy statement for Chief Executives and Chief Officers on an annual basis.
- 1.2 The pay policy must set out the council's policies in relation to:
- the remuneration of its Chief Officers
 - the remuneration of its lowest-paid employees, and
 - the relationship between –
 - the remuneration of its Chief Officers, and
 - the remuneration of its employees who are not Chief Officers.
- 1.3 The definition of 'lowest paid employees' must be stated along with the reasoning behind adopting that definition. Policies in respect of Chief Officers must also be included relating to:
- the levels and elements of remuneration
 - remuneration on recruitment
 - increases and additions to remuneration
 - the use of performance related pay
 - the use of bonuses
 - the approach to any payments on their ceasing to hold office under or to be employed by council
- 1.4 It is approved annually by full Council as recommended by the Employment Panel. Approval must be before the end of the 31 March immediately preceding the financial year to which it relates but may be amended during the year if need be, subject to Council approval.

2. PAY POLICY STATEMENT 2021/22

- 2.1 The definition of 'Chief Officers' includes the Chief Executive, Deputy Chief Executive and Corporate Directors. The Statement attached to this report, detailing the pay and associated benefits for Chief Officers, has been amended where necessary for 2021/22 which is now subject to the approval of full Council, as recommended by the Employment Panel.
- 2.2 The salary for all Chief Officers reflects the Chief Officers' Pay Agreement as at 24th August 2020 applicable from 1st April 2020.
- 2.3 At present any negotiations around 2021/22 Local Government remuneration and Chief Officers' pay settlements have yet to be concluded. The following statement explains the current position.

‘On 25 November 2020, the Government published Spending Review 2020. As part of the response to the economic impacts of the COVID-19 pandemic, the Chancellor announced that public sector pay will be “paused” for 2021/22. There will be an exemption for NHS staff. In addition, workers earning below £24,000 will receive a pay rise of at least £250 (although for some this could still represent a pay cut in real terms). This policy is only directly binding on the Civil Service and parts of the public sector that are covered by the PRBs. Public sector pay policy is reflected in the remits that are issued to the PRBs and Government departments. The Local Government Association, which represents the employer side in the National Joint Council, has said that it is not bound by this pay policy but that pay awards will depend on the funding that local government receives through the financial settlement.’

House of Commons Library, Briefing Paper, Number CBP 8037, 2 December 2020, PRB’s – Pay Review Bodies.

Table 1 (page 11) in the policy attached provides the latest pay details (as at April 2020) and relevant ratios between Chief Executive, Deputy Chief Executive and Corporate Directors and other employees.

- 2.4 The Pay Policy Statement 2021/22 also outlines the current position regarding the Government’s restrictions on exit pay and pension impacts. A future update of our Redundancy and Early Release Scheme Policy will address the impact of these restrictions and be brought to a future Employment Panel.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 The Employment Panel approves the 2021/22 Policy Statement on Chief Officers’ Pay for recommendation to Council on 2nd March 2020.

The Statement meets the requirements of the Localism Act. Under the Council’s Constitution, the Employment Panel is responsible for recommending to Council matters relating to pay and employment conditions.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 4.1 The Policy Statement on Chief Officers’ Pay exists to provide Members and the general public with a transparent framework in which Chief Officers are paid and rewarded for their work and instill confidence in the public.

Contact Officer: **Darren Crossley**

Ext: **7004**

Appendices: **Appendix – Pay Policy Statement 2021/22 for Chief Officers**
attached to report:

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

- None

CORPORATE IMPLICATIONS:

LEGAL – S38 of the Localism Act 2011 requires that we must publish each year a pay policy statement setting out our policies relating to:

- The remuneration of Chief Officers
- The remuneration of our lowest paid officers
- The relationship between the remuneration of the Chief Officers and employees that are not Chief Officers.

The Policy must state our definition of 'lowest paid employees' together with our reasoning and it has to explain:

- CO levels on appointment/progression and increases and additions
- Performance related pay
- Bonuses
- Payment on ceasing to hold office

The Policy must be published in a manner deemed by the Council to be appropriate and this includes publication on the authority's website.

As stated in the report, an amendment to the Scheme may be a change to Chief Officers' terms and conditions of service therefore appropriate consultation procedures should be followed if that is the course of action chosen.

FINANCE – Not applicable

EQUALITY – Not applicable

INFORMATION GOVERNANCE – Not applicable

**CARLISLE
CITY COUNCIL**



www.carlisle.gov.uk

PAY POLICY STATEMENT 2021/22

FOR CHIEF OFFICERS

CARLISLE CITY COUNCIL

PAY POLICY STATEMENT FOR CHIEF OFFICERS

1 Introduction and Purpose

- 1.1 This pay policy statement sets out Carlisle City Council's approach to Chief Officers' pay in accordance with the requirements of section 38 to 43 of the Localism Act 2011.
- 1.2 The purpose of this statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
- the methods by which salaries of all employees are determined
 - the detail and level of remuneration of its most senior employees i.e. 'Chief Officers' as determined by relevant legislation
 - the detail and level of remuneration of the lowest paid employees'
 - the relationship between the remuneration for highest and lowest paid employees
 - the Panel responsible for ensuring that the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.
- 1.3 Once approved by the full Council, this policy will come into immediate effect for the 2021/22 financial year and will be subject to review again for 2022/23 in accordance with the relevant legislation prevailing at the time. Where amendments are required during the year, these will be subject to approval by full Council.

2 Aims and principles

- 2.1 Carlisle City Council's aim to offer a remuneration package which is fair and equitable, complies with all the relevant legislation, enables it to attract and retain quality staff that will achieve its strategic and operational objectives and is underpinned by the need to achieve value for money having regard to its financial restraints.

3 Definitions

The Council's Senior Employees are those which fall under the definition of 'Chief Officers' as contained within section 43 of the Localism Act 2011. These are the Chief Executive, Deputy Chief Executive and Corporate Directors.

Lowest paid employees are those on grade A (£18,328) per year in April 2020. The Council uses this definition as it is the nearest equivalent to the old 'manual' grades which existed before job evaluation was used to determine pay and before Single Status was implemented. Jobs at this level are relatively straight forward, quick to learn and require limited pre-existing knowledge.

Employment Panel is a politically balanced (reflecting the balance of the different parties that make up the Council) group of Councillors who are responsible for recommending to Council pay and conditions for employees.

Multiplier is the ratio of pay between Chief Officers and other employees (at full time equivalent rates) i.e. the pay for the chief officer divided by that for the lower paid employees.

4 Pay Structure

- 4.1 The Pay Structure and pay related allowances for all employees below Chief Officer level (except apprentices and any employee on a “permitted work” scheme) is detailed in the document *Pay Policy and Arrangements* which was approved by Council initially in November 2009, following extensive consultation with staff, and updated in December 2013 to implement the Foundation Living Wage increase with other regular updates to reflect increases to the foundation living wage and national pay awards. It is a local pay and grading structure which uses some of the nationally negotiated pay spines configured into local pay grades. Nationally negotiated cost of living awards are applied to those spine points that form part of the local pay structure.
- 4.2 From time to time, it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular knowledge, experience, skills, and capacity. The document *Pay Policy and Arrangements* details these.

5 Chief Officer Remuneration

- 5.1 Terms of employment for Chief Officers in Carlisle City Council are derived from a number of sources:
- pay rates determined by Carlisle City Council
 - cost of living awards as negotiated nationally between the Local Government Employers’ Organisation and the recognised trade unions and applied to existing pay grades
 - nationally negotiated terms and conditions of employment for Chief Officers and Chief Executives as appropriate
 - policies determined and approved locally by Carlisle City Council

6 Responsibility for determining pay and allowances

- 6.1 The Employment Panel is responsible for proposing the pay and grading structure to Council.
- 6.2 In the case of Chief Officers’ pay, the Employment Panel may seek advice from a suitably experienced external organisation such as North West Employers’ Organisation (NWEO) to inform their recommendations.

- 6.3 Pay rates (including car allowances) for the Town Clerk and Chief Executive are reviewed each time the job is vacant and may be reviewed between these periods on a decision by the Chair of the Employment Panel following a request from the post holder. A review can result in the pay remaining the same, an increase or a decrease. Market rates for District Councils form the basis of any review. The pay rate is a single pay point, within a three-point salary band, and determined on appointment by the Employment Panel and is based on experience of the successful candidate.
- 6.4 In the case of the other Chief Officer posts, these are reviewed when organisational structural changes take place and uses the Local Authority Senior Staff job evaluation scheme to determine the rank order, and market rates for a District Council to set the pay grade. The pay grades consist of three pay points.
- 6.5 Table 1, paragraph 10, gives current pay rates.

7 Elements of the remuneration package for Chief Officers

- 7.1 This is made up of
- actual pay as determined by the Council
 - car allowance of 9.09% of salary or participation in the Chief Executive or Chief Officer Car Lease Scheme to the same value*
- 7.2 Pay for the Town Clerk and Chief Executive consists of three pay point within a salary band plus car allowance as detailed above. This rate includes returning officer duties for elections relating to Carlisle City Council. Fees for election duties for other elections (County Council, national and European elections) are paid as an additional sum at the rate prescribed by government as and when each election occurs. The pay point may be reviewed on a decision by the Chair of the Employment Panel, following a request from the post holder.
- 7.3 Pay for the Deputy Chief Executive and Corporate Directors consists of three-point scales and, subject to satisfactory performance, the officer progresses through the grade on an annual basis until the top of the grade is reached, in line with national conditions. A car allowance, as detailed above is also paid.
- 7.4 No bonuses, profit related pay or other allowances are paid as part of the regular pay. Honoraria for undertaking additional duties are only paid if the additional duties are significant.
- 7.5 The designation of the Monitoring Officer currently sits with the Corporate Director of Governance and Regulatory Services. The Monitoring Officer is paid on the normal salary for a Chief Officer.
- 7.6 The designation of the Section 151 Officer sits with the Corporate Director of Finance and Resources. The S151 Officer is paid on the normal salary for a Chief Officer.

8 Chief Executive and Chief Officers' Recruitment

- 8.1 Details of the appointment process for Chief Officers and Chief Executive are set out in the Council's constitution. Recruitment is the responsibility of the Employment Panel to recommend the successful candidate to full Council for approval.
- 8.2 In the case of the Chief Executive, the Employment Panel determines the salary and takes into account the knowledge, qualifications, skills and experience of the successful candidate.
- 8.3 In the case of the other Chief Officers, the starting salary is normally the bottom point of their grade unless there are good reasons to pay at a higher point in the scale to secure the best candidate. Such a decision is made by the Employment Panel.
- 8.4 Return of Chief Officers or Chief Executive to local government after redundancy or early release. The same principle applies to all recruitment and any appointment is made on merit, regardless of whether the candidate has been made redundant or given early release in former employment. The provisions of the Redundancy Payments Modification Order (1999) would be applied in that if return to local government occurred within a month of redundancy, the redundancy payment would be forfeited. Cumbria County Council, as the administering body for the pension scheme operated by Carlisle City Council, implements 'abatement' which means that if pension plus earnings in the new job is greater than earnings prior to leaving the pension is reduced accordingly.
- 8.5 Interim Support. Where the Council has the need for interim support to cover work at Chief Officer or Chief Executive level, and there is no-one suitable within the Council, it will make use of agencies to recommend suitable candidates from which to select the most suitable. Selection will be in line with the appointment process for Chief Officers unless support is required too quickly to make this possible, when it will be reported to Council at the earliest opportunity. The services of the successful interim will be engaged by either:
- Secondment of an internal candidate where suitable
 - Direct employment by the Council on a temporary contract
 - On a self-employed basis where the person meets the HMRC definition (IR35) of 'self-employed'
 - On an agency basis where the person is employed by the agency

Pay for temporary interim support will be at the required rate to secure a suitable candidate bearing in mind the temporary nature of the work, value for money, salaries within the Council and budgetary considerations.

At the date of this policy Statement, the Council has no temporary or interim support at Chief Officer level.

9 Other aspects of remuneration

- 9.1 Termination Payments – the Council's policy on termination payments in the event of redundancy or early release in the interests of the service (ERS) apply to all employees, irrespective of level in the organisation. Full details are given in the document *Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures*

In summary, the discretionary redundancy payments are 2.5 times the statutory redundancy payment but based on actual weeks pay, with the option to convert the sum above the statutory redundancy payment to additional pension. Compensatory payments are not normally paid in the cases of early retirement in the interests of efficiency unless there is a strong business case for doing so in a particular situation. Where payments are made, these are equivalent to 1.5 times the statutory redundancy payment that would have applied had the officer been made redundant with the option to convert this to additional pension.

Dismissal of the Chief Executive and Chief Officers (including redundancy and early release) are made by Council on the recommendation of the Employment Panel.

- 9.2 Public Sector Exit Payments – Exit payment cap.

The Government has now passed legislation concerning Public Sector exit pay restrictions (4th November 2020). 'The Restriction of Public Sector Exit Payments Regulations 2020' (4th November 2020), govern all Public Sector exit payments (including Chief Officers) and the recovery of such payments.

The Exit Pay Regulations (which came into force on 4 November 2020) broadly define exit payments and include any payment on account of dismissal by reason of redundancy and any payment to reduce or eliminate an actuarial reduction to a pension on early retirement or in respect to the cost to a pension scheme of such a reduction not being made (i.e. the pension strain).

The Exit Pay Regulations prevent local government employers from making any exit payment to an individual that exceeds £95,000 (including payments to the pension scheme to fund early exit terms) unless that payment is in compliance with the Exit Pay Regulations. Under the Exit Pay Regulations the only circumstances where an exit payment in excess of £95,000 is permissible is where a waiver of the exit payment cap has been approved. A future revision of the Council's Early Release / Voluntary Redundancy policy will address these new restrictions and apply to all employees.

- 9.3 Flexible Retirement. The policy on flexible retirement applies to all employees alike and details are covered in the document *Flexible Retirement Policy Guidance Notes and Procedures*. In summary, flexible retirement (with pension) is agreed if it is supported by a business case. Hours must be reduced by a minimum of 20% and/or move to an alternative post of at least one grade reduction. Earnings plus pension after flexible retirement must not be more than earnings before it.
- 9.4 Pension. Where employees exercise their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due to that employee. The contribution rate is set by Actuaries advising Cumbria County Council Pension fund and reviewed on a triennial basis in order to ensure that the scheme is appropriately funded. The current rate, effective from April 2020 is 19.9%. The employee contribution rates are defined by statute and relate to the salary level of that employee.

Carlisle City Council applies the discretions given to them as an employer under the Local Government Pensions Regulations to all employees on the same basis.

10 Chief Officers' pay and its relation to that of other employees

10.1 All aspects of other employees' pay and related benefits are detailed in the document *Pay Policy and Arrangements*.

10.2 Table one, below, shows details of Chief Officers' current pay and the relationship to other staff's pay. The salary for the Chief Executive, Deputy Chief Executive and the other Chief Officers reflects the Chief Executive/Chief Officers' Pay Agreement 2018/19 – 2019/20. It should be noted that the negotiations for 2020/21 pay award have been deferred with the meeting scheduled for 5th February 2020. It is unlikely that an award will be advised before 1st April 2020.

TABLE 1: Chief Officers' pay and its relationship with others (wef 1st April 2020 for 2020/21)

Position	£ Pay per Year	Car Allowance	£ Total Pay + Car Allowance per year	Ratio to Median Pay (Note 1)	Ratio to Lowest Paid Staff (Note 2)
Town Clerk & Chief Executive	3 Points of Range: - 107,491 - 109,646 - 113,917	9.09% of Salary	117,261 119,612 124,272	5.0:1 5.1:1 5.3:1	6.4:1 6.5:1 6.8:1
Deputy Chief Executive	3 Points of Range: - 82,918 - 87,065 - 91,211	9.09% of Salary	90,455 94,979 99,502	3.8:1 4.0:1 4.2:1	4.9:1 5.2:1 5.4:1
Corporate Directors	3 Points of Range: - 67,159 - 70,674 - 74,192	9.09% of Salary	73,263 77,098 80,936	3.1:1 3.3:1 3.4:1	4.0:1 4.2:1 4.4:1

Note 1 - £23,541 per year for a full-time employee

Note 2 - Grade A staff – £18,328 per year for a full-time employee

The ratio between the Chief Executive pay and other Chief Officers (at the top of the grade) is as follows:

Deputy Chief Executive 1.2:1

Corporate Directors 1.5:1

10.3 Carlisle City Council aims to keep the multipliers for median pay and lowest paid staff approximately the same in future years.

EXCERPT FROM THE MINUTES OF THE EMPLOYMENT PANEL HELD ON 4 FEBRUARY 2021

EMP.09/21 PAY POLICY STATEMENT 2021/22

The HR Adviser presented report CS.09/21 which contained the Pay Policy Statement 2021/22 for Chief Officers.

The Localism Act 2011 required all English and Welsh Authorities to produce and review a pay policy statement for the Chief Executive and Chief Officers on an annual basis. The Statement attached to the report detailed the pay and associated benefits for Chief Officers and had been amended where necessary for 2021/22 and was subject to the approval of full Council. The salary for all Chief Officers reflected the Chief Officers Pay Agreement as at 24 August 2020 applicable from 1 April 2020. The HR Adviser gave an overview of developments relating to the Exit Pay Cap restrictions.

RESOLVED – That the Employment Panel approved the 2021/22 Policy Statement on Chief Officers' Pay, for recommendation to Council on 2 March 2021 (CS.09/21).

Report to Council

**Agenda
Item:**

18.

Meeting Date: 2 March 2021
Portfolio: Cross-cutting
Key Decision: Not applicable
Policy and Budget Framework: Not applicable
Public / Private: Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.24/21

Purpose / Summary:

To report on the operation of call-in and urgency since the previous report to Council on 2 February 2021.

Recommendations:

That the position be noted.

Tracking

Executive:	N/A
Scrutiny:	N/A
Council:	2 March 2021

1. BACKGROUND

Rule 15(i) of the Overview and Scrutiny Procedure Rules deals with the procedure in respect of occasions where decisions taken by the Executive are urgent, and where the call-in procedure should not apply. In such instances the Chairman of the Council (i.e. the Mayor) or in her absence the Deputy Chairman of the Council must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.

The record of the decision and the Decision Notice need to state that the decision is urgent and not subject to call-in. Decisions, which have been taken under the urgency provisions, must be reported to the next available meeting of the Council together with the reasons for urgency.

Furthermore, Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 prescribes that the intention to hold a meeting in private must be published at least 28 clear days prior to that meeting.

Where the date by which a meeting must be held makes compliance with the regulation impracticable, the Chairman of the relevant Scrutiny Panel or the Chairman of the Council may agree that the meeting is urgent and cannot reasonably be deferred.

2. OPERATION OF THE PROVISIONS RELATING TO CALL IN AND URGENCY

The Executive, at their meeting held on 8 February 2021, considered reports concerning the undernoted matters:

- Homelessness Prevention and Rough Sleeping Strategy 2021-26 (GD.15/21) – considered by the Health and Wellbeing Scrutiny Panel on 28 January 2021
- Local Environment (Climate Change) Strategy (PC.04/21) – considered by the Health and Wellbeing Scrutiny Panel on 14 January 2021; and the Economic Growth Scrutiny Panel on 21 January 2021
- Revenue Budget Overview and Monitoring Report: April to December 2020 (RD.56/20) – considered by the Business and Transformation Scrutiny Panel on 18 February 2021
- Capital Budget Overview and Monitoring Report: April to December 2020 (RD.57/20) – considered by the Business and Transformation Scrutiny Panel on 18 February 2020

If a call-in was received, the call-in procedures would overlap the virtual City Council meeting on 2 March 2021 when the Council is scheduled to consider the matters. Any delay caused by the call-in process would prejudice the Council's interests in terms of approving the items.

- Borderlands Inclusive Growth Deal – Final Deal Agreement (ED.06/21) – considered by the Economic Growth Scrutiny Panel on 21 January 2021

If a call-in was received, the call-in procedures would overlap the special virtual City Council meeting on 23 February 2021 when the Council is scheduled to consider the matter. Any delay caused by the call-in process would prejudice the Council's interests in terms of approving the item.

For the above reasons, the Mayor has agreed that the above decisions were urgent and that the call-in process should not be applied.

In addition, at a special meeting held on 15 February 2021, the Executive gave consideration to proposed amendments to the 2021/22 Budget agreed by Council on 2 February 2021. Any delay caused by the call-in process would have prejudiced the Council's interests in agreeing a final Budget for 2021/22 at the special Council meeting on 17 February 2021.

For the above reason the Mayor agreed that the decision was urgent and that the call-in process should not be applied to the decision.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

3.1 That the position be noted.

Contact Officer: Morag Durham

Ext: 7036

**Appendices
attached to report:** None

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

- Carlisle City Council's Constitution

<https://www.carlisle.gov.uk/Council/Council-and-Democracy/Constitution>

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

CORPORATE IMPLICATIONS:

LEGAL – Report is by the Corporate Director of Governance and Regulatory Services and legal comments are included.

PROPERTY SERVICES – Not applicable

FINANCE – Not applicable

EQUALITY – Not applicable

INFORMATION GOVERNANCE – Not applicable

