

AGENDA

Economic Growth Scrutiny Panel

Thursday, 04 March 2021 AT 16:00

This meeting will be a virtual meeting and therefore will not take place in a physical location.

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.

Members of the Economic Growth Scrutiny Panel

Councillor Brown (Chair), Councillors Mrs Atkinson, Denholm, Mrs Glendinning, Meller (Vice Chair), Mitchelson, Mrs McKerrell, Paton.

Substitutes:

Councillors Alcroft, Bainbridge, Betton, Birks, Bomford, Mrs Bowman, Collier, Ms Ellis-Williams, Mrs Finlayson, Glover, McNulty, Morton, Patrick, Robson, Shepherd, Miss Sherriff, Southward, Tarbitt, Dr Tickner, Tinnion, Miss Whalen.

PART A

To be considered when the Public and Press are present

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.

Apologies for Absence

To receive apologies for absence and notification of substitutions

Public and Press

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

Minutes of Previous Meetings

To note that Council, at its meeting 2 March 2021, received and adopted the minutes of the Economic Growth Scrutiny Panel meetings held on 21 January 2021. The Chair will sign the minutes at the first practicable opportunity. [Copy minutes in Minute Book 47(5)].

A.1 CALL-IN OF DECISIONS

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

A.2 KINGMOOR PARK ENTERPRISE ZONE – PARTNER UPDATE

7 - 12

Portfolio Economy, Enterprise and Housing

Directorate: Economic Development

Officer: Steven Robinson, Regeneration Manager

Report: ED.08/21 herewith, Presentation to follow

Background:

The Corporate Director of Economic Development to provide an overview of Kingmoor Park Enterprise Zone. A representative of Kingmoor Park Properties Ltd has been invited to attend the meeting.

Why is this item on the agenda?

Item requested by the Panel at its meeting of 9 July 2020 (Minute Excerpt EGSP.34/20 refers).

What is the Panel being asked to do?

Note the content of the report.

A.3 EMPTY PROPERTY GRANT ASSISTANCE

**13 -
26**

Portfolio: Economy, Enterprise and Housing

Directorate: Governance and Regulatory Services

Officer: Amelia Morphet, Principal Health and Housing Officer

Report: GD.23/21 herewith

Background:

The Corporate Director of Governance and Regulatory Services to submit proposed changes to the Empty Property Grant offer.

Why is this item on the agenda?

The Panel requested the report at their meeting of 21 January 2021 (EGSP.08/21 refers)

What is the Panel being asked to do?

Consider the report and provide feedback to the Executive.

A.4 QUARTER 3 PERFORMANCE REPORT 2020/21

**27 -
38**

Portfolio: Finance, Governance and Resources

Directorate: Community Services

Officer: Gary Oliver, Policy and Performance Officer

Report: PC.16/21 herewith

Background:

The Policy and Communications Manager to submit a report containing the Quarter 3 2020/21 performance against the current Service Standards and a summary of the Carlisle Plan 2016-19 actions as defined in the 'plan on a page'. Performance against the Panel's 2020/21 Key Performance Indicators (KPIs) are also included.

Why is this item on the agenda?

Annual monitoring of performance.

What is the Panel being asked to do?

Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities.

A.5 OVERVIEW REPORT AND WORK PROGRAMME

**39 -
42**

Portfolio Cross Cutting

Directorate: Cross Cutting

Officer: Rowan Jones, Overview and Scrutiny Officer

Report: OS.06/21 herewith

Background:

To consider a report providing an overview report of matters related to the Economic Growth Scrutiny Panel.

Why is this item on the agenda?

The Economic Growth Scrutiny Panel operates within a Work Programme which has been set for the 2020/21 municipal year. The Programme is reviewed at every meeting so that it can be adjusted to reflect the Panel and take into account items relevant to this Panel in the latest Notice of Executive Key Decisions.

What is the Panel being asked to do?

- Note the items (within Panel remit) on the most recent Notice of Executive Key Decisions
- Discuss the Work Programme and prioritise as necessary

PART B

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

-NIL-

Enquiries, requests for reports, background papers etc to:

Jacqui Issatt, Committee Clerk - jacqui.issatt@carlisle.gov.uk

Economic Growth Scrutiny Panel

Agenda
Item:

A.2

Meeting Date: 04 March 2021
Portfolio: Economy, Enterprise and Housing
Key Decision: No
Within Policy and Budget Framework: No
Public / Private: Public

Title: Kingmoor Park Enterprise Zone – Partner Update
Report of: Corporate Director of Economic Development
Report Number: ED 08.21

Purpose / Summary:

To provide an overview of Kingmoor Park Enterprise Zone in advance of an update from a representative of Kingmoor Park Properties Ltd. at the Panel's 4th March 2021 meeting.

Recommendations:

The Panel is asked to:

1. note the report and its content in providing a contextual overview of Kingmoor Park Enterprise Zone.

Tracking

| | |
|-----------|------------------|
| Scrutiny: | 01 October 2020. |
|-----------|------------------|

1. BACKGROUND

- 1.1** Carlisle Kingmoor Park is an existing business park of over 160 hectares, located c.3 miles to the north of Carlisle City Centre and adjacent to junction 44 of the M6. The site already hosts over 150 businesses with the number of jobs at the site exceeding 2,500. The site is home to a wide range of occupiers including Cumbria County Council, Capita, Thomas Graham, Story Homes and UPS alongside a multitude of small and increasingly exciting business occupiers. The site is owned and managed by Kingmoor Park Properties Ltd. which is a privately owned Cumbrian based company.
- 1.2** Kingmoor Park has long been identified as a strategic investment site in Carlisle's and Cumbria's economic development strategies. Accordingly, the site is designated as a primary employment area within the Carlisle District Local Plan, which acts to ensure that the use of land at the site continues to be prioritised for economic and job generating purposes.
- 1.3** Enterprise Zones are an important part of the Government's programme to devolve responsibility for leadership of local growth and provide a powerful tool for Local Enterprise Partnerships to develop their local economy. Kingmoor Park Enterprise Zone became operational on 1st April 2016 for a period of 25 years. Enterprise Zone status allows Kingmoor Park to continue to develop and indeed accelerate delivery momentum, allowing companies to benefit from Business Rates Relief and others from Enhanced Capital Allowances to help encourage investment.

2. GOVERNANCE

- 2.1** Carlisle City Council, Cumbria County Council and Cumbria LEP are each party to a Memorandum of Understanding (MOU) with the Department for Communities and Local Government which sets out the principles governing the implementation of the Enterprise Zone designation.
- 2.2** The Kingmoor Park Enterprise Zone Delivery Board was established to make strategic and operational decisions and ultimately to ensure that the opportunities presented by the EZ are maximised for Carlisle and Cumbria. Cumbria LEP are the lead partner with responsibility for the Board which also includes membership from Kingmoor Park Properties Ltd, Cumbria County Council and Carlisle City Council (Leader of Carlisle City Council and the Corporate Director of Economic Development). The Board meets bi-monthly.

3. DEVELOPMENT UPDATE

3.1 Kingmoor Park Properties Ltd. continue to invest significantly in the site to enable development and to support the effective management and enhance the attractiveness of the site as a location from which to do business. A number of well-established business also continue to invest and expand their operations. Recent highlights and include:

- **Clark Door** are a successful Carlisle business who are exporting globally and are continuing to invest in innovation and their operations at Kingmoor Park. They specialise in large specialist door systems and have recently secured permission to expand their operations at the site to keep up to pace with growing global demand for their product. This demonstrates a significant investment by Clark Door into the local economy and expansion of their workforce.

Clark Door have successfully expanded their operations at Kingmoor Park, in which they have built a new facility to permit the research, development and testing of extra-large specialist doors.

- **MOD Village** – Planning permission was submitted at the beginning of January for modular office space using repurposed shipping containers. This approach is the first of its kind for Cumbria and one of the first in the North West. The containers can be let individually or combined/stacked depending on the business needs. It offers an extremely flexible space for small and medium enterprises and will help maximise efficient use of the land at the site. The first phase of groundworks for the MOD Village has been completed and there are now containers on site.
- **Verus Energy** – Permission was granted in October 2016 with a variation approved in January 2019 for an Energy from Waste Plant at Kingmoor Park. The plant will assist the national strategy of diverting waste from going to landfill and in increasing renewable energy. The plant could appeal to and support advanced manufacturing operators at the site by offering a direct power supply including the potential use of excess heat. Energy from Waste developer Fortum visited the site in November 2019 and have expressed an early interest in further development around the proposed site in line with their other worldwide developments, particularly Scandinavia. Further discussions recently with both Verus and Fortum have taken place via video conference and have since requested an extension of one year to their option agreement resulting in an expected commencement on site in March 2022.
- **Solar Farm** – The solar farm site is complete and has been commissioned by the installer. The final stage involves the witness test by Electricity North West/DNO

which at present has been classed as non-essential. Kingmoor Park are working with partners to resolve.

- 3.2** In addition to the above key highlights there remains strong growth activity across a number of SMEs at the site covering an increasingly diverse and innovative range of operations.

4. CONSULTATION

- 4.1** Consultation is undertaken with partners and relevant stakeholders on key workstreams as and when deemed appropriate by the Enterprise Zone Delivery Board, being mindful of commercial sensitivities of some aspects of the work.
- 4.2** Any development proposals which require planning permission are subject to statutory public consultation in accordance with regulations and the Council's Statement of Community Involvement.

5. RISKS

- 5.1** It is important that Carlisle City Council continue to play an active part in the governance of the Enterprise Zone including with respect to the role required as the local billing (rates) authority; local planning authority; in promoting the site and specific opportunities within; and as a conduit to public sector (external) funding. A failure to do so could result in the intended objectives of the Enterprise Zone not being realised which would be to the detriment of economic growth and ultimately the prosperity of Carlisle's (and the wider sub-regions) population.

6. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 6.1** Carlisle Kingmoor Park Enterprise Zone is a major driver of economic growth and job creation within Carlisle and the wider Borderlands area. It is therefore appropriate, particularly given the City Council's role within the Enterprise Zone governance structure, that wider Members are aware of the initiative, the role required of the Council, key activities and ultimately progress towards the intended objectives.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 7.1** Realisation of the objectives associated with Carlisle Kingmoor Park Enterprise Zone will make a significant contribution to a number of Carlisle Plan priorities including:

- *“supporting the growth of more high quality and sustainable business and employment opportunities”* – through promoting economic growth and directly investing in projects and programmes which support and deliver growth; and
- *“working more effectively with partners to achieve the City Council’s priorities”* – through recognition that many of Carlisle’s challenges and opportunities are common across a wider geography and can be complex, in response to which a genuine collaborative effort is required.

Contact Officer: **Steven Robinson** **Email:** Steve.Robinson@carlisle.gov.uk

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 – There are no direct legal implications arising from this Report.

FINANCE – Business Rates on the Enterprise Zone are ringfenced and any growth, over and above the baseline level when the zone was established, is to be allocated for use in the Zone by the LEP. To date, although there have been businesses move onto the Zone, other factors such as businesses leaving and changes to rateable value as well as reliefs granted mean that there has been no growth in the business rate level above the baseline established. The Council monitors and collects business rates for the Zone as with all business rates and provides monitoring information to the Board on a regular basis to inform them of the financial position.

EQUALITY – None

INFORMATION GOVERNANCE – No information governance implications.

PROPERTY – No Property implications

Economic Growth Scrutiny Panel

Agenda
Item:

A.3

Meeting Date: 4th March 2021
Portfolio: Economy, Enterprise and Housing
Key Decision: Yes: Recorded in the Notice Ref: KD.02/21
Within Policy and Budget Framework No
Public / Private Public

Title: EMPTY PROPERTY GRANT ASSISTANCE
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD 23.21

Purpose / Summary:

To consider the use of capital funds which would ensure an extension to the Empty Property Grant. The report also proposes an increase in the maximum possible Grant award from £3,000 to £5,000. The Grant supports the work of the City Council in bringing long term empty properties back into use.

Recommendations:

It is recommended that the Economic Growth and Scrutiny Panel:

1. Consider the proposed extension and increase of the Empty Property Grant by the use of £109,433.00 Capital funds from 2012/13 which are presently unallocated.
2. Provide comments to the Executive for consideration at their meeting on the 8th March 2021.

Tracking

| | |
|------------|----------------------------------|
| Executive: | 8th March 2021 |
| Scrutiny: | 4th March 2021 |
| Council: | |

1. BACKGROUND

- 1.1** Section 3.1 of the Housing Renewal Assistance Policy 2018 introduced the option to create an Empty Property Grant. EGSP considered the proposals for the original scheme on the 17th October 2019 (GD.54/19). Executive on the 18th November 2019 (GD 55 /19) agreed the details of an Empty Property Grant using initial funding of £23,200 from a Capital Minor Works Grant. The Minor Works Grant was no longer required as its purpose had been superseded by discretionary Housing Grants made available by the Housing Renewal Assistance Policy.
- 1.2** With the initial funds for the Empty Property Initiative now committed or spent new sources of funding need to be found if the initiative is to continue. Appendix.1 provides an activity report for the initiative to date. Six empty properties were allocated £3,000, one £2,700 and one £2,500. Following the completed Grant works seven (7) properties have been removed from Empty Homes list (including 3 very long-term properties 2005, 2010 and 2011). Work to one property is still pending.
- 1.3** There are still over 1,000 empty properties in the District. The Empty Property Grant has been a useful option in encouraging the re occupation of empty properties, particularly those empty properties that have been neglected for some time.

2. PROPOSALS

- 2.1** The purpose of the grant funding is to support the work of the Empty Homes and Grants Officer in bringing long term empty properties back into use. The Officer's work solely focuses around domestic empty homes, not empty commercial lets.
- 2.2** Any funds available need to be used as efficiently as possible to enable the Council to assist the owners of empty homes. The scheme targets properties that have been empty for longer than 2 years. The grant would typically continue to be up to £3,000 to cover the costs associated with making that property viable for occupation. However, it is requested that flexibility is afforded and the maximum grant increased up to £5,000 (discretionary and on a 'case by case' basis); as some projects assessed during the initial grant allocation required more financial support due to extent of works required. Three thousand pounds was not enough to be viable for some owners to start works and therefore benefit from the grant offer
- 2.3** The City Council has non ring-fenced additional Disabled Facilities Grant funds of £109,433.00 from 2012/13. This Capital fund can be used for housing related capital investment, it is proposed that this fund is allocated to the Empty Property Initiative.

3. OTHER OPTIONS

3.1 Alternative options have been considered for the funding, which are listed below:

Disabled Facilities Grant (DFGs) – sufficient funds already exist for eligible mandatory and discretionary DFGs. An action plan for spending was produced and approved in 2019 which did not include this capital allocation from 2012 /13. It is likely that the DFG fund will require a carry forward from 2020/21. Unlike recent DFG allocations, which are linked to the Better Care Fund, this allocation from 2012/13 can be used for other Housing related matters such as the Empty Property initiative.

Works in Default – the fund could be used for works to a property with the costs recovered through the sale of the property. This is time intensive and already an option through the Enforced Sale Policy. The preferred funded option will operate where there is cooperation with the owner.

Two Year interest free loan. The funds could be used as a loan option, but it is considered that this is high risk and time intensive. Equally the take up and interest in these products in the past has been minimal.

Managed repair service. The City Council could use the funds to organise contractors to undertake works. The Council then recovers the costs and charges an administration fee (potentially through the sale of the property). The legal and financial risks to the Council are greater than the proposed option, it would also require greater resources from the Council.

Empty Dwelling Management Order. The City Council could use the funds to pay for repairs to homes and recover costs through rental arrangements (Low cost affordable rental) over 5-7 years (often requires substantial up-front funding which is not currently available). The legal and financial risks to the Council are greater than the proposed option, it would also require greater funds and property management resources from the Council.

4. RISKS

4.1 The Proposed Grant Assistance is discretionary and subject to available funding being available. It is only after works are completed that the owner can claim the previously approved grant. The Grant Assistance requires a commitment from the owners. Risks are further mitigated by placing the Council's grant contribution as a charge on the property, recoverable if the planned improvements and re occupation of the property does not progress. In this way the Grants Assistance is aligned with the Enforced Sale Policy.

5. CONSULTATION

- 5.1** The proposed Grant Assistance follows consultation within the Housing Pollution Group.
- 5.2** Observations from the Scrutiny Panel will be brought to the Executive meeting on the 8th March 2021.

6. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 6.1** The proposed Empty Property Grant provides owners of long-term empty homes with an option to progress improvements that would allow re occupation of the properties. It is an alternative to the Council's formal options through the Enforced Sales Policy. The allocation of the £109,433.00 capital funds from 2012/13 will allow the continuation of the Grant and it could potentially support over 20 empty homeowners.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 7.1** Address current and future housing needs to protect and improve residents' quality of life.

Contact Officer: Scott Burns
Regulatory Services Manager

Email: scott.burns@carlisle.gov.uk

Appendices attached to report: **Appendix.1** Long-Term Empty Homes Grant 2020 – Post Activity 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 - In accordance with the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, the City Council is able to award discretionary grants of the type detailed in this Report. Such grants must be appropriately administered, and the purpose of the proposed grant scheme is to set in place a suitable open and transparent system for doing just that.

FINANCE – As detailed in this report, the City Council received additional Disabled Facilities Grant funding of £109,433 in 2012/13 which has been retained as a capital grant in advance until an appropriate use could be identified. The capital programme for 2021/22 will be increased by £109,400 for Empty Property Grant Assistance, fully funded by the external grant.

EQUALITY – None

INFORMATION GOVERNANCE – No Information Governance implications

PROPERTY - None

Appendix 1

LONG-TERM EMPTY HOMES GRANT 2020 – POST ACTIVITY REPORT

In October 2019 the council kindly agreed to support a Long-Term Empty Homes Grant Initiative. A sum of £23,200 was sourced for the purpose of giving selected owners financial support to make properties habitable and ready for occupation within a six-month period.

The aim of the grant was to provide the impetus, as well as the financial support, to encourage owners of Long-Term Empty homes ¹ to make homes habitable and ready for use. This would also result in the removal of homes from the council's Empty Homes list (please note that there are currently 1077 empty homes in the Carlisle City Council catchment area. This is approx. 2.07% of residential properties which is significantly above the latest known national average of 0.92%).

Letters were sent to 313 owners of Long-Term Empty Homes offering the scheme and 36 responded and completed the application form (note: some late enquiries continued after the deadline but, were rejected). Visits and assessments were undertaken at the 36 properties. The assessment reviewed viability and confidence of being able to complete works within the six months; the owner's ability to pay for works above the grant allocation and also the impact the property is/was having on the local community. A matrix was devised to enable the selection of the successful owners.

Eight properties were selected using the matrix and four property owners were put on the reserve list. The matrix scoring system is attached. Six properties were allocated £3000, one £2700 and one £2500. Approvals and Acceptance forms were sent out with effect from 6th February 2020.

A schedule of works was agreed which was to be used as a benchmark to assess progress. The successful owners signed a Grant Acceptance Form which stated that payment will only be made on completion of works and after invoices were presented, with the property habitable and free of hazards. Failure to meet these elements disqualified payment. A 6-month timeframe was agreed however, due to the impact of the Covid 19 pandemic some flexibility was given.

1

*Homes that have been empty for 2 years or more

Due to data protection regulations addresses and names will not be included in this report. However, the location and types of properties included the following:

| | | |
|---------------------|---|--|
| Property Locations | 4 properties in Carlisle City Centre and 4 rural properties | Rural properties: 1 property in Longtown, 1 in West Hall, (Brampton), 1 in Hethersgill and 1 in Carleton (City outskirts). |
| Property Types | 3 terraced, 1 flat, 1 semi-detached and 3 detached properties | |
| Works undertaken | Kitchen installation, heating, glazing, access improvement, re-wiring, bathrooms, joinery, damp, decoration (painting), floor coverings to kitchen and bathroom, etc. | |
| Empty Home duration | Longest property empty was from 2005 (14 years and 10 months and most recent 2 years 4 months). Years empty from: 2005,2010, 2011, 2015,2016, 2017, 2017, 2018 | Average calculated length was 6 years 6 months. |

Seven properties were completed by 25th July 2020 (delayed by less than a month from six-month target date despite the pandemic).

One property has had a significant delay until Dec 2020 due to access issues which still requires court and CPS intervention requiring a restraining order of a family member. The decision to maintain a flexible approach with this property was taken because the property was liable to a Prohibition order and causing a detrimental impact within the community. Funding was deemed necessary to assist towards a potential successful refurbishment of this property and would result in a positive outcome with regards to a 'troublesome' property. The owner will need to meet a latest completion date of 30 Mar 21 to be successful in receiving the grant.

Current usage of properties:

4 owner occupiers

3 Rental (incl. Service Accommodation)

(the owner of the uncompleted project aims to rent the property on completion)

Identified Outcomes:

Incentivised owners to complete long overdue works

A property that was subject to arson is now habitable and being used for rental purposes

One property is being rented to a person through the County Council 'Gateway' programme at low-cost affordable rental rate

Mental Health relief given to owners as the funding gave them the support needed to complete measures

Seven (8) properties now removed from Empty Homes list (including 3 very long-term properties 2005, 2010 and 2011)

Positive feedback was given for the council's initiative thus, counter-balancing the negatively received penalty actions of Premium Council Tax measures.

Tackling with a Prohibition Order and troublesome property – blight to local community

Employment for local contractors and contribution to local economy

Positive feedback received by those receiving grants recommending continued support to future rent support to owners of Long-Term Empty Homes

Supporting rural as well as city centre residents.

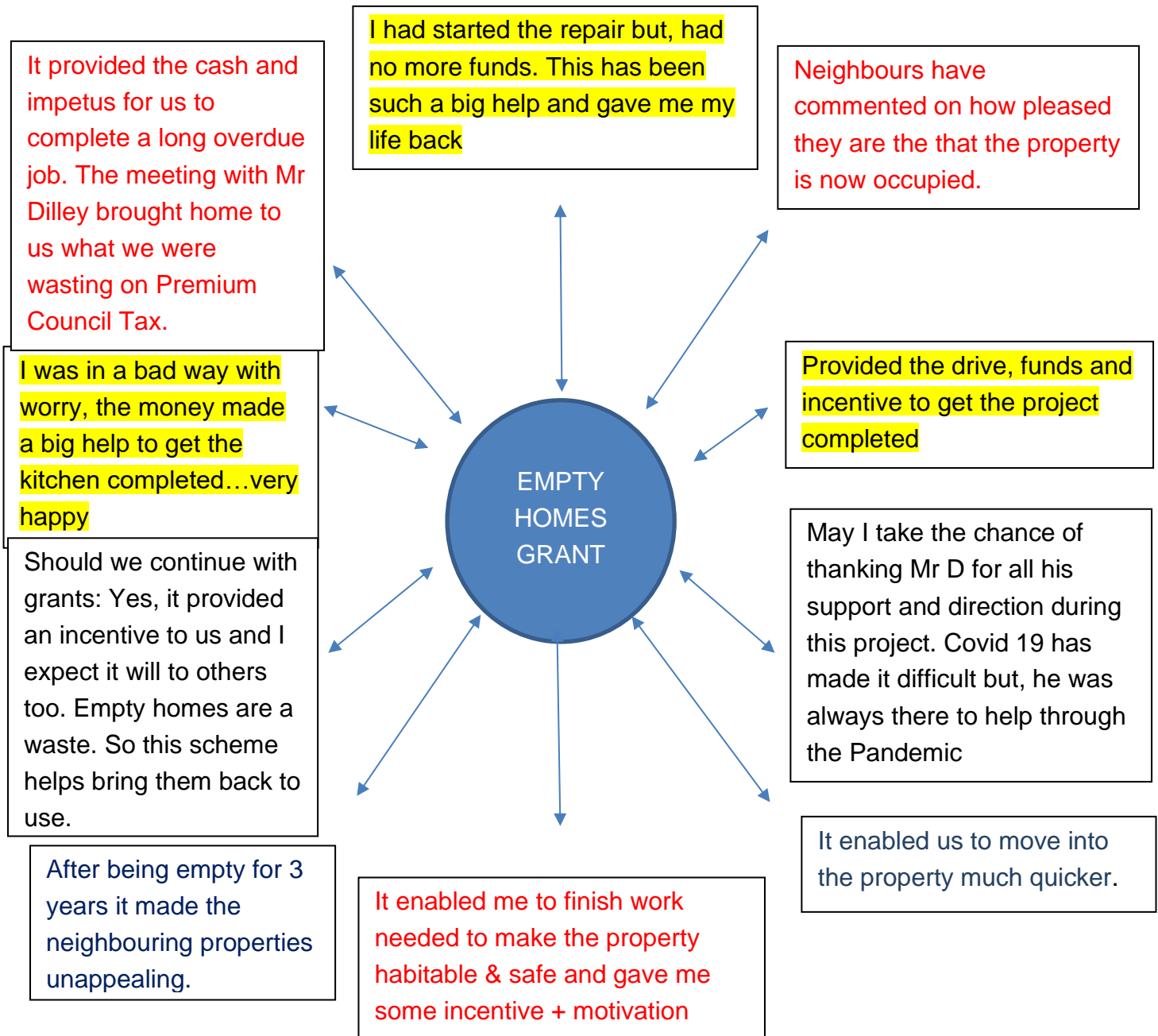
Future Consideration

Each client agreed that the scheme was extremely positive and that the grant opportunities should continue to be offered to Long-Term Empty Homes owners if possible.

Further enquiries about grant support has been received since the inception of this offer.

This may be driven by the introduction of the recent increase in Premium Council Tax and therefore owner's may now be encouraged to progress matters with their own properties. It is anticipated that if a further grant opportunity was afforded there would be a demand and another chance to reduce the level of Empty Homes in the area could be realised.

FEEDBACK COMMENTS



SOME BEFORE AND AFTER PHOTOS

BEFORE



AFTER







EMPTY PROPERTY GRANT ASSISTANCE - APPLICANT SELECTION CRITERIA AND SCORING MATRIX

The proposed selection criteria for successful Empty Property Grant Assistance applications will be administered and selected via the process below. Applicants with the highest points score will be given priority.

Scoring protocol:

| | |
|---|---|
| Has the property been empty longer than 2 years | Yes 20 No 0 |
| Has the property been reported as problematic or been identified by the Council as a problem? | Yes 20 No 10 |
| Is the applicant the registered owner? eligible. | Yes 10 No, not eligible. |
| Has contact been made within 14 days of the grants are available letter? | Yes 20 No 10 |
| Are the cost of the works over the grant limit? | Yes, 20 No 10 |
| Are the works to bring the property up to a decent home standard? | Yes 20 No 0 |
| Will the works make the property habitable and ready for occupation on completion? | Yes 20 No 0 |
| Does the owner have recourse to funds? | Yes 20 No 10 |
| Will the property be let out or occupied within 6 months of completion? | Yes 30 No 0 |
| Likelihood of successful completion and reoccupation. Low 0 | Yes 20 Med 10 |
| Length of Empty status | 2-4yrs: 10, 4-6yrs: 20, 6yrs or more 30 |

Scoring Thresholds

Immediate consideration, 120 plus

First consideration Waiting list over 100.

Second consideration waiting list, 99 – 50

Not eligible, under 50

If a final selection procedure is required due to oversubscription above the 120 score threshold, then applicants will be selected initially on highest scores and then, if required, the date we received the application (first come, first serve).

Report to Economic Growth Scrutiny Panel

Agenda
Item:

A.4

Meeting Date: 4th March 2021
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: QUARTER 3 PERFORMANCE REPORT 2020/21
Report of: Policy and Communications Manager
Report Number: PC 16-21

Purpose / Summary:

This report contains the Quarter 3 2020/21 performance against the current Service Standards and a summary of the Carlisle Plan 2016-19 actions as defined in the 'plan on a page'. Performance against the Panel's 2020/21 Key Performance Indicators (KPIs) are also included.

Recommendations:

1. Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities.

Tracking

| | |
|------------|---|
| Executive: | 08/03/21 |
| Scrutiny: | Health and Wellbeing 25/02/21 Economic Growth 04/03/21 Business and Transformation 18/02/21 |
| Council: | N/A |

1. BACKGROUND

1.1 This report contains the 2020/21 Quarter 3 performance against the Service Standards and a summary of the Carlisle Plan 2015-18 actions as defined in the 'plan on a page'. The Panel's Key Performance Indicators (KPIs) are also included as an appendix.

1.2 Service Standards are the measures judged to be the most important to our customers and therefore the mostly likely to influence the overall satisfaction with how the Council performs. The following pages contain the Council's performance against the Service Standards for this Panel.

1.3 The measures are predominately lagging indicators (looking back at performance) and cover a range of services. Some indicators naturally lend themselves to having a specific target, or a national target, whilst with others the aim is to continually improve year-on-year compared to past performance. Regularly monitoring the Council's performance helps to drive continuous improvement and protects against any financial or organisational issues by flagging up indicators that are off target. The measures can also be used for a variety of other purposes including: to evaluate, control, budget, motivate, promote, celebrate and learn. Performance management in this form is just one aspect of the Council's wider performance framework.

1.4 The updates against the actions in the Carlisle Plan are presented in Section 3. Only actions within the remit of the Panel are included in this report. The intention is to give the Panel a brief overview of the current position without duplicating the more detailed reporting that takes place within the Scrutiny agendas and Portfolio Holder reports.

1.5 At their meetings of 28th August and 3rd September 2020 respectively, Health and Wellbeing and Business and Transformation Scrutiny Panels both resolved that they would like to be involved in developing the content of future performance reports. It was agreed by all three Scrutiny Panels that this work should be carried forward by a Task and Finish Group that involved officers and Members from each Panel.

1.6 The aims of the aims of the Task and Finish Group are:

- Review existing reporting, seek advice from Policy and Communications Team on strengths and challenges of existing reporting
- Research examples of good practice
- Develop recommendations to share with the three Scrutiny Panels.

1.7 The group met for the first time on 15th January 2021 and the current performance report content and format were reviewed. It was agreed that members of the group would

research areas of good practice in performance management reporting and feedback to the group with some options at the next meeting on 2nd February. A set of draft principles for future reporting were then broadly agreed at this meeting and a draft report template will be discussed at the final meeting in April before being presented to the Panels for discussion later in the year.

1.8 Summary of KPIs and Service Standards:

Service Standards – 0 ‘red’, 0 ‘amber’ and 1 ‘green’

KPIs – 1 ‘red’, 0 ‘amber’, 9 ‘green’

Summary of Exceptions (RED)

| Measure | Target | Performance |
|--|---------------|-------------------------------------|
| CSe22: Actual city centre revenue as a percentage of city centre expenditure | 58.6% | 43.5% Revenue £25k under target. |

2. PROPOSALS

None.

3. RISKS

None.

4. CONSULTATION

The report was reviewed by relevant senior management and will be considered at the other Scrutiny Panels.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

The Panel are asked to scrutinise the Quarter 3 Performance Report prior to it being submitted to Executive.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

Detail in the report.

Contact Officer: Gary Oliver

Ext: 7430

Appendices attached to report:

Performance Dashboard

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 - This report raises no explicit legal issues.

FINANCE – This report raises no explicit financial issues.

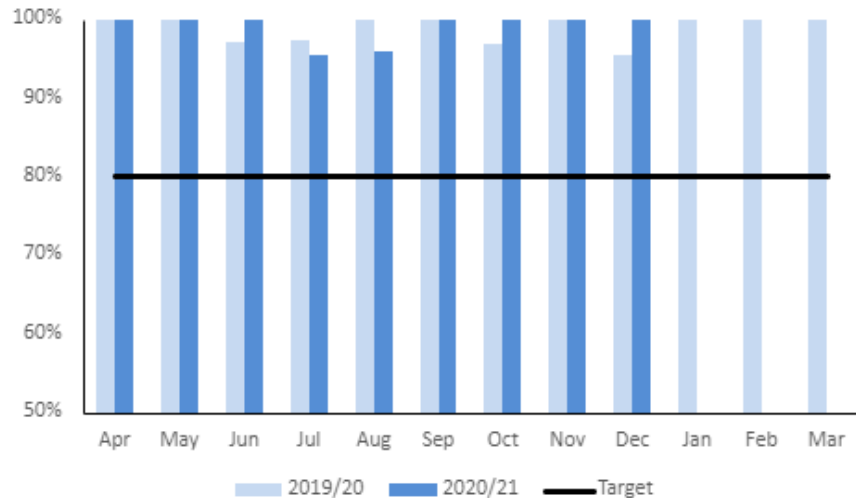
EQUALITY – This report raises no explicit issues relating to the Public Sector Equality Duty.

INFORMATION GOVERNANCE – This report raises no explicit issues relating to Information Governance.

Section 1: Service Standards 2020/21

Service Standards were introduced in 2012 after consultation with Service Managers, DMTs, SMT and JMT. Five further measures were introduced from Quarter 2 2017/18 and all are reviewed during Quarter 3 each year. Service Standards are the measures judged to be the most important to our customers, therefore, the mostly likely to influence the overall satisfaction with how the Council performs. Below is the Council's performance against the Panel's only Service Standard.

SS01: Percentage of Household Planning Applications processed within eight weeks

| Service Standard | To end of Quarter 3 2020/21 | Performance by Month | Further Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|-----------------------------|--|---------------------|-------------|-------------|-----|-----|-----|-----|-----|-----|-----|----|-----|-----|----|----|-----|-----|----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---|
| 80% (Nationally set target) | 99.0% |  <table><caption>Monthly Performance Data (Estimated from Chart)</caption><thead><tr><th>Month</th><th>2019/20 (%)</th><th>2020/21 (%)</th></tr></thead><tbody><tr><td>Apr</td><td>100</td><td>100</td></tr><tr><td>May</td><td>100</td><td>100</td></tr><tr><td>Jun</td><td>98</td><td>100</td></tr><tr><td>Jul</td><td>98</td><td>95</td></tr><tr><td>Aug</td><td>100</td><td>95</td></tr><tr><td>Sep</td><td>100</td><td>100</td></tr><tr><td>Oct</td><td>98</td><td>100</td></tr><tr><td>Nov</td><td>100</td><td>100</td></tr><tr><td>Dec</td><td>95</td><td>100</td></tr><tr><td>Jan</td><td>100</td><td>100</td></tr><tr><td>Feb</td><td>100</td><td>100</td></tr><tr><td>Mar</td><td>100</td><td>100</td></tr></tbody></table> | Month | 2019/20 (%) | 2020/21 (%) | Apr | 100 | 100 | May | 100 | 100 | Jun | 98 | 100 | Jul | 98 | 95 | Aug | 100 | 95 | Sep | 100 | 100 | Oct | 98 | 100 | Nov | 100 | 100 | Dec | 95 | 100 | Jan | 100 | 100 | Feb | 100 | 100 | Mar | 100 | 100 | 204 household planning applications have been processed to the end of Quarter 3 compared with 245 in the same period last year. |
| | Month | | 2019/20 (%) | 2020/21 (%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Apr | | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jun | 98 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jul | 98 | 95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aug | 100 | 95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct | 98 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nov | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec | 95 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar | 100 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On target? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Section 2: Key Performance Indicators (KPIs)

Service Standards are not the only set of measures used to interrogate the performance of the Council. Alongside the review of Service Standards, a set of Key Performance Indicators, derived from the links between the service plans and budget resolution were developed. The measures are predominately lagging indicators (looking back at performance) and cover a range of internal and external facing services. Some indicators naturally lend themselves to having a target or may have a national target set whilst with others, the aim is to improve year-on-year. Regularly monitoring the Council's performance helps to drive continuous improvement and protects against any financial or organisational issues by flagging up indicators that are off target. The KPIs can also be used for a variety of other purposes including: to evaluate, control, budget, motivate, promote, celebrate and learn. Performance management in this form is just one aspect of the Council's wider performance framework.

The current KPIs are attached as a dashboard.

Section 3: [Carlisle Plan on a Page 2016–19](#) Delivery

The current [Carlisle Plan](#) covered the period 2016-19 and the majority of the key actions are now either delivered or considered business as usual and feature within existing service plans. Quarter 3 updates to the Panel's remaining key actions are contained within the following pages. Following Member feedback, the layout of the updates have also been simplified.

Priority: Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle

Business Property & Infrastructure:

Key Action 2: City Centre redevelopment projects (SMT Owner: J Meek, Scrutiny Panel: EG / B&T)

Project Description: The City of Carlisle is ambitious to grow, leading the way in unleashing the full economic potential of Cumbria and the wider Borderlands Area. As the business and population capital of the region, a university city and the strategically located Borderlands hub connecting Cumbria to the rest of the UK, Carlisle has the assets, strengths and potential to drive future prosperity and growth. Carlisle city centre regeneration programme will ensure that we provide the environment in which businesses can thrive, attract new jobs, provide a high quality environment in which to live, work or play and a well-connected flourishing visitor destination and attractive gateway to the wider Cumbrian and Borderlands region.

Timeline - Quarter 3 Update:

Carlisle Station Gateway – Business case approved and confirmation of £20m investment received from MHCLG in November 2020.

The outcome of the submitted business case for Future High Street Fund investment was that the City Council has been awarded nearly 70% of the funds requested. The programme will now be revised in order to fit the new allocated funds.

The Carlisle Town Investment Plan Town has been submitted. If successful, this will increase the vibrancy of the city centre which is a key objective within the Plan. Our Town Deal 'ask' of £25m will fund a number of city centre projects.

Emerging risks/issues:

None

Key Action 6: Progress the Borderlands Initiative (SMT Owner: J Meek, Scrutiny Panel: EG)

Project Description: The Borderlands Partnership was established to unlock the potential for sustainable and inclusive economic growth across the South of Scotland and North of England. This has resulted in a £345 million deal with Scottish / UK Governments to deliver inclusive growth across the Borderland subregion. The Borderlands programme is focusing on ways to make the area more attractive to existing and potential residents, investors and visitors.

Timeline - Quarter 3 Update:

Work continues to enable the Borderlands Partnership to progress to Full Deal in 2021.

This includes:

- Completion of business cases for all projects and programmes
- Development of a communications protocol
- Development of a monitoring and evaluation framework
- Signing of a Collaboration Agreement and formalising the governance arrangements between the Borderlands Partners

Emerging risks/issues:

None

Key Action 7: Infrastructure Delivery Plan (SMT Owner: J Meek, Scrutiny Panel: EG)

Project Description: Maintain an up to date Infrastructure Delivery Plan and develop proposals to address identified issues. Much of this work is now centred around the St Cuthbert's Garden Village and the necessary supporting infrastructure including a new strategic link road (CSLR)

Timeline - Quarter 3 Update:

Planning consent of the CSLR was granted by Cumbria County Council in October 2020. Construction is planned to commence in March 2022 with the completion and opening in 2024. Funding agreement & contract in place including obligations (linked to housing delivery as opposed to the road) which fall to the City Council inclusive of linked milestones

Emerging risks/issues:

None

Key Action 8: St Cuthbert's Garden Village (SMT Owner: J Meek, Scrutiny Panel: EG)

Project Description: St Cuthbert's Garden Village, Carlisle is an ambitious proposal that will deliver the development of around 10,000 new quality homes, new employment opportunities, community facilities and a new Southern Link Road between the A595 and M6 (J42). This Key Action is currently split into two projects: Carlisle Southern Link Road and St Cuthbert's Garden Village Masterplan and Local Plan.

Timeline - Quarter 3 Update:

Masterplan was submitted in November and preferred option at Executive in November for approval to consult on Preferred Option Local Plan.

St Cuthbert's Garden Village Local Plan Reg 18 Preferred Option consultation was held in November and December 2020 and the St Cuthbert's Strategic Design Guide SPD consultation was also completed.

Emerging risks/issues:

None

Economic Growth Scrutiny Panel Performance Dashboard

Quarter 3 2020/21

| Key | |
|-----|--|
| ↓ | Performance is deteriorating (compared to same period last year) |
| ↑ | Performance is improving (compared to same period last year) |
| → | No change in performance (compared to same period last year) |
| ✗ | Off target |
| ▲ | Close to target (within 5%) |
| ✓ | On target |

| On Target? | New Code | Measure | Performance Q3 2020/21 | Performance Q3 2019/20 | Trend | Target | Comments |
|------------|----------|---|------------------------|------------------------|-------|--------|----------------------------|
| ✗ | CSe22 | Actual city centre revenue as a percentage of city centre expenditure (including recharges) | 43.5% | 44.3% | ↓ | 58.6% | Revenue £25k under target. |
| ✓ | ED02 | Building Control to process S80 demolition notices within six weeks (statutory duty) | 100% | 100% | → | 100% | |
| ✓ | ED03b | Building Control to decide 100% of all applications within the statutory period of 5 weeks or 2 calendar months (with the consent of the applicant) | 100% | 100% | → | 100% | |
| ✓ | ED05 | Proportion of major planning applications completed in 13 weeks or within agreed time extension | 93.3% | 89.5% | ↑ | 60% | |
| ✓ | ED06 | Proportion of minor planning applications completed in 8 weeks or within agreed time extension | 97.9% | 97.2% | ↑ | 80% | |
| ✓ | ED07 | Proportion of 'other' planning applications completed in 8 weeks or within agreed time extension | 98.0% | 98.1% | ↓ | 80% | |
| N/A | ED08 | Proportion of Tree Preservation Orders (TPO) confirmed within 6 months | N/A | 100% | N/A | 100% | None confirmed |
| ✓ | ED10 | Proportion of Tree Preservation Order applications determined within statutory period of 8 weeks | 100% | 100% | → | 100% | |
| ✓ | ED11 | % of valid full plan applications determined or checked by Building Control within 5 working days | 31.7% | 32.0% | ↓ | 25% | |
| ✓ | ED12 | % of valid full plan applications determined or checked by Building Control within 15 working days | 100% | 100% | → | 95% | |
| ✓ | ED13 | % of site inspections carried out by Building Control on the date agreed | 99.5% | 98.4% | ↑ | 99% | |

Economic Growth

Scrutiny Panel

CARLISLE
CITY COUNCIL

Agenda
Item:

A.5

Meeting Date:

04

Portfolio:

Crwww.carlisle.gov.uk

Key Decision:

No

Within Policy and
Budget Framework

Private/Public

Public

Title:

Overview Report

Report of:

Overview and Scrutiny Officer

Report Number:

OS.06/21

Purpose / Summary:

This report provides an overview of matters related to the Scrutiny Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note the items (within Panel remit) on the most recent Notice of Key Executive Decisions
- Review the current work programme and resolutions and make recommendations for the future work programme

Tracking

| | |
|------------|----------------|
| Executive: | Not applicable |
| Scrutiny: | EGSP 04/03/21 |
| Council: | Not applicable |

1. Notice of Key Decisions

1.1 At the time of writing this Overview Report, the most recent Notice of Key Executive Decisions was published on 05 February 2021. This was circulated to all Members. The following items fall within the remit of this Panel:

Items which are included in the Panel's Work Programme:

- KD 01/21 Carlisle Plan

Items which are not included in the Panel's Work Programme:

- KD 02/21 Empty Property Grant Assistance
- KD 04/21 St Cuthberts Garden Village Strategic Design Supplementary Planning Document
- KD 05/21 Carlisle Station Gateway – Phase 1

2. References from Executive

2.1 None

3. Progress on resolutions from previous meetings

3.1 The following table sets out the meeting date and resolution that require following up. The status is presented as either “completed”, “pending” (date expected), or “outstanding”. An item is considered outstanding if no update or progress has been made after three panel meetings. All the completed actions will be removed from the list following the meeting.

| | Meeting date | Minute ref | Action | Status |
|---|--------------|------------|---|-----------------------------|
| 1 | 20/08//20 | EGSP 40/20 | 4) That the Corporate Director of Economic Development liaise with the Chair and the CLEP to link the work of the Economic Growth Scrutiny Panel into the Council's contribution to the CLEP's scrutiny function. | Pending |
| 2 | 20/08//20 | EGSP 41/20 | 3) That clear promotion of family ticket pricing be undertaken for the 2021 Carlisle City of Lights festival. | Complete – event postponed. |
| 3 | 26/11/20 | EGSP 58/20 | 2) That the Corporate Director circulate a copy of the contract between the Council and Michelle Masters Consulting in relation to the running of Carlisle Ambassadors to Members of the Panel. | Complete |
| 4 | 26/11/20 | EGSP 58/20 | 3) That data relating to the membership levels of Carlisle Ambassadors be circulated to the Panel. | Complete |

| | | | | |
|---|----------|---------------|---|---|
| 5 | 26/11/20 | EGSP 58/20 | 4) That the Corporate Director of Economic Development circulate a leaflet to all Members of the Council updating them on work of Carlisle Ambassadors. | Complete |
| 6 | 26/11/20 | EGSP 59/20 | 2) That a review of the parking permit scheme at Talkin Tarn be carried out. | Pending |
| 7 | 26/11/20 | EGSP 61/20 | 2) That the Affordable Housing Policy be revisited and consideration be given to raising the requirement for affordable homes provision. | Complete Policies will be reviewed following public consultation. A summary of feedback document, including EGSP recommendations, will be produced to outline next steps of how the policy may be amended. |
| 8 | 26/11/20 | EGSP 61/20 | 3) That the wording of the Self and Custom Build Policy be reviewed. | |
| 9 | 21/01/21 | EGSP 06/21 | 3) That the Policy and Communications Manager provide further information on the finances in respect of the six month action plan. | Complete |

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

4.1 The overview and scrutiny of the Carlisle Plan items that match the panel remit contribute to ongoing policy development.

Contact Officer: Rowan Jones

Ext: rowan.jones@carlisle.gov.uk

**Appendices
attached to report:**

1. Draft Scrutiny Panel Work Programme 2020-21

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 -

FINANCE –

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

INFORMATION GOVERNANCE –

APPENDIX 1: Draft Economic Growth Scrutiny Panel Work Programme 2020-21

| Title | Type of scrutiny | Lead Officer | Meeting Date |
|---|--------------------|--------------------------------------|----------------------|
| End of Year Performance Report | For info | Gary Oliver | June 2020 |
| St Cuthberts Garden Village - housing theme | Policy update | Jane Meek | 04/06/2020 |
| Scrutiny Annual Report 2019/20 | Policy development | Rowan Jones | 04/06/2020 |
| Solway Coast AONB Management Plan 2020-2025 | For info | Jane Meek/ Richard Wood | June 2020 |
| Economic recovery - focus on Covid challenges/ recovery | Policy update | Jane Meek | 09/07/2020 |
| Performance Report - Q1 | Monitoring | Gary Oliver | 20/08/2020 |
| Events Planning for Autumn/ Winter 2020 | Policy update | Darren Crossley/ Paul Walker | 20/08/2020 |
| Cumbria Local Enterprise Partnership (LEP) | Partnership | Jane Meek | 20/08/2020 |
| Corporate Peer Challenge | Policy development | Darren Crossley | 01/10/2020 |
| Housing Needs and Housing Strategy | Policy update | Jane Meek | 01/10/2020 |
| Carlisle Ambassadors | Partnership | Jane Meek | 26/11/2020 |
| Budget setting | Budget | Alison Taylor | 26/11/2020 |
| St Cuthberts Garden Village Local Plan - preferred option consultation | Policy update | Neil Cole | 26/11/2020 |
| Garden Village Masterplan | Policy development | Neil Cole | 26/11/2020 |
| Performance Report - Q2 | Monitoring | Gary Oliver | 26/11/2020 |
| Economic Strategy - development | Policy development | Jane Meek | 30/11/2020 |
| Environment (Climate Change) Strategy | Policy development | Jane Meek/ Steven O'Keeffe | 21/01/2021 |
| Draft Economic Strategy | Policy development | Jane Meek/ Steven Robinson | 21/01/2021 |
| Towns Fund – Capital Accelerated Fund | Policy update | Steven Robinson | 21/01/2021 |
| Borderlands Inclusive Growth Deal/key projects – Part B | Policy update | Steven Robinson | 21/01/2021 |
| Flood risk management | For info | Steven O'Keeffe/ Environ't Agency | Jan 2021 |
| Kingmoor Park Update | Partnership | Jane Meek | 04/03/2021 |
| Empty Property Grant Assistance | Policy update | Mark Lambert | 04/03/2021 |
| Performance Report - Q3 | Monitoring | Gary Oliver | 04/03/2021 |
| Scrutiny Annual Report 2020/21 | Policy development | Rowan Jones | 12/04/2021 |
| Riverside Housing | Partnership | Jane Meek | TBC - April? |
| Draft Carlisle Plan | Policy development | Steven O'Keeffe | TBC |
| Briefing note - key data on impacts of Covid-19 on economic growth in Carlisle | For info | LEP | April 2021 |