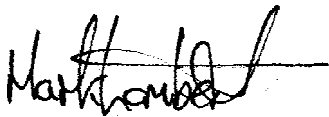


COUNCIL

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, 05 November 2013 at 18:45**, in the **Council Chamber, Civic Centre, Carlisle, CA3 8QG**



Director of Governance

AGENDA

1. The Mayor will invite the Chaplain to say prayers.
2. The Town Clerk and Chief Executive will open the meeting by calling the roll.

3. **Minutes**

The Council will be asked to receive the Minutes of the meeting of the City Council held on 10 September 2013.

4. **Public and Press**

To determine whether any of the items of business within Part A of the Agenda should be dealt with when the public and press are excluded from the meeting.

To determine whether any of the items of business within Part B of the Agenda should be dealt with when the public and press are present.

5. Declarations of Interest

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.

6. 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

7. Appointment of Committees and Panels - 2013/14

7 - 14

Following the recent by-election in Dalston and the consequent change in the political balance of the Council, to consider a report of the Director of Governance on the appointment of Committees and Panels 2013/14.
(Copy Report GD.52/13 herewith / Schedule to follow)

8. Questions by Members of the Public

Pursuant to Procedure Rule 10.1, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by members of the public.

9. Presentation of Petitions and Deputations

Pursuant to Procedure Rule 10.11, the Town Clerk and Chief Executive to report that no petitions or deputations have been submitted by members of the public.

10. Questions from Members of the Council

Pursuant to Procedure Rule 11.2, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by Members of the City Council.

11. Executive

(a) Minutes

The Council will be requested to receive the Minutes of the meetings of the Executive held on 2 and 30 September 2013 and ask questions of the Leader and Portfolio Holders on those Minutes.

11. (b) Portfolio Holder Reports

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

- | | |
|--|----------------|
| (i) <u>Leader's Portfolio</u> | 15 - 18 |
| (ii) <u>Finance, Governance and Resources</u> | 19 - 24 |
| (iii) <u>Environment and Transport</u> | 25 - 28 |
| (iv) <u>Economy and Enterprise</u> | 29 - 32 |
| (v) <u>Communities and Housing</u> | 33 - 38 |
| (vi) <u>Culture, Health, Leisure and Young People</u> | 39 - 44 |
- and ask questions of the Leader and Portfolio Holders on those Reports.
(Copy Reports herewith)

12. Overview and Scrutiny

The Council will be asked to receive the Minutes from the following meetings of the Overview and Scrutiny Panels and to ask questions of the Chairmen; and receive reports from the Chairmen of the Overview and Scrutiny Panels:

- | | |
|---|----------------|
| (i) <u>Community Overview and Scrutiny Panel</u> | 45 - 46 |
|---|----------------|
- (a) Minutes of the meetings held on 22 August and 3 October 2013
(b) Chairman's Report

(ii) Resources Overview and Scrutiny Panel 47 - 48

(a) Minutes of the meetings held on 29 August and 10 October 2013

(b) Chairman's Report

(iii) Environment and Economy Overview and Scrutiny Panel 49 - 50

(a) Minutes of the meeting held on 12 September 2013

(b) Chairman's Report

(Copy Reports herewith)

13. Regulatory Panel

To receive the Minutes of the meetings of the Regulatory Panel held on 11 September and 16 October 2013.

14. Licensing Committee

To receive the Minutes of the meeting of the Licensing Committee held on 16 October 2013.

15. Development Control Committee

To receive the Minutes of the meetings of the Development Control Committee held on 28 and 30 August 2013.

16. Audit Committee

To receive the Minutes of the meeting of the Audit Committee held on 26 September 2013.

17. Appeals Panel

To receive the Minutes of the meeting of the Appeals Panel held on 7 October 2013.

18. Notice of Motion

Pursuant to Procedure Rule 12, the Town Clerk and Chief Executive to report the receipt of the following motion submitted on notice by Councillor Mrs Parsons:

Snares

"That this Council introduce a policy of not permitting snares to be used on Council land and ask that this Council asks the County Council to introduce a similar policy."

19. Proposals from the Executive in relation to the Council's Budget and Policy Framework

(i) Repairs to The Cenotaph and Other War Memorials 51 - 62

Pursuant to Minute EX.106/13 to consider a recommendation from the Executive that the City Council approve the development of the project and the release of capital funding of £40,000 to be spent as detailed at paragraph 4 of Report RD.34/13.

(Copy Report RD.34/13 and Minute Extract herewith)

(ii) Old Town Hall 63 - 72

Pursuant to Minute EX.108/13 to consider a recommendation from the Executive that the City Council approve the release of funding to deliver the Phase 2 repair project in line with the programme and budget outlined in Report ED.36/13.

(Copy Report ED.36/13 and Minute Extracts herewith / to follow)

20. 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(xiv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

PART 'B'

To be considered in private

Meeting Date: **5 NOVEMBER 2013**

Portfolio:

Key Decision:

Within Policy and
Budget Framework

Public / Private **Public**

Title: **APPOINTMENT OF COMMITTEES AND PANELS – 2013/14**

Report of: **DIRECTOR OF GOVERNANCE**

Report Number: **GD.52/13**

Purpose / Summary:

The Report informs Members of the allocation of seats on Committees and Panels for the Municipal Year 2013/14 and the nominations of the political groups to those seats. The allocations have changed from the previous Municipal Year to reflect the results of the recent Dalston by-election.

Recommendation:

That the report of the Director of Governance – Appointment of Committees and Panels 2013/14 – be received and approved, and that the allocation of seats on and the appointment of Members to the various Committees and Panels of the Council as set out in the Report and Schedules attached be approved

Contact Officer: Clare Liddle

Ext: 7305

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

APPOINTMENT OF COMMITTEES AND PANELS 2013/2014

SUMMARY OF REPORT

1. It is necessary for the Council, usually at its Annual Meeting, to review the allocation of the seats on Council Committees and Panels so that they reflect pro-rata the strengths of the political groups on the Council and comply with the provisions of the Local Government and Housing Act 1989. Due to the Dalston by-election on 17th October 2013 there has been a change in the political balance of the Council and the allocation of seats to the groups, therefore, falls to be reviewed.
2. Accordingly, the seats to be allocated to the political Groups have been re-calculated and the Group Leaders informed. The method of allocation is set out in Appendix 1. Schedules showing the Groups' nominations for appointments to Committees/Panels for the Municipal year 2013/2014 in respect of the seats allocated to them will be circulated shortly.
3. IT IS RECOMMENDED that the Report of the Director of Governance – Appointment of Committees and Panels 2013/2014 – be received and approved, and that the allocation of seats on and the appointment of Members to the various Committees and Panels as set out in the Report and Schedules attached be approved.

Appendix 1

1. METHOD OF ALLOCATION OF SEATS

- 1.1 The rules governing the allocation of seats on Committees and Panels to Political Groups are set out in the Local Government and Housing Act 1989 and regulations made thereunder. The Executive is exempt from the application of those rules and does not have to be politically balanced. The Licensing Committee is also exempt from the rules on political balance, although DCMS do recommend that it should be balanced as far as possible and the Council therefore decided (Minute C.246/04(b)) that it should be comprised of the same members as form the Regulatory Panel. The political balance rules strictly therefore only apply to the Committees and Panels shown in the Appendix attached.

The rules governing the allocation are relatively complex and are:

- (i) That not all the seats are allocated to the same Political Group.
- (ii) That the majority of the seats on each Committee go to the Political Group with the majority on the full Council.
- (iii) Subject to the above two principles, that the total number of the Committee seats allocated to each Group bears the same proportion to the proportion of the Group on the full Council.
- (iv) Subject to the above three principles, the number of seats on each Committee allocated to each Political Group bears the same proportion to the proportion of the Group on the full Council.

It is important to note in understanding the allocations shown in the Appendix that the above principles must be applied in the sequential order set out above. For example, the principle in paragraph (iii) above of ensuring that the Groups are allocated their total aggregate entitlement must be complied with before the number of seats on each Committee is balanced in accordance with principle (iv).

- 1.2 The duty is to apply the above principles so far as reasonably practicable. This is met by rounding down fractional entitlements of less than a half and rounding up entitlements of a half or more. If there are competing fractions then the higher fraction will “win”. If this leads to a bigger entitlement than there are seats available

on a Committee then fractions have to be rounded down to make entitlements fit available seats.

2. CALCULATION OF THE GROUPS' ENTITLEMENT ON COMMITTEES AND PANELS

- 2.1 There are in total 70 seats to be allocated by the Council on the Regulatory Panel, the Development Control Committee, the Overview and Scrutiny Committees, the Standards Committee, the Employment Panel, the Audit Committee and the Appeals Panels. The Conservative Group has 19 Members, Labour 28, the Liberal Democrats 3 and the Independent Group have 2 Members who are not in any political group. As can be seen from the calculations in the Appendix attached, when working out the total aggregate allocation to each Political Group relative to their strengths on the Council, the Conservatives should receive 28 seats, Labour 41 seats, the Liberal Democrats 5 seats and the Independent Group get 3 seats.
- 2.2 When the seats are allocated on each Committee on a straight allocation following the rounding up/rounding down principles set out above, six seats remain unallocated and two Groups, the Liberal Democrat Group and the Independent Group, have insufficient seats, at 2 and 0 respectively. Some adjustment is, therefore, necessary.
- 2.3 It is proposed to adjust the entitlement to seats so that the Liberal Democrat Group are allocated seats on the Development Control Committee and Resources Overview and Scrutiny Committee in addition to those seats which the Group has currently. The Independent Group are allocated a seat on the Regulatory Panel instead of Resources Overview and Scrutiny Committee. The Conservative Group will lose one seat on each of the Regulatory Panel and Development Control Committee. The Labour Group membership of Committees remains unchanged.

Appendix 2

CALCULATION OF AGGREGATE ENTITLEMENT TO SEATS

1. The political balance on the full Council is:-

19 Conservatives; 28 Labour; 3 Liberal Democrats and 2 Independent Members

2. There are 77 seats in total on those Committees and Panels which are subject to the proportionality rules giving aggregate entitlements to the groups as follows :

Conservative	$\frac{19}{52} \times 77 = 28.13$	28 rounded down
Labour	$\frac{28}{52} \times 77 = 41.46$	41 rounded down
Liberal Democrat	$\frac{3}{52} \times 77 = 4.44$	5 rounded up
Independent	$\frac{2}{52} \times 77 = 2.96$	3 rounded up

ALLOCATION OF SEATS ON COMMITTEES AND PANELS

	CONSERVATIVES	LABOUR	LIBERAL DEMOCRATS	INDEPENDENT
Regulatory Panel (12)	(4.38) 4	(6.46) 6	(0.69) 1	(0.46) 1
Development Control (12)	(4.38) 4	(6.46) 6	(0.69) 1	(0.46) 1
Community Overview and Scrutiny Panel (8)	(2.92) 3	(4.31) 4	(0.46) 1	(0.31) 0
Resources Overview and Scrutiny Panel (8)	(2.92) 3	(4.31) 4	(0.46) 1	(0.31) 0
Environment and Infrastructure Overview and Scrutiny Panel (8)	(2.92) 3	(4.31) 4	(0.46) 0	(0.31) 1
Standards Committee (7)	(2.56) 3	(3.77) 4	(0.40) 0	(0.27) 0
Employment Panel (6)	(2.19) 2	(3.23) 4	(0.35) 0	(0.23) 0
Audit Committee (7)	(2.56) 3	(3.77) 4	(0.40) 0	(0.27) 0
Appeals Panel 1 (3)	(1.10) 1	(1.62) 2	(0.17) 0	(0.12) 0
Appeals Panel 2 (3)	(1.10) 1	(1.62) 2	(0.17) 0	(0.12) 0
Appeals Panel 3 (3)	(1.10) 1	(1.62) 1	(0.17) 1	(0.12) 0
TOTAL	<u>28</u>	<u>41</u>	<u>5</u>	<u>3</u>

(77 seats in all)

COMMITTEES AND PANELS (TO BE APPOINTED BY COUNCIL)

Meeting Date: 5 November 2013

Public/Private*: Public

Leader Portfolio Holder's Report –

Title:

Carlisle Partnership

The Carlisle Partnership continues to receive support from a wide variety of partners. The Partnership Executive has taken a key role in ensuring that the Local Plan consultation was far and wide reaching through the subgroups and associated partners.

A current key focus of the partnership group is application to Phase VI of the World Health Organisation Healthy City designation. A number of projects continue to support the Healthy City designation, including: Fair Food Carlisle, Stoptober, Cumbria Gateway, Cumbria Sport Physical Activity Alliance and a young people's finance project. Carlisle Healthy City work has been submitted as best practice to a BBC case study.

The Rural Support Group continues to rural proof and advance rural partnership activity. Recent RSG and partnership activity supported a very successful rural information day held in Scaleby Village Hall which was well attended by Parish, City and County Councillors, residents and exhibitors.

The Carlisle and Eden Community Safety Partnership continues to tackle the key issues within the Carlisle District. Operation Roman Candle (a multi-agency initiative to deal with anti-social behaviour concerns is being led by Carlisle City Council) will deal with anti-social behaviour and nuisance fires during the half term, Halloween and Bonfire Night period in partnership. Design out Crime Projects, are being developed and a support scheme for Victims of Anti-social behaviour is in place.

The Carlisle Housing Partnership continues to work on the Housing Strategy and acts as a valuable vehicle to share best practice and raise wider awareness of housing matters amongst partners. Strong links with the LEP continue to be maintained and ensure that both urban and rural housing issues are taken into consideration.

Subgroups are working to deliver on the 4 priority areas of the Economic Potential Review of Carlisle (Business, Skills and Employment, Infrastructure and Image). Examples of work to date which have been delivered or are being explored include:

- Establishment of the Growth Hub delivered by Cumbria Chamber of Commerce to support and grow businesses
- Completion of the Business Interaction Centre at Paternoster Row
- The Digital Carlisle Group is developing a commercial model to provide free Wifi in the City Centre.
- The Sense of Place work continues to successfully advance with strong support from the business community and other partners. The branding links into a variety of concepts and projects and will help to raise the profile of Carlisle nationally and internationally.

Carlisle has been shortlisted to be one of 13 cities in a bid to receive direct support and assistance from the Soil Association to develop the city as a sustainable food city. This will bring benefits to partnership working across the themes of economy, health and wellbeing, learning and skills, sustainability and communities. The next step will see us compete to become one of 6 cities to receive funding to develop this work further.

Tour of Britain & Carlisle Events City

The Tour of Britain was a great success, described by the ITV4 commentator as the best stage ever. The viewing figures for our stage were amongst the highest for the whole tour; showcasing Carlisle to a UK and international audience.

It is estimated that 435,000 people watched the Cumbria, The Lake District stage live on ITV and a total of more than 1.5 million viewers watched the live coverage of stage 2 on Eurosport across Europe. Additionally peak figures of 696,000 watched the highlights programme on ITV4 and 135,000 for the repeat.

Carlisle continues to build its reputation as a great place to hold events. An exhibition highlighting the success of the Carlisle Pageant was organised by Impecunious Arts. This took place at the Old Fire Station in October and was well attended.

By the time I present this report, we will have enjoyed another successful Carlisle Fireshow. This year plans included a Fireshow Funday in the city centre during the afternoon and we are grateful to Carlisle College for their support in delivering this event. Our objective is to provide another event for residents and visitors to enjoy and to increase footfall in the city centre, aiming to boost sales for local shops and businesses too. The run up to Christmas and other exciting events in the city are highlighted in the Culture, Health, Leisure & Young People portfolio holders report.

Business Interaction Centre Launch

The University of Cumbria, Carlisle City Council and other partners have worked hard to make the Business Interaction Centre a facility that we can be proud of. Environment & Economy O & S members are due to visit the BIC on 6th November. The Centre has been well received by businesses and it will be officially opened on 21st November by the

Chancellor of the University of Cumbria, The Most Reverend and Right Honourable Dr John Sentamu, Archbishop of York.

Local Enterprise Partnership

The Cumbria LEP was established in 2011 as a Private/Public partnership with a remit to enable and drive economic growth across Cumbria. The board membership was 'refreshed' earlier this year with a significant number of new public and private sector members joining the board. A Strategic Economic Plan (SEP) is currently being developed and is in draft form, with a final version due to be delivered to government by 31st March 2014. The current draft highlights prioritisation of 4 key sectors; Specialist Manufacturing, Nuclear & Energy, Visitor & Economy and Food & Drink.

The M6 corridor is clearly a vital feature of the Carlisle economy with 3 motorway junctions in our area and it will be important to ensure that any economic plans support business growth and job creation in those areas. Digital & Creative industries are also being highlighted to the LEP as a key area for economic growth in the city in partnership with local authorities, businesses, the University of Cumbria and Carlisle College.

At its last meeting, Environment & Economy O & S had a robust discussion over the LEP and it is hoped that the Chair of Cumbria LEP will be able to attend a future meeting.

CN Group Business Awards

The CN Group Business Awards took place at Rheged on 17th October and were sponsored by Barclays and Cumbria Business Growth Hub. It was an opportunity to recognise and celebrate business excellence across the county with large and small businesses demonstrating their energy and innovation, showing that Cumbria is a good place to do business. The standard of finalists was exceptionally high and I would like to highlight and congratulate Carlisle based award winners:

- Two Castles Housing Association (Training and Development)
- Trivertias, Brampton (Exporter of the Year)
- Story Homes (Customer Service Excellence)
- Carlisle & District Credit Union (Social Enterprise Award)

Susan Aglionby of Hadrian Organics received a special commendation for Community Involvement and Graham Lamont of Lamont Pridmore received a Lifetime Contribution to Cumbria Award. Penrith based food retailer Cranstons was presented with the Retailer of the Year Award. Cranstons have a store in Carlisle and are due to open a new store at Orton Grange on 19th November.

Meeting Date: 5th November 2013

Public/Private*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –
Councillor Dr Les Tickner**

GOVERNANCE

Legal Services

Purchase of the freehold of the former Woolworths site has now completed. The latest tranche of property disposals proceeded to auction on 16th October. Several criminal cases have been successfully prosecuted at the magistrates' courts – summonses were raised for environmental offences and benefit fraud. Meanwhile, Legal Services continue to provide specialist advice and support to other directorates and Members.

Licensing

The Scrap Metal Dealers Act 2013 is new legislation covering scrap metal dealers, of which we have 38 registered with this authority. Long awaited Regulations have just been published in the last few weeks prior to the legislation commencing on 1st October 2013. Due to the tight time scales and late publication of Regulations, considerable work was required to prepare us for the changes. One omission of the Home Office was that the new Act has not been included in the LA (Functions & Responsibilities) Regulations 2000, which means that instead of being a committee function, it falls to the Executive. To assist the trade in understanding the new legislation we arranged a presentation at the Civic Centre where staff were available to assist applicant's with forms, DBS checks etc.

The Carlisle & Eden Best Bar None 2013 assessments are being carried out this month prior to the judging later in October. We have 23 entries from Carlisle and 22 from Eden.

Standards are high and this year we have introduced a 'Hotel Bar' category which has resulted in applications from 3 large establishments.

We are currently preparing our financial 'Charging Review' which is presented to the Regulatory Panel for approval. Following a high court case earlier this year where it was concluded that enforcement charges against unlicensed operators cannot be included in licence fees, we are reviewing all of our licence fees individually. Fortunately most of our enforcement work is actually ensuring compliance of existing licence holders which can be included in the fee. Following the case we have received a number of FOI requests as to how we determine our fees. There is a considerable amount of ongoing work involved in determining the fee structure.

Electoral Services

The Absent Vote Refresh exercise was completed on 11th September. Just under 1100 postal vote signatures required to be refreshed, in the refresh of that initial figure just under 180 postal votes were cancelled as the electors did not respond to either the initial letter or the reminder.

Arrangements are progressing for the Annual Canvass. The Canvass forms are currently being printed and are due to be posted at the start of October. The remote registration service is in place and the team of canvassers have been appointed and briefed on their role. The canvass will lead to the publication of the new electoral register in February 2014.

Arrangements are also being made to carry out a polling review which will commence at the start of October. Following the consultation phase a report will be produced for consideration by Council in January 2014.

IER is taking up a considerable amount of time in both attending seminars/ courses and preparing documents such as the public engagement strategy, risk plan, project plan etc. In preparation for going live with IER in the summer of 2014.

Health & Safety

Main areas of work:

- Working with the Refuse and Recycling team to address issues raised at a recent meeting with the Health and Safety Executive.
- Project managing alongside Margaret Miller the annual Fireshow.

- Organising staff wellbeing: main area for November the provision of flu vaccinations.
- Working with relevant team to ensure the Arts Centre Provision is safely managed and suitable provisions and advice to prospective users are covered.
- Collating Tullie House safety policy information.

RESOURCES

Financial Services

2012/13 Final Accounts Process

The External Auditors, Grant Thornton, has issued an unqualified opinion on both the accounts and the VFM conclusion, by the statutory date of 30th September, and Member's of the Audit Committee received a very positive report from the Commission at their meeting on 26th September. A separate report on Financial Resilience was also presented which concluded that the authority's arrangements meet or exceed adequate standards. The 2012/13 Statement of Accounts is now available on the Council's website and hard copies have been provided for the Customer Contact Centre.

The Auditor's notice of completion has been received for 2012/13 and this now concludes the formal audit process.

Digital and Information Services

Project Updates:

- Work has begun on the replacement of the existing HR and Payroll services; the existing service will not be supported by the supplier from April next year. The new service will be "live" in April 2014 and will provide enhanced self-service opportunities for members and staff. It is planned to implement additional modules later in the year; these will cover performance management, training and expenses.
- The project to upgrade the council's credit card processing is due to be complete on the 16th October. This project has progressed well and no problems are foreseen with the final implementation.
- Work has begun on sharing our licensing software with Allerdale BC. This will mean the cost of running this software is reduced.
- Our main project for the Autumn and Winter is the automation of business processes from the initial contact with the customer until the transaction is complete. We have already implemented such "end to end" automated processes for Council Tax and Housing benefits. We are currently developing a detailed project plan for the roll out of automated services across the Council over a three year period.

- Work is underway on the redesign of the council's web site. The focus will be very much on the customer needs and making interaction with the site for customers as intuitive and as simple as possible. It is hoped new web site will be live by March 2014.
- As part of the automating business processes we are developing an online customer account service which will allow the customer to manage all their communications and transactions with the Council. This will be similar to online services provided by the gas and electric utility companies.

Property and Facilities

Property Services – Disposal Programme

At the time of writing a further 3 assets go to auction through the Auctioneers' Pugh and Co on 16th October. These are the mixed commercial investment at Treasury Court, the remaining sites at Willowholme Industrial Estate, (excluding the Showmen's Guild Sites) which haven't sold to sitting tenants and the former Willowholme Recycling Depot. A verbal update on the results of the Auction will be available for inclusion in the Report by the close of play on Wednesday 16th. The sale of the BBC site at Annetwell Street has been agreed with the sitting tenant and this will be completed as soon as the legal documentation is in place.

The purchase of the Bhs leasehold interest in the former Woolworths building, now occupied under a sub lease by B and M, was completed on Friday 4th October. This represents a significant reinvestment into the portfolio which, not only fulfils the Business Plan's objective of increasing the Council's financial return on its investment property, but also goes a long way towards consolidating the Council's ownership and interests in this important part of the City.

Information Management

Finance, Governance & Resources

The second 2013/14 quarterly contract and performance monitoring meetings of the Carlisle Leisure Ltd. (CLL) contract and the YMCA Shaddongate Community Resource and Training Centre contract have taken place with Tullie House Trust agreement meeting due to be scheduled for November.

For the first five months of 2013/14 sickness absence levels were reported at Overview and Scrutiny in October as having reduced by over twenty percent in comparison to the same period last year.

Information Management

Recent counts for information requests (From 16 August to 11 October 2013):

Environmental Information Regulations requests received - 12

Environmental Information Regulations requests responded to - 8

Freedom of Information requests received – 81

Freedom of Information requests responded to - 90

Data Protection Act subject access requests received - 0

Data Protection Act subject access requests responded to – 0

Data Protection Act s29/s35 requests received - 1

Data Protection Act subject access requests responded to – 2

Organisational Development

Member Health Initiatives

A health check session was held for Members before Council on 10 September. The session was attended by 22 Members who had their blood pressure, blood glucose and cholesterol checked and got their body stats assessed. Information on a wide range of health issues was also given out. Further Member health initiatives will take place later in the year.

Member/Officer Forum

A Member/Officer Forum is taking place on 5 November 2013 in Flensburg from 12.00pm to 2.00pm and 4.30pm to 6.00pm. Carlisle City Council staff from Digital & Information Services; the Home Improvement Agency; Economic Development; Environmental Health and Contract & Community Services, as well as staff from Cumbria CVS will be on hand to update Members about their work.

Apprenticeships

The City Council is recruiting a 4th apprentice who will be joining the Home Improvement Agency and they will be working on the range of services to improve homes and help people remain independent at home.

Corporate Training and Ethical Governance Programme

The Corporate Training and Ethical Governance Programmes for November 2013 to March 2014 are now available on the intranet. Courses which may be of interest to Members include project management, emotional intelligence, health & safety for Members, corporate risk management, ICT security and grant & external funding guidance for Members. For more information on any of the courses please contact the Organisational Development Team.

Meeting Date: 5 November 2013

Public/Private*: Public

Environment & Transport Portfolio Holder's Report –

Title: **Councillor Elsie Martlew**

CITY ENGINEERS

Work has begun to install the Winter Lights and the Festive Lights. The Winter Light display has been extended to illuminate 24 trees and installation is complete with switch on due on the 26th October. Festive light installation is still ongoing with switch on due on the 17th November. The display will be extended from previous years to include St Cuthbert's Church yard trees. Sponsorship is being sought from local businesses to help defray our costs.

Town Dyke Orchard Car Park - The resurfacing of the car park was completed last month and work to repaint the parking bays has now been completed. As with the Civic Centre and Bitts Park car parks which were resurfaced last year the parking bays have been made wider to reflect the increased width of modern vehicles. It should make parking much easier.

ENVIRONMENTAL HEALTH SERVICE

Following changes to the Regulators Code the Environmental Health Service has been active in looking at the support and advice it can offer to Carlisle businesses. A Strategy is being developed which seeks to improve the contact with businesses. The Service is also supporting business events in the District and actively engaging with those organisations who represent the business community.

Carlisle City Council is to host a national event on introducing a Tattooing Hygiene Rating System. Julie Barratt the Director of the Chartered Institute in Wales will be outlining a system introduced in Wales. Many authorities are having issues with unlicensed tattooists – 23 authorities are attending the event, a total of 30 delegates. The Environmental Health Service licenses tattooists to ensure correct sterilisation and hygiene is undertaken when carrying out this risk activity.

Environmental Health has served its first Abatement Notices for insect nuisance from flies at a poultry farm. Poor housekeeping meant that a large amount of flies were breeding at the farm and affecting nearby properties. The problem was brought to the attention of Environmental Health by 3 separate complainants and the Parish Council. Insects became a specific "Statutory Nuisance" in 2006 simplifying the legal controls where excessive numbers were occurring.

GREEN SPACES

With the football season now in full swing the Council's pitches are in regular use. Teams have been reminded of the need to clear up their own litter (drinks bottles, sock tape etc) after every game and the message seems to have been heeded. We now have around 35 pitches under our management, in 3 different formats of the game (11v11; 9v9; and 7v7) as required by the Football Association for different age groups. The Grounds team have put a lot of effort into improving our pitches during the summer and so far this season no games have been called off due to the ground conditions.

Unfortunately there was very sad news from the Green Spaces team in September with the sudden death of Graeme Farish, supervisor of the Cemetery Grounds team, at the age of 49. Graeme gave the city of his birth over 33 years of dedicated service and was an inspiration to those he worked with. A memorial bench will be placed in the grounds of Carlisle Cemetery, close to Graeme's favourite tree.

Cenotaph Project - The contract with English Heritage for grant funding has now been signed. The Council's share of funding was approved by Executive on 30 September and is now to go to Council on 5th November for further approval. The repair and cleaning work to the Cenotaph is likely to be carried out by Askins & Little of Carlisle. Work to the smaller memorials will be carried out by a combination of the City Council's own workmen and local firms. The conservation architect required by English Heritage is Johnson and Wright of Carlisle. Green Spaces team have produced several options for landscaping for consideration.

STREET CLEANING AND WASTE SERVICES - Resources are being diverted to the clearing of leaf fall from October to December. The scheduled bin replacement is now complete.

The street cleansing teams are clearing some of the back lanes that have been identified as suitable for wheeled bins as a result of the consultation from the purple sack review. Letters have already been sent to the areas concerned to allow the residents the opportunity to clear the lane of any valuables or raise any objections they may have. The team have been advised not to clear any lane if approached by a resident objecting on the actual clearance day.

The 'Billy Goats' that have been purchased to enable the mobile teams to vacuum clean larger areas such as footpaths have been a useful time saving addition to the street cleaning equipment

The first phase of the bin roll out is scheduled for 26th October 2013. Those residents that are scheduled to receive a bin and have specifically called the Council to voice their concern have either already been revisited or are due to be visited this week. On the second visit where it is confirmed that the resident cannot have a bin due to access they will be added to the gull sack collection.

Meeting Date: 5 November 2013

Public/Private*: Public

Title: **Economy & Enterprise Portfolio Holder's Report –
Councillor Heather Bradley**

PLANNING

North West Coast Connections Project – National Grid

The public consultation on National Grid's North West Coast Connections Project has not taken place this autumn as anticipated. This decision was made following meetings National Grid has had with senior managers and new directors at NuGen (the company building the new Moorside power station). These ongoing discussions, and NuGen's own positive approach, about the outcome of choice of technology should enable National Grid to make an announcement about the start of the public consultation early in the New Year. This should allow for a more focused and informed consultation as the Project moves forward, and provide for easier understanding of all necessary works.

In the meantime National Grid is committed to undertaking a thorough and extensive consultation exercise and in the coming months will continue to work closely with NuGen, as well as all those organisations it has been working with on the Project over the past four years, to ensure this vital project can move forwards in a timely manner.

A Member briefing will be arranged in relation to the new consultation programme.

Local Plan

Consultation on the Local Plan came to a close on Monday 16th September. The Council have received 192 responses to date that have made 924 separate comments. Responses are still coming in. The Council will continue to welcome people's comments and any new information will be fed into the continued preparation process of the Local Plan.

Overall the responses have focused upon housing related issues and the location of sites. There is a mixture of supportive comments with alternatives put forward but also a healthy batch of objections but far fewer than previous consultations and not in the same intensity over certain sites. The responses have been more considered and specific to certain policies. Each response has been acknowledged and the team are currently producing a summary report that shall theme the main issues and how these will be considered as the Plan is progressed. This will then be available to view on the Council website.

Through the consultation process further sites have been put forward for development that will need to be assessed. The Council have also met with a Senior Planning Inspector who reviewed the Local Plan and offered advice. He recommended an additional stage of consultation in the New Year to allow the public the opportunity to comment on some of the possible changes that will need to be incorporated in the Local Plan. This includes updating the evidence base on viability, housing and employment land.

In other planning news Dalston Parish Council are still keen to produce a Neighbourhood Plan for their area and the consultation on the boundary concluded over the summer with no comments received. The Council will continue to support Dalston as they progress this Plan.

ECONOMIC DEVELOPMENT

Small Business Saturday - 7th December

The aim of the day is to celebrate, support and promote small businesses at a key time in the shopping calendar. It is backed by a national media campaign and has already received cross party attention and support. This is the first time that the event has been run in the UK the campaign, however in the US, where it originated, it has become a national event.

The City Council is leading on delivery of activity on Small Business Saturday and discussions have already taken place with the University, Federation of Small Businesses, the City Centre Business Group and the Chamber amongst others, to promote the initiative in Carlisle. Primarily activity will take place in the Market Hall where empty stalls have been made available (Free of charge for SBS only) to small businesses who do not currently have a retail presence. The offer has also been extended to all schools within the district for students to have the opportunity to sell their products and/or services direct to members of the public on one of the busiest trading days before Christmas alongside other stall holders.

Brampton Business Association are also considering running a promotion to coincide with the event and are working with Economic Development to co-ordinate activity.

Member Workshop

Economic Development are the lead on several key projects within the Carlisle Plan. In order to engage Members in the process, a workshop day is planned for Wednesday 20th November. The day will cover three projects which would benefit from consultation with Members. These are: Old Town Hall Phase 2, Public Realm and City Centre Masterplanning. If you are able to attend, this would be the perfect opportunity to receive an update on each project and help inform officers as they begin the next phase of work.

Tourism Information Centre

The TIC is already preparing for the festive period with the Christmas grotto. There is a new Carlisle Christmas book in stock which is already selling well. A range of charity Christmas cards is also available. In fact the TIC is the only city centre location with such a good selection of cards.

It has been a busy time for TIC staff over the last couple of months with August and September seeing an increase of 10% on visitor figures compared with last year.

Councillor Heather Bradley
Portfolio Holder for Economy & Enterprise

Meeting Date: 5 November 2013

Public/Private*: Public

Title: **Communities & Housing Portfolio Holder's Report –
Councillor Jessica Riddle**

Housing & Health Services

Accommodation and Support Services

Residents moved into the new scheme at Water Street on 2nd October; and we are currently clearing the old scheme on London Road to ensure vacant possession prior to the sale of the building.

As well as a new building the team have introduced a new approach to service delivery based on an individually tailored support plan that offers choice and independence. In order to support these new systems, paperwork, interventions and staff approaches are being implemented, including a development and training programme for staff and residents.

In addition to the operational development several community projects and partnership initiatives are being developed to deliver a programme of positive engagement activities for residents to improve health and wellbeing and confidence:

- ⇒ Community initiative to develop the garden / play area with the Heathlands project and Laurie Brewis Trust (LBT)
- ⇒ Financial / money management advice to be delivered in co-ordination with Barclays Bank
- ⇒ A programme of arts and crafts and practical living sessions with the LBT and Barnardos
- ⇒ Partnership working with Hayton School and Carlisle College to develop art work for the replacement women and family accommodation; teaching worksheets for children within the hostel; and teaching worksheets to be developed for the children

attending Hayton School to promote homelessness awareness as a pilot for future prevention initiatives with young people and schools

- ⇒ A programme of education and training sessions with students from Carlisle College for residents including childcare, health and beauty, daily living skills etc
- ⇒ Drop in sessions planned in partnership with Children's services and the Hebron church including a community cafe, crèche and child care services
- ⇒ Art and crafts workshops with families and children, first session to take place 19.10.13

Welfare Advice Service

Total benefit gains for the period 1/4/13 until 30/9/13 are **£701,747.85**:

Telephone calls	1491
Total Appointments	640
Total Home Visits	75
Total Appeals	64
Referrals	100
Benefit Gains	701,747.85

Feedback from Clients

The service routinely seeks feedback on the services it provides. An extract from a letter written by a client is enclosed below;

"I would like to thank you for your help and advice regarding my benefit application which was disallowed. You lodged an appeal for me. The case was reconsidered and the benefit allowed.

I would not have been able to deal with the case myself as I have a daughter with multiple disability, who has been very ill over the last few months and her condition has deteriorated. Apart from this, I don't know enough about benefits and the appeal system and you were able to deal with this swiftly for me. This was a great relief as the situation was very stressful.

Thank you again for your support and expert advice."

Cumbria Affordable Warmth Project

The Energy Company Obligation

Carlisle City Council has led on a procurement process to select ECO Preferred Providers for Cumbria. Carlisle has chosen to work with SIG Energy Management who is expected to deliver around £5m investment in the District to alleviate fuel poverty and deliver carbon savings. The roll out of the programme is expected to commence in early spring 2014.

Homelife - Home Improvement Agency

In September we did 16 home visits. We had 4 referrals under the Sanctuary Scheme for victims of Domestic Violence. We also provided help and advice to 33 clients over the phone.

The Community Neighbour Coordinator, whose role is to develop a volunteer network to provide low level support to older people in their own homes, has recruited 16 volunteers, of which 5 are currently being matched to clients.

A Housing Caseworker, to facilitate hospital discharge where this is prevented by a housing issue, has been recruited and will be in post early November. We have advertised for an Apprentice to help with dealing with clients and expect to appoint someone in November.

Empty Homes

The City Council is leading on the Cluster of Empty Homes initiative. The City Council's target of returning 45 empty homes back in to use is progressing well, with fifteen grants approved to date.

Affordable Housing

Two Castles Housing Association is welcoming residents into their new homes after work completed on a £1.4million affordable homes scheme in Mayfield Avenue, Carlisle

Built in partnership with developers Cubby Construction and part-funded by the Homes and Communities Agency, the energy efficient scheme includes nine three-bedroom and two four-bedroom properties.

With support from Carlisle City Council, the development has been constructed to Code for Sustainable Homes Level Three Standards. Each individual home incorporates a range of energy-efficient features including photovoltaic solar panels helping to make each home even more affordable and reduce overall energy bills for tenants.

Cubby Construction sourced all labour, materials and sub-contractors from the local area, providing a welcome boost for growth and jobs.

Revenues & Benefits

Welfare Reform

Discretionary Housing Benefit (DHP) applications, are continuing to be received. 392 applications have been made from March – September 2013, an increase of 390% compared to the same period in 2012. 166 awards have been made resulting in payments of £42,519 and this represents 28% of the available funding. The increased volume of applications is still anticipated to increase as rent arrears arise, benefit cap reductions take effect and utility bills rise over the coming months. At present, enquiries are at lower than anticipated levels considering the numbers of customers affected, but this is in line with the experience of Councils generally across the country.

Crime & Disorder

Operation Roman Candle

On the build up to Bonfire Night, Carlisle City Council is joining forces with Cumbria Constabulary, Riverside Housing and Cumbria Fire & Rescue Service to stamp out dangerous 'hot spots'.

The City Council is leading on a multi-agency initiative to tackle anti-social behaviour. Operation Roman Candle will run between Friday, 25 October and Wednesday, 6 November. The partnership venture will deal with anti-social behaviour and nuisance fires during the half term, Halloween and Bonfire Night period.

This will include a series of co-ordinated activities including visits to schools, activities for young people, skip drops for Riverside tenants alongside enforcement measures including test purchasing, removal of unauthorised bonfires and high visibility patrols by the police.

Support Scheme for Victims of Anti-Social Behaviour

Referrals are now coming in for the new scheme which has been funded by the Police and Crime Commissioner. The scheme which offers a free home safety check to anyone that has been a victim of ASB or is vulnerable to the threat of ASB has been working well and more than 10 residents are now receiving additional support.

Customer Services

Foyer Re-design

Work on the refurbishment of the Civic Centre foyer is nearing completion. The self serve pedestals are in place and the statistics indicate they are being used frequently. Triage receptionists are now in post and assisting customers to self serve where required. The

introduction of triage receptionists means a new way of service delivery at the first point of contact within the Civic Centre. The receptionists will ascertain what the customer needs prior to them entering the contact centre. In some cases the receptionists will be able to assist the customers themselves. In other cases the receptionist will ensure the customer gets the correct information to answer their query or directs them to the contact centre. This will enable the advisors within the contact centre to serve those customers who really need them. This is especially important as welfare reform changes bed in and claims for benefit get longer and more complex.

The decoration of the foyer to reflect the Carlisle Story should be complete by mid November. New heaters in the foyer and the entrance area have been ordered and will also be in place for mid November. Work is scheduled to be done on the automatic doors to the entrance of the Civic Centre to ensure the foyer stays warm in the cold weather for the benefit of staff and customers.

Councillor Jessica Riddle
Portfolio Holder for Communities & Housing

Meeting Date: 5 November 2013

Public/Private*: Public

Title: **Culture, Health, Leisure & Young People Portfolio Holder's Report**
– Councillor Anne Quilter

The Old Fire Station

The City Council is currently developing a pilot programme for the Old Fire Station, which includes extensive engagement with local artists to fill the programme over the coming months and promoting the forth coming Arts Centre to the general public and potential partners.

Between May and September the Old Fire Station was used to build large pieces of art, to be used for the Pageant Parade. A broad variety of community groups and the general public participated through workshops based at The Old Fire Station. Over 300 people took part in the workshops with approx 150 taking part in the parade, alongside 33 newly made giant puppets and large pieces of art.

From October 2013 to June 2014 The Old Fire Station will be used to trial a pilot programme of initiatives. Currently there are five groups who will imminently be using the space:

- Soundwave - opera singing workshops open to the general public;
- Creative Wellbeing - Arts and crafts and creative writing workshops, working particularly with adults needing confidence building and signposting as well as the broader public
- Cumbria Dance - Dance, music and movement sessions for pre-school children
- Impecunious - Puppet making working with participants from the Pageant
- DARTH Audio - Digital audio recording studio and workshops open to all.

There are another three groups waiting to confirm dates to join the pilot programme.

Talks are well underway with the University of Cumbria, to look at working in partnership around exhibitions, use of space and formally linking up with students, potentially to offer apprenticeship style opportunities. The University are also interested in being part of our outreach model, offering skills and venues.

From June 2014 the pilot programme will end and the Old Fire Station will be closed for refurbishment until February 2015. In this period the opening Art Centre programme will be developed, as will an active 'arts outreach' programme.

Events

Fireshow

Plans are well underway for this year's annual Fireshow to be held on Saturday 2nd November in Bitts Park, Carlisle. Pre-entertainment will start at 6.30pm and the bonfire lit at 7pm. The whole event is likely to last for around an hour. Admission is free, although collections will be made for the Mayor's Charity Fund and Rotary Club Carlisle (South). Spectators are being asked to generously, as local charities will benefit. It will be the 27th Fireshow event staged by Carlisle City Council. A giant bonfire will be centre stage and more than 2,000 spectacular fireworks will also make sure the event goes with a 'bang'.

This year's Carlisle City Council Fireshow will bring the city's history to life with a sparkling tale that will include Romans, an evil sheriff and a battling King.

The established community event will be themed on 'The Carlisle Story' and will animate the city's history with a dramatic tale which spans from Roman times and includes the Great Fire of Carlisle in 1292. There will also be an appearance by the menacing Sheriff de Lucy who refused the citizens of Carlisle their right to trade, (all because the great fire burnt away the documents proclaiming their rights to trade) and the resurgence of the city as a thriving market town by King Edward III.

This year's theme links in with the Carlisle Pageant, held this August, which also celebrated the city's history and involved the ancient proclamation of the Great Fair by King Edward III in 1352.

Fireshow FunDay

Plans are also underway to hold a Fireshow Funday in the City Centre that will compliment the already popular and successful Fireshow that is held each year at Bitts Park. The aim

is to encourage a mix of young, old and diverse residents into the city centre so that the foot fall is increased, enhancing businesses and engaging with the residents so that they can spend a fun free afternoon in Carlisle before moving on to Bitts Park to attend the Fireshow.

The event is sponsored by Carlisle College and will run from 2pm – 6pm. A variety of activities will take place in the city centre pedestrianised area, the Tourist Information Centre plus a local band playing on the Bandstand. Entertainment will include facepainters, photobooth, mix & mingle crowd entertainers (including a Fire Breather), Fire Service Community Volunteers and some food stalls.

Christmas Lights Switch-On

Christmas Lights Switch-On will take place on Sunday 17th November – event commences at 2pm with entertainment including a carol service, Carlisle Song for Christmas, dance performances, comedy entertainment, panto fun plus some celebrities followed by a countdown to the switch-on at 5.30pm.

Sports Development

Various activities relating to sport and Physical activity continue to be developed across Carlisle and include

- The Sport and Physical Activity strategy is finalised and work is now concentrating on the Sports facility strategy and playing pitch strategy. A steering group involving the University of Cumbria, Carlisle Leisure, Carlisle College, Richard Rose Morton Academy, Active Cumbria and Cumbria County Council are advising on the strategy to produce a coherent plan for sports facilities in Carlisle.
- An agreement with British Cycling to develop trained ride leaders, route planners and organise and deliver over 50 led cycle rides in Carlisle over the coming 18 months. This is thanks to funding from Groundworks UK and British Cycling. The first 2 led rides were organised as part of the Tour of Britain and started at Watchtree Nature Reserve and the Sands Centre respectively. 50 adults and children took part in the rides. A cycle leader course has also taken place to train 10 new adults to be ride leaders.
- Supporting Carlisle Sports Council to organise the 2013 Carlisle Sports Awards. The awards take place on the 26th October at the Shepherd's inn. Local clubs, coaches and volunteers will be celebrated on the evening.

- Successful sports specific camps have taken place as part of the Go 4 it holiday schemes including tennis at Bitts Park and Athletics at the Sheepmount stadium.
- Applied to the tennis foundation for Carlisle to be a disability tennis hub to include the development of wheelchair tennis, visually impaired tennis and tennis for those with physical and mental disabilities. The application was successful and we received £4000 to develop disability tennis.
- We are currently working with England Athletics to develop outdoor running routes linked to Parks and Open Spaces.
- We are currently working with Carlisle Rifle Club based at the Sheepmount stadium to look at facility aspirations linked to Club development.
- The Sport England community activation fund is going well. The SPAA foundation are delivering this for us and the Activate Young People Clubs take place Tuesday to Saturday in different parts of the City including urban and rural areas. A new Asian men's football session has also been set up as part of this scheme.
- The junior tennis programme at Bitts Park attracts 180 young people per week to various parks tennis activities. Free schools tennis is also being provided at Bitts Park and in local primary schools as part of the tennis development plan.
- Currently taking an advisory role with the Harraby Project. This involves ensuring the correct specification of facilities are developed and local clubs, sports and national governing bodies of sport are consulted with.

Tullie House Update

Mechanical Circus Exhibition

This entertaining, circus-style exhibition at Tullie House opens in February 2014 and is inspired by Tullie House's popular Flying Reiver. The exhibition combines modern mechanical sculptures with centuries-old physics games and puzzles to prove that science and technology are alive and absorbing.

The outreach programme will take place in the run up to the exhibition opening and is targeted at schools and youth clubs across Carlisle. There will be a number of workshops which will engage children and young people with arts and culture through bringing exhibits to them. The workshops aim to demystify the museum and encourage people to celebrate local art and culture.

Youth Club participants will receive an accredited award called the Arts Award and will be invited to a celebration event at Tullie House. This funding will be used to target specific

areas of deprivation in Carlisle where children and young people do not access the museum or art projects with a view to bridge this gap.

Tullie House Trust is delighted to have received a grant from the Community Grant from the Cumbria County Council, Carlisle Local Committee and the Cooperative's Community Fund towards a planned outreach programme to accompany the UK premier of the Mechanical Circus exhibition.

Victorian Film Day

With Arts Council funding Tullie House Trust commissioned a film about Victorian Carlisle. They commissioned a digital artist filmmaker, and historical interpreter based on Mr Dixon of Dixon's chimney fame. In the re enactment Mr Dixon did a tour of Tullie House (his home) and was interviewed by various urchins and mill workers from Dixon's factory. The cast, home educated youngsters and their parents will be set within historic photos using the magic of green screen techniques. The film will be used for promotional purposes as an introduction to secondary school workshops.

The Big Draw 2013

On Saturday 19 and Sunday 20 October Tullie House ran a weekend of art activities in partnership with the Big Draw 2013 and the Family Arts Festival. This is the largest drawing festival in the world. Over the weekend Tullie House Visitors joined artist Pui Lee as she invited them to 'Draw Tomorrow' inspired by artefacts from our collection, contemplating how museums in the future may be filled with cases of ancient I-pads and Xboxes and ran by robots!

The Big Draw runs from 1 October to 3 November in fifteen countries, with more than 200,000 people of all ages expected to take part in 900+ events. Hundreds of new and enjoyable drawing activities connect people of all ages with museums, outdoor spaces, artists - and each other. These events are for those who love to draw, and those who think they can't.

Since its launch in 2000, The Big Draw has successfully supported the Campaign for Drawing's aims by encouraging everyone to draw. Big Draw events highlight the power of drawing to help people see, think, invent and take action

Hartnell to Amies Exhibition

Tullie House will be hosting an outstanding costume exhibition of dresses designed by Couturiers Hartnell, Amies and Others. The exhibition is open between 26 October 2013 – 26 January 2014. This retrospective exhibition of stunning frocks, accessories and daywear by Her Majesty the Queen's designers Hartnell and Amies between the 1920s and 1990s. The exhibition showcases the elegant, innovative couture of ground-breaking

designers Norman Hartnell, Hardy Amies and others. It explores how the Queen's patronage of ground-breaking British designers helped put London on the international fashion map after the Second World War and celebrates the timeless elegance of fashionable 20th century British couture. Fashion exhibitions have been extremely popular at Tullie House and the Hartnell to Amies exhibition is going to be no exception. Tullie House is working with fashion and design students. A series of talks, tours and a learning programme will take place throughout the course of the exhibition.

Councillor Anne Quilter

Portfolio Holder for Culture, Health, Leisure & Young People

Report to: Council

Agenda
Item

12(i)(b)

Meeting Date: 5 November 2013

Public/Private*: Public

Title: **Community Overview and Scrutiny Panel - Chairman's Report –
Councillor Mrs Luckley**

The first report on Carlisle's Play Provision was received at the Panel's October meeting. This included an assessment of all the Council's 69 play areas and their existing play equipment, the majority of which were found to be in either good, average or excellent condition. However, there were a large number of play areas where the usage was estimated to be low and play areas where there was some equipment either poorly located or obsolete. The next step in the review is to establish a set of criteria or principles whereby the Council can achieve high quality play facilities in their play areas accessible to all children.

Discussion centered around the challenge for the Council in achieving this aim with no capital budget having been set and only a limited revenue budget for replacing obsolete equipment. There were questions and ideas regarding community support for the play areas, which included the use of funding from Section 106's; local support groups seeking external funding, the 500m Local Play area being extended and that views and suggestions from the Ward Councillors and community representatives be welcomed. Also, a recommendation was agreed to request the Executive to consider a capital budget for the replacement of obsolete but required equipment.

The Panel examined an updated report on the effect of the changes in Welfare Benefits that have been dealt with by the Revenues and Benefits Services. The requests for discretionary assistance had substantially increased and there had been a 10% increase in successful applications in contrast to the same period last year. Questions concerning the service were in regard to the judgement that Assessment Officers could use, the assistance or advice given when an applicant wasn't eligible for discretionary payments and further information was requested on the performance of the service. That report will come to the Panel at the end of the next quarter.

The changes brought about by Welfare Reform has increased the demand for advice and the Panel were able to scrutinize the work of the Council's Benefit and Welfare Advice Service following the presenting of a report on the first quarter outcomes.

For a total annual cost to the Council of £163,000 the service deals with the increasing number of requests for advice which in the first quarter of the financial year resulted in the drawing down of over £560,000 in total for applicants. Questions were asked about the times the Council service was available and on the partnerships that have been formed with other agencies giving this service and the effect this has for people requesting advice. The Panel were satisfied that the service, although under increasing pressure, had performed well in the first quarter of the year.

The final item for scrutiny was the Transformation Update. The Panel were informed that the savings required this year had been achieved, except for a shortfall of £42,000 which it was planned to be taken corporately in the next financial year. The Panel accepted the reasons given.

Cllr Olwyn Luckley
Chairman

Meeting Date: 5 November 2013

Public/Private*: Public

Title: **Chairman's Report – Councillor Reg Watson**

Overview Work Programme

If any members of the Council not on the Resources Panel have any ideas that they would like the Panel to examine please get in touch. After the successful start made by the Saving Paper Task Group I had talks with Councillor Tickner and we believe this work would be better added to a reinstated Environmental Group that has gained improvement in the past. We now await Executive approval.

Sickness Absence

The Panel was pleased to see that the sickness absence continues to improve and we thank the officers for their efforts.

Council Financial Position

The Council's financial position will continue to be closely scrutinised more fully in the next quarterly report and I agree that we must maintain a prudent approach to ensure a sustainable budget position in future years.

Budget identified savings of £890K for 2013/14 will challenge us all in the next 12 months.

Automated Services project

Aims to shift services from written, telephone and face to face contact has moved forward at a good pace and will pay dividends in future years.

Report to: Council

Agenda
Item

12(iii)(b)

Meeting Date: 5 November 2013

Public/Private*: Public

Title: **Environment & Economy Overview and Scrutiny Panel - Chairman's Report –
Councillor Mrs Bowman**

The Panel have met twice since my last report to Council.

The focus of the meeting on the 12th September 2013 was to gain a better understanding of the development of the Business Interaction Centre (BIC). Mr. M. Berry, University of Cumbria attended and gave the Panel an overview of the work undertaken so far and responded to questions.

A visit to the BIC has been arranged for the 6th November 2013, allowing time for the Centre to become fully operational.

An update on the Tourism Strategy enabled the panel to raise questions of the Director and the Leader on the delivery of the Tourism Service.

A lively debate and questioning of details concerning the Local Enterprise Partnership and the Old Town Hall, Phase 2 made for an interesting meeting on the 17th October 2013.

Appreciation of the extensive work that has been undertaken by the Local Plan Team on the Preferred Options Consultation was acknowledged by the Panel.

Full details of the discussions are included within the Minute Book.

Councillor Marilyn Bowman
Chairman.

Report to Council

Agenda
Item:

19(i)

Meeting Date: **5th November 2013**
Portfolio: **Finance, Governance and Resources**
Key Decision: **Yes**
Within Policy and
Budget Framework **YES**
Public / Private **Public**

Title: **REPAIRS TO THE CENOTAPH AND OTHER WAR MEMORIALS**
Report of: **DIRECTOR OF RESOURCES**
Report Number: **RD34/13**

Purpose / Summary:

This report seeks Council approval to proceed with the Cenotaph and other war memorials repair project and approve funding of £40,000. The Executive considered the report at the meeting on 30th September 2013 (refer to minutes attached).

Recommendations:

The Council is to approve the development of the project and the release of capital funding of £40,000 to be spent as detailed at paragraph 4 of the report.

Tracking

Executive:	30th September 2013
Overview and Scrutiny:	Not Applicable
Council:	5th November 2013

1. BACKGROUND

The 100th anniversary of the start of the First World War takes place in July 2014. There are also several important anniversaries relating to events in that war taking place over the next 4 years. The Cumberland and Westmorland war memorial – the Cenotaph – is located in Rickerby Park and the City Council has responsibility for maintenance.

2. PROPOSALS

2.1 It is proposed that the City Council prepare for this important anniversary by ensuring that the Cenotaph and other war memorials in Carlisle are in good condition to show due respect to the sacrifice made by so many local people. In some cases this requires major restoration work and in others only cleaning is required.

The major part of the work involves restoration work to the Cenotaph. A schedule of repair work has been prepared and this has formed the basis of a successful grant application to the War Memorials Trust. Landscaping work is also to be carried out to the area enclosed by the iron railings surrounding the Cenotaph. This work will aim to restore the landscaping to the original design by Sir Robert Lorimer dating from the opening in 1922.

The County Council have been invited to participate in the project. To date they have responded by considering restoration of the memorial suspension bridge in Rickerby Park in time for the anniversary.

Other war memorials in the city will be included as part of the project. These are;

- Stanwix war memorial
- Harraby war memorial on London Road
- Botcherby war memorial on the corner of Warwick Road / Victoria Road
- Carlisle cemetery war memorial
- Greenmarket war memorial
- Civic Centre war memorial
- Eden Bridge Gardens war memorial

The work required to these memorials includes stone repairs, restoration of lettering, re-painting of railings, re-pointing of masonry joints, landscaping work and cleaning.

In addition to the restoration work the Department of Communities and Local Government is commissioning commemorative paving stones, one for each VC recipient, to be located in their home towns. Carlisle will receive two of these stones in commemoration of Rear Admiral Edward Courtney Boyle and Lt Joseph Henry Collins. Refer to appendix one and two.

Programme

The proposed programme takes into account the need for the war memorials to be available and in good condition on Armistice Day (11th November 2013) and the preceding weekend.

Landscaping proposals are such that they can be carried out in the spring without the need for over-wintering to allow new plants to become established.

Grant award from English Heritage	21 st August 2013
Confirmation of funding requirement / Exec approval	30th September 2013
Investigation work at Cenotaph (metal detection)	by end of October 2013
Scheduling of work to smaller memorials	by end of December 2013
Repair and cleaning work to Cenotaph	March to May 2014
Repair / cleaning to smaller memorials	March to June 2014
Landscaping work at Cenotaph	April / May 2014
Other landscaping work	March to June 2014
100 th anniversary of start of WW1	28 th July 2014
Lay paving stone commemorating Rear Admiral Boyle	2015
Lay paving stone commemorating Lt Collins	2017

3. CONSULTATION

3.1 Consultation to Date

The War Memorials Trust / English Heritage

The War Memorials Trust has been approached for grant assistance with the Cenotaph project. They have approved the grant application and on 21st August awarded a sum of £27,575 to the project.

Conservation Officer

The Cenotaph is a Grade 2 listed monument. The council conservation officer has been consulted both on the cenotaph maintenance proposals and the restoration of the iron railings that took place last year.

County Council

As the Cenotaph commemorates the sacrifice of both Cumberland and Westmorland, extending beyond Carlisle, the county council were informed of the city council proposals and invited to participate in a joint project.

Access Officer

The council access officer has been consulted on the possibility of improving the access to the upper level of the monument where wreaths have traditionally been laid.

Green Spaces Manager

The landscaping work is an important part of the project which is being organised by the council green spaces team.

Royal British Legion

The local representative of the Royal British Legion, Mr Tony Parrini, has discussed the project with officers and offered the assistance of the Legion. His comments and suggestions have been noted and been given consideration.

Consultation proposed;

Finance

Communities Manager

4. Estimated Costs

Work to Cenotaph - £40k

Work to other memorials - £15k

Landscaping work - £12k

Total Costs - £67k

Less Grant from English Heritage and the Wolfson Foundation of £27k

Funding requirement - £40k

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

5.1 The Council is asked to approve the Cenotaph and other war memorials repairs project and the release of funding of £40k.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 The project will contribute towards the council's heritage responsibilities and support educational and learning priorities relating to local and international history.

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/RISKS:

Chief Executive's – No impact

Community Engagement – Local ex-servicemen's organisations, schools

Economic Development – Large scale anniversary events will attract visitors to Carlisle and boost local trade.

Governance – The project will help the Council to meet its legal requirements to protect heritage property

Local Environment – Will enhance local green spaces

Resources – The proposal to spend £67,000 on renovation and restoration works to the Council's war memorials will need to be added to the Capital Programme for 2013/14. As this is a new scheme, it will need to be funded from capital receipts. The Medium Term Financial Plan shows that there is a surplus balance of capital receipts anticipated by the end of 2018/19 of £522,000, and the agreement to use receipts for this scheme will reduce this figure to £462,000. There is a potential for some of the works to be grant funded pending the outcome of funding applications and any successful awards will reduce the amount required from capital receipts. hasen

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Appendices

APPENDIX ONE – Extract from Dept. of Communities and

attached to report: Local Government website 5th August 2013

**APPENDIX TWO – Victoria cross citations Rear Admiral Boyle
and Lt Collins**

Commemorative paving stones for Victoria Cross recipients

Victoria Cross recipients will be at the heart of our plans to commemorate the centenary of the First World War. Special commemorative paving stones will be laid in the home towns of all those in the United Kingdom awarded the Victoria Cross for valour ‘in the face of the enemy’ during the conflict.

Communities Secretary Eric Pickles has announced a national competition to design specially commissioned paving stones which will be presented to councils in the areas where those Victoria Cross recipients of the First World War were born.

The stones will provide an enduring legacy in local communities of their local heroes- a fitting tribute to mark the centenary of their extraordinary bravery and service fighting for their country. This will also enable residents to gain a greater understanding of how their area fitted into the story of the First World War.

Communities Secretary Eric Pickles said:

It is our duty to remember the British and Commonwealth troops who lost their lives fighting in the Great War and we are determined to make sure their bravery for King and Country is not forgotten.

Laying paving stones to mark these Victoria Cross heroes will ensure that there is a permanent memorial to all the fallen who fought for our country and the competition is a great way for people from all corners of the United Kingdom to get involved.

This will connect communities to their shared history, help residents understand how their area played its part in the Great War, and ensure memories of that sacrifice for British freedom and liberty are kept alive for generations to come.

APPENDIX TWO – VICTORIA CROSS CITATIONS

Boyle, Edward Courtney

Rank: Lieutenant-Commander, later Rear Admiral

Regiment/Service:

Royal Navy

Citation

Admiralty, 21st May, 1915.

The KING has been graciously pleased to approve of the grant of the Victoria Cross to Lieutenant-Commander Edward Courtney Boyle, Royal Navy, for the conspicuous act of bravery specified below:

For most conspicuous bravery, in command of Submarine E. 14, when he dived his vessel under the enemy minefields and entered the Sea of Marmora on the 27th April, 1915. In spite of great navigational difficulties from strong currents, of the continual neighbourhood of hostile patrols, and of the hourly danger of attack from the enemy, he continued to operate in the narrow waters of the Straits and succeeded in sinking two Turkish gunboats and one large military transport

COLLIN, JOSEPH HENRY

Rank:

Second Lieutenant

Date of Death:

09/04/1918

Age:

24

Regiment/Service:

King's Own (Royal Lancaster Regiment)

4th Bn.

Awards:

V C

Grave Reference

III. A. 11.

Cemetery

VIEILLE-CHAPELLE NEW MILITARY CEMETERY, LACOUTURE

Additional Information:

Son of Joseph and Mary Collin, of 8, Petteril Terrace, Harraby, Carlisle.

Citation

An extract from "The London Gazette," dated 25th June, 1918, records the following:- "For most conspicuous bravery, devotion to duty and self-sacrifice in action. After offering a long and gallant resistance against heavy odds in the Keep held by his platoon, this officer, with only five of his men remaining, slowly withdrew in the face of superior numbers, contesting every inch of the ground. The enemy were pressing him hard with bombs and machine-gun fire from close

range. Single-handed 2nd Lt. Collin attacked the machine gun and team. After firing his revolver into the enemy, he seized a Mills grenade and threw it into the hostile team, putting the gun out of action, killing four of the team and wounding two others. Observing a second hostile machine gun firing, he took a Lewis gun, and selecting a high point of vantage on the parapet whence he could engage the gun, he, unaided, kept the enemy at bay until he fell mortally wounded. The heroic self-sacrifice of 2nd Lt. Collin was a magnificent example to all."

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 30 SEPTEMBER 2013

EX.106/13 REPAIRS TO THE CENOTAPH AND OTHER WAR MEMORIALS (Key Decision – KD.020/13)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Resources

Subject Matter

The Finance, Governance and Resources Portfolio Holder reported (RD.34/13) that July 2014 would mark the 100th anniversary of the start of the First World War, in addition to which several important anniversaries relating to events in that War would take place over the coming four years.

Members would be aware that the City Council had responsibility for maintenance of The Cumberland and Westmorland War Memorial (The Cenotaph) located in Rickerby Park. It was proposed that the City Council prepare for that important anniversary by ensuring that The Cenotaph and other War Memorials in Carlisle were in good condition to show due respect to the sacrifice made by so many local people. It should be noted that major restoration work was required in some cases, whilst in others only cleaning was required.

The Finance, Governance and Resources Portfolio Holder indicated that a major part of the work involved restoration work to The Cenotaph. A schedule of repair work had been prepared which formed the basis of a successful grant application to the War Memorials Trust. He added that landscaping work would also be carried out to the area enclosed by the iron railings surrounding The Cenotaph, the aim being to restore the landscaping to the original design by Sir Robert Lorimer dating from the opening in 1922.

The County Council had been invited to participate in the project. To date they had responded by considering restoration of the memorial suspension bridge in Rickerby Park in time for the anniversary.

The following War Memorials in the City would also be included as part of the project:

- Stanwix War Memorial
- Harraby War Memorial on London Road
- Botcherby War Memorial on the corner of Warwick Road / Victoria Road
- Carlisle Cemetery War Memorial
- Greenmarket War Memorial

- Civic Centre War Memorial
- Eden Bridge Gardens War Memorial

The work required included stone repairs, restoration of lettering, re-painting of railings, re-pointing of masonry joints, landscaping work and cleaning. In addition to the restoration work the Department of Communities and Local Government was commissioning commemorative paving stones (one for each Victoria Cross recipient) to be located in their home towns. Carlisle would receive two of those stones in commemoration of Rear Admiral Edward Courtney Boyle and Lt Joseph Henry Collins, as detailed at Appendices 1 and 2.

The Finance, Governance and Resources Portfolio Holder further advised that the proposed programme took into account the need for the War Memorials to be available and in good condition on Armistice Day (11 November 2013) and the preceding weekend. Details of the project timetable were provided.

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

Summary of options rejected None

DECISION

That the Executive recommend to Council to approve the development of the project of repairs to the Cenotaph and other war memorials; and the release of capital funding of £40,000 to be spent as detailed at paragraph 4 of Report RD.34/13.

Reasons for Decision

To secure approval of the project to undertake repairs to the Cenotaph and other war memorials, together with the release of funding of £40k

REPORT TO COUNCIL

Agenda
Item:

19(ii)

Meeting Date: 5th November 2013
Portfolio: Environment and Economy
Key Decision: Yes
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: Old Town Hall – Phase 2 Update
Report of: Director of Economic Development
Report Number: ED 36 13

Purpose / Summary:

To provide Members of the Council with an update on Phase 2 of the Old Town Hall Scheme, Carlisle.

Recommendations:

The Members of the Council are asked to:

1. Approve the release of funding to deliver the project in line with the programme and budget outlined in this report.

Tracking

Executive:	
Overview and Scrutiny:	
Council:	

1. BACKGROUND

- 1.1** The Old Town Hall is an iconic building situated in the centre of Carlisle. Over the years the ground floor of the building has remained in commercial and retail use whilst the grander public rooms at first floor level have accommodated a number of important civic functions, including most notably the Courts of Assize until 1861, the City's Magistrate Court until 1941 and Council Chamber and offices of the City of Carlisle Corporation until 1964.
- 1.2** The first floor currently has two public spaces, one of which is used as a Tourist Information Centre, and the other known as the Assembly Room which is currently used for meetings and functions. A number of retail and food and drink outlets are located on the ground floor.
- 1.3** Building maintenance works and building operations are the responsibility of Carlisle City Council's Buildings & Facilities Management team whilst ground floor tenancies are managed by its in-house property team.
- 1.4** A set of development proposals for the Old Town Hall were originally worked up in 2009/10 by a project team including City Council staff (Economic Development, Conservation, Property and Building Services), Cumbria Tourism & Carlisle Tourism Partnership with the support of an external design team.
- 1.5** The project resulted in a Conservation Management Plan, Options Appraisal document and a Preferred Option and Business Plan being prepared which recommended a comprehensive upgrade of the building and its facilities.
- 1.6** An overall funding package was proposed including City Council capital, an HLF bid, funding from the North West Development Agency and from English Heritage. The bid to HLF was rejected in December 2010 and as a result of closure of the Regional Development Agencies, NWDA funding was also withdrawn.
- 1.7** Since 2010 the condition of the fabric of the Old Town Hall has continued to deteriorate. This has necessitated progression of a Phase 1 repair project to address structural and weatherproofing problems identified in the Conservation Management Plan, thereby protecting the building for ongoing usage. In addition, some internal refurbishment has been carried out to the area occupied by the Tourist Information Centre and Assembly Room, including redecoration, new internal lighting and carpet.

- 1.8** The 'Repair and Restoration' project was drawn up and agreed by the City Council's Full Council in November 2012. This work has now been completed on site in June 2013 with the support of English Heritage grant funding through their PSICA scheme for Carlisle.
- 1.9** The completed project does not however include substantial features of the original project as drawn up in 2010, which now form the subject for the Phase 2 project.

2. PROPOSALS

2.1 The purpose of the Phase 2 project is to:

- a. Develop the role of the Old Town Hall as a gateway to Carlisle's Historic and cultural attractions, orientating visitors and showcasing key historic and visitor assets by an upgrade of the existing Tourist Information Centre with improved access from street level to the first floor and increased use of the adjacent Assembly Room'.
- b. The Tourist Information Centre will act as the strategic hub for visitors coming to explore Carlisle and the adjacent regions. It will provide the obvious starting point for their journey, whether it is a short walk around the Historic Centre of Carlisle, or exploring further afield to Hadrian's Wall, Lake District or Scotland. Local attractions include Carlisle Castle, Tullie House Museum and Art Gallery Carlisle Cathedral and Guild Hall.
- c. It will be at the centre of the wider visitor interpretative network and will act as a hub for visitors wishing to explore Carlisle and beyond. The overall aim of the interpretation at the Tourist Information Centre is to inspire and inform visitors. It will provide part of the experience, not just information.
- d. Given the breadth of the audience, consideration will need to be given to employment of a range of media to communicate the information and interpretation to the widest possible audience. The 'Carlisle Story' will be an integral part of this experience. From simple leaflets to AV presentation, the media must be practical, easy to use and able to connect with other local tourist hubs.
- e. Improved public realm and signage outside the Old Town Hall will also form part of the story and will need to reflect a quality experience and welcome to Carlisle.

- f. The overall intention is to modernise the service, to be more interactive and be more customer friendly. Any changes must aim to make the service fit for purpose for at least the next 15 years, so must be 'future proof' and stand the test of time.

3. PROJECT SCOPE

3.1 A Project Steering Group has been established to oversee delivery of the project. The project approach is for the Steering Group to review previously considered options and develop proposals for improvements to the building and public realm not covered by the completed Phase 1 project. This will include:

a. Restoration and upgrade of the building;

- Reworking the ground floor of the building, to accommodate a DDA and Fire Escape route compliant access from street level to the first floor including upgraded lobby, lift, staircase and disabled toilet facilities;
- Alterations to first floor circulation and service areas to access the Tourist Information Centre and Assembly Room.
- Progression of works identified as 'priority' repairs in the Conservation Management Plan which were not progressed as part of the Phase 1 contract. Further intrusive survey work will be required, to allow a greater understanding of evident defects which will need to be addressed as part of the Phase 2 project.

b. Retention and upgrading of the Tourist Information Centre in its current location

- Enhanced Tourist Information facilities providing an 'information hub' on the 'Carlisle Story', local history, attractions, festivals, events and accommodation in Carlisle and the surrounding area;
 - As existing - bookings, tickets, enquiries;
 - Information hub;
 - Potential for enhanced retail;
 - Increased advertising opportunities for Carlisle events and businesses;
 - High quality of service standards;
 - AV enabled;
 - IT enabled;
 - DDA compliant.

c. Restoration of the Assembly Room

- Improvements to the Assembly Room to support its use as a City Centre venue for exhibition and meeting space, to compliment the Tourist Information Centre and support the viability of the Old Town Hall;
 - City Centre Meeting venue and Exhibition Space;
 - Audience up to 50;
 - Flexible formats and layout;
 - Full range of AV equipment;
 - Fully IT enabled;
 - DDA compliant.

d. External upgrades:

- Improved exterior signage and feature flood lighting to the building;
- External public realm improvements to the area in front of the building with enhanced links to the Historic Quarter and wider tourism offer.

3.2. In summary the project will result in:

- Significantly improved and enhanced access for visitors, including the creation of an enhanced Ground Floor Public Entrance Foyer, with full access to the VIC and Assembly Room for wheelchair users improving the building's DDA compliancy.
- Reinstatement of the historic shop front between Costa Coffee and the external stair.
- Improvement of disabled WC facilities.
- Reinstatement of the original bright open space of the former Committee Room No 1 incorporating a new glass lift and timber stair.
- Refurbishment of the Assembly Room to provide a venue for meetings, weddings and exhibition etc.
- Removal, relocation and replacement of existing tired sales and exhibition stands, hanging exhibits, furniture, fittings and equipment and reception fitment.
- Comprehensive upgrading of facilities and services associated with a Strategic Visitor Information Centre (VIC) as set out in Cumbria Tourism's Strategic and Destination VIC's standards.
- More cost effective operation of the service with improved revenue generating potential.

3.3 Whilst a previous design team was appointed for the 2009/10 review, due to the time gap further procurement exercises will be required to appoint a specialist design team and contractor to help develop and deliver the Phase 2 project.

4. PROGRAMME

4.1 The Project Steering Group will work to the initial programme set out below. This will be further refined as the project develops.

• Steering Group Inception Meeting	11 th July 13
• Executive approves release of funding for the project	30 th Sept 13
• Overview and Scrutiny Panel consider the project	17 th Oct 13
• Co-ordinating consultant 'Invitation to Tender' issued	23 rd Oct 13
• Receipt of tenders	4 th Dec 13
• Co-ordinating consultant appointed	8 th January 14
• Commencement of Stage 1: 'Development of Detailed Proposals'	9 th Jan14
• Stage 1 'Final Project Plan' approved	19 th March 14
• Commencement of Stage 2: Implementation	24 th March 14
• Statutory Applications submitted	4 th April 14
• Building work Stage 1 Expressions of Interest issued	9 th April 14
• Evaluation and short listing	16 th May 14
• Stage 2 Building work tenders issued	6 th June 14
• Statutory approvals	June 14
• Building work tenders returned	18 th July 14
• Main Contractor appointed + mobilisation period	Aug – Sept 14
• Phase 2 works commence on site	8 th Oct 2014
• Phase 2 works completed	31 st March 15
• End of Defects Period / Final Account	31 st March 16

The programme will also include a workshop with Members in November on options.

5. BUDGET

5.1 A capital budget was allocated as part of the 2013/14 budget process for Phase 2 works to the Old Town Hall and the surrounding areas of the Greenmarket of £1,500,000 in 2014/15.

5.2. The Executive approved on 30th September 2013 re-profiling and release of funding of £798,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 project in line with the programme outlined in this report and budget breakdown detailed below:

To enable the forecast main capital expenditure to be fully expended during 2014/15, a provisional budget of £125,000 has been approved to cover project management fees and appointment of a project team from October 13. The budget(s) will be reviewed and adjusted as project content and costs are developed / confirmed

£000's	Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Total
Capital				
Building works		635	33	668
Fees: Professional - external	50	45	5	100
Professional - internal	12	13		25
LA fees: Planning & Bldg		5		5
Sub total: Capital	62	698	38	798
Revenue				
Temporary relocation costs TIC		10		10
Loose furniture and fittings		10		10
Tenant – relocation / compensation costs		15		15
Sub total: Revenue		35		35
Total				833

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- i. The Members of the Council note progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and support ongoing actions to deliver the project.
- ii. To ensure that the City Council maximises the use and commercialism of the Old Town Hall following completion of the Phase 1 Repair and Restoration works including developing its role as an information hub for Carlisle's historic, cultural and visitor assets.

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**Appendices
attached to report:**

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 30 SEPTEMBER 2013

EX.108/13 OLD TOWN HALL
(Key Decision – KD.022/13)

Portfolio Economy and Enterprise

Relevant Overview and Scrutiny Panel Environment and Economy

Subject Matter

The Economy and Enterprise Portfolio Holder submitted report ED.27/13 updating Members on the position following completion of the Phase 1 repair project to the Old Town Hall.

In terms of the project scope, the Portfolio Holder explained that the original Feasibility Study and Business Plan report recommended retention of the Tourist Information Centre in its current location; creating a new public entrance area on the ground floor; and securing improvements to the Assembly Room to support its use as a City Centre venue for exhibition and meeting space. The following areas had been selected by the Steering Group from that Study for further review:

- Restoration and upgrade of the building
- Retention and upgrading of the Tourist Information Centre in its current location
- External upgrades

A previous design team had been appointed for the 2009/10 review however, due to the time gap, a further procurement exercise would be required to appoint a specialist design team to help develop and deliver the Phase 2 works.

The Economy and Enterprise Portfolio Holder said that there were advantages and disadvantages with each option. It was therefore proposed that the Council enter into negotiations in order to establish the best team to develop and deliver Phase 2 of the project.

As part of the development of the project it was further proposed that options would be drawn up which would form the basis for discussion at a Member / Officer Workshop. Items for discussion included access; IT; signage; and use of the Assembly Room.

Members' attention was also drawn to Section 2 of the report which set out details of the initial programme and budget implications. It should also be noted that consideration was being given to other possible sources of funding in mitigation of the Council's costs.

In conclusion, the Economy and Enterprise Portfolio Holder moved the recommendations which were seconded by the Leader.

Summary of options rejected None

DECISION

That the Executive:

1. Noted progress on the preparatory work for Phase 2 Improvements to the Old Town Hall and supported recommended ongoing actions to deliver the project.
2. Approved for recommendation to Council, the re-profiling and release of funding of £797,000, profiled £62,000 in 2013/14, £698,000 in 2014/15 and £38,000 in 2015/16 to commence work on the Phase 2 in line with the programme outlined in Report ED.27/13.

Reasons for Decision

To ensure that the City Council maximised the use and commercialism of the Old Town Hall following completion of the Phase 1 Repair and Restoration works including developing its role as an information hub for Carlisle's historic, cultural and visitor assets

