

EXECUTIVE

MONDAY 13 FEBRUARY 2012 AT 1.00 PM

PRESENT:

Councillor Mitchelson (Chairman and Leader's Portfolio)
Councillor Bloxham (Environment and Housing Portfolio Holder)
Councillor Mrs Bowman (Economic Development Portfolio Holder)
Councillor Ellis (Performance and Development Portfolio Holder)
Councillor Mrs Geddes (Community Engagement Portfolio Holder)

ALSO PRESENT:

Councillor Mrs Luckley (Chairman of the Community Overview and Scrutiny Panel)
Councillor Mrs Rutherford (Chairman of the Environment and Economy Overview and Scrutiny Panel)

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of the Governance and Resources Portfolio Holder, the Town Clerk and Chief Executive and the Director of Community Engagement.

CALL-IN

The Chairman reported that the Mayor had agreed that the following items should be exempt from call-in as call-in procedures would overlap the City Council meeting on 6 March 2012:

- Housing Strategy 2012 – 16
- Sustainable Energy Project at the Sands Centre, Carlisle
- Revenue Budget Overview and Monitoring Report: April to December 2011

It was noted that the recommendations for the Sustainable Energy Project at the Sands Centre, Carlisle and the Revenue Budget Overview and Monitoring Report: April to December 2011 reports had been amended and an exemption for call in would no longer be required for those items.

AGENDA

The Chairman reported that agenda item A.2 Cumbria Strategic Waste Partnership's Enhanced Partnership Working Project – Conclusions of Stage 2 had been withdrawn from the agenda pending further discussions with the Cumbria Strategic Partnership.

The Chairman of the Environment and Economy Panel gave the Panel's support for closer co-operation between the City Council and Cumbria County Council.

DECLARATIONS OF INTEREST

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

EX.016/12 HOUSING STRATEGY 2012-16 (Key Decision)

Portfolio Environment and Housing

Subject Matter

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

Pursuant to Minute EX.129/11, the Deputy Chief Executive submitted report CD.19/12 presenting the Housing Strategy 2012 - 16 which would provide the principles for housing development in Carlisle during that period.

He reminded Members that the Housing Strategy superseded the previous Strategy and was a key document identifying the housing needs, challenges and solutions to be taken forward for the Carlisle district area. The Strategy Vision, which included the Council's vision, priorities and key actions, was presented in the corporate format at Appendix 1.

The Community Overview and Scrutiny Panel had on 24 November 2011 considered the matter and resolved:

"1) That the Housing Strategy 2011-15 and Action Plan be welcomed and the comments of the Panel, as set out above, be referred to the Executive.

2) That the Strategic Director and the Assistant Director (Community Engagement) submit an update on the accommodation for the University of Cumbria to a future meeting of the Panel."

A copy of Minute Excerpt COSP.88/11 had been circulated.

The Deputy Chief Executive further reported that the Housing Strategy 2012 - 16 had been revised to take account of comments received during the consultation period; feedback from representatives attending the Local Strategic Partnership event on 22 November 2011; and the Government's published Housing Strategy. In conclusion, he recommended that the revised Housing Strategy be approved for submission to Council.

The Chairman of the Community Overview and Scrutiny Panel thanked the Environment and Housing Portfolio Holder for his contribution to the Overview and Scrutiny Panel and outlined the following matters which Overview and Scrutiny would like to be involved in at an early date:

- The link between the Economic Growth of the City and the housing needs that would be required;
- How other lenders could be encouraged to provide more support to people in low cost housing;
- How the housing needs of the growing older and vulnerable population within Carlisle would be addressed;
- How the issue of appropriate student accommodation within the City would be addressed.

The Environment and Housing Portfolio Holder said that he appreciated the support of Overview and Scrutiny then moved the revised Housing Strategy 2012-16 following final consultation.

Summary of options rejected None

DECISION

That the revised Housing Strategy 2012-16 following consultation, as attached to Report CD.19/12, be referred to Council for approval.

Reasons for Decision

To enable the Housing Strategy 2012 - 16 to be taken forward

EX.017/12 INTERIM PLANNING STATEMENT - HOUSING (Key Decision)

Portfolio Economic Development

Subject Matter

(With the consent of the Chairman, and in accordance with Rule 15 of the Access to Information Procedure Rules, this item was included on the Agenda as a key decision, although not in the Forward Plan)

The Director of Economic Development submitted report ED.07/12 setting out the need for an Interim Planning Policy Statement (IPPS).

The Director of Economic Development outlined the background to the matter reminding Members that the Council had to ensure that a five year supply of housing was always available to be developed ie with planning consent. In order to monitor the position more closely an update of the housing supply position to the end of October 2011 was undertaken which indicated that the Council only had 3.63 years supply as of 30 September 2011. Most of the sites allocated for housing in the current Local Plan had now either been developed or had consent. He added that a high level of demand and a shortage of deliverable supply placed the Council in a vulnerable position regarding planning applications for housing development.

In order to ensure that development proposals did not undermine wider planning policy objectives it would be prudent to set out an Interim Policy, a copy of which was appended to the report. That policy would not allocate specific development sites for housing, but would guide where development may be appropriate and the circumstances under which it may be acceptable. The Interim policy would be in place until the Core Strategy provided the new direction for development.

In conclusion, the Director of Economic Development recommended that the Interim Planning Policy for Housing be approved for consultation.

Both the Environment and Housing Portfolio Holder and the Economic Development Portfolio Holder welcomed the report and noted its importance for the future.

Summary of options rejected None

DECISION

That the Interim Planning Statement for Housing, as appended to Report ED.07/12, be approved for consultation.

Reasons for Decision

In order to address the current deficiencies in the five year supply of new housing the Executive was requested to approve a draft IPPS for consultation with appropriate bodies

EX.018/12 CARLISLE CITY CENTRE BUSINESS IMPROVEMENT DISTRICT AND FORMATION OF CITY CENTRE MANAGEMENT COMPANY
(Key Decision)

Portfolio Economic Development

Subject Matter

(With the consent of the Chairman, and in accordance with Rule 15 of the Access to Information Procedure Rules, this item was included on the Agenda as a key decision, although not in the Forward Plan)

The Director of Economic Development submitted report ED.08/12 seeking authority for the formation of an interim City Centre Management Company as a key stage in the promotion and formation of the proposed Carlisle City Centre Business Improvement District (BID).

The Director of Economic Development outlined the background and existing position, commenting that the programme for development of the proposed BID for Carlisle was now underway. The first of a series of Project Newsletters and an accompanying survey had already been distributed to city centre businesses, introducing the BID concept, the likely benefits, and inviting comments on the proposals. The response to which would form the basis of the Business Plan. It was proposed that a formal Ballot of businesses would occur in July 2012, following which (and subject to the required majority) a formal BID company would be set up.

As part of the preparatory process the Steering Group considered it desirable that an Interim City Centre Management Company be established to act as the BID proposer and a framework for the business sector to work together. Normal practice emanating from the formation of other BIDs up and down the country was that it should be a "not for profit" company limited by guarantee comprising a number of private sector businesses, with Directors being appointed from that membership. The City Council should also be a member of the company. It was further expected that the Directors of the proposed interim company would effectively form the Shadow Board of any subsequent formal BID company.

The Director of Economic Development explained that an additional element of the statutory BID process was the drawing up of the scope and extent of delivery of certain services already provided by the City Council into the proposed BID area. That needed to be done and agreed before a formal BID Ballot could take place. She added that the Agreements referred to needed to be prepared and put in place by the City Council in line with the Operating Agreement and Baseline Agreement required by The Business Improvement Districts (England) Regulations 2004, Schedule 1, Point 1.

The Economic Development Portfolio Holder acknowledged the work that had been undertaken by officers and the support of businesses within the City Centre.

Summary of options rejected None

DECISION

That the Executive:

1. Granted authority to Officers of the City Council to set up and register a new "not for profit" City Centre Management Company ahead of the potential formation of the city centre Business Improvement District.
2. Granted authority for the City Council to be a member of the newly formed Company alongside private sector partners.
3. Agreed the Economic Development Portfolio Holder be the Director to the Board of that company.
4. Authorised Officers to prepare and enter into the Operating Agreement and Baseline Agreement as required by The Business Improvements Districts (England) Regulations 2004, Schedule 1, Point 1.

Reasons for Decision

To proceed with the formation of an interim City Centre Management Company as a key stage in the promotion and formation of the proposed Carlisle City Centre Business Improvement District

EX.019/12 SUSTAINABLE ENERGY PROJECT AT THE SANDS CENTRE, CARLISLE (Non Key Decision)

Portfolio Governance and Resources

Subject Matter

The Director of Resources submitted report RD.89/11 providing revised details of an opportunity for the Council to invest in a renewable energy project at the Sands Centre, Carlisle based on the feed-in-tariff for micro-generation.

He reminded Members that they had, on 26 July 2011 (EX.087/11), considered report LE.12/11 and approved various options for investment in renewable energy, including solar photo voltaic modules. Report LE.22/11 subsequently provided further information on the financial viability of the proposals, the criteria for approval being a return on investment of at least 8%. Since then the Government had reduced the feed-in tariff rate from 32.9p to 15.2p per kWh from 12 December 2012, however, a legal decision had revised that date to 2 March 2012. That had opened a window of opportunity for the Council to commission an array prior to 2 March 2012 and obtain the higher rate of feed-in tariff.

The Director of Resources advised that, by negotiating with the successful tenderer for the Civic Centre PV project and duplicating the specification for that project, it would be possible to meet the deadline and achieve an 11% rate of return on investment. However, should a further procurement exercise be required, it would not be possible to meet the target date. He added that,

although the share of the benefits from the project had yet to be negotiated between the Council and Carlisle Leisure Limited, a potential return was as detailed in the table within the report.

The Leader drew the Executive's attention to the recommendations on page one of the report and asked for their agreement that recommendation (iii) be changed to:

'Approve the use of the Asset Review receipts to fund this £60,000 capital scheme'

The Environment and Housing Portfolio Holder was delighted that the project had been able to progress and gave the authority the opportunity to show their green credentials and move forward with an innovate scheme. He took the opportunity to thank officers for the work they had undertaken on this scheme and many other successful schemes throughout the authority.

Summary of options rejected None

DECISION

That the Executive:

1. Exempted the procurement for the fitting of solar photovoltaic modules on the Sands Centre, as specified in Report RD.89/11, from the Council's Contract Procedure Rules pursuant to CPR1(d).
2. Approved the fitting of solar photovoltaic modules on the Sands Centre based on the changes to feed-in tariff, electricity cost and capital cost resulting in a rate of return to 11% which was above the 8% minimum set in the business case; and
3. Approved the use of the Asset Review receipts to fund this £60,000 capital scheme.

Reasons for Decision

The circumstances relating to feed-in tariffs had resulted in significant changes to the business case for solar PV projects. The unexpected changes and subsequent legal challenges had created uncertainty. The current situation presented an opportunity to achieve the Council's objectives both financial and environmental; however, a rapid response was essential to meet the deadline for grid connection of 2 March 2012

EX.012012 FORWARD PLAN
(Non Key Decision)

Portfolio Cross-Cutting

Subject Matter

The Forward Plan of Key Decisions for the period 1 February 2012 to 31 May 2012 was submitted for information.

Summary of options rejected None

DECISION

That the Forward Plan of Key Decisions for the period 1 February 2012 to 31 May 2012 be noted.

Reasons for Decision

Not applicable.

**EX.021/12 SCHEDULE OF DECISIONS TAKEN BY OFFICERS
(Non Key Decision)**

Portfolio Performance and Development

Subject Matter

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

Summary of options rejected None

DECISION

That the decision, attached as Appendix A, be received.

Reasons for Decision

Not applicable.

**EX.022/12 REFERENCE FROM THE AUDIT COMMITTEE – AUDIT PLAN
2011/12
(Non Key Decision)**

Portfolio Governance and Resources

Subject Matter

Pursuant to Minute AUC.09/12, consideration was given to a reference from the Audit Committee on 13 January 2012 concerning the Audit Plan 2011/12. The Committee wished to draw the Executive's attention to the considerable

amount of work required to ensure that the Council had accounted for heritage assets in accordance with FRS 30 Heritage Assets.

Copies of the Minute Excerpt and Audit Plan had been circulated.

Summary of options rejected None

DECISION

That officers from financial services were leading on the issue and discussions were taking place with property services to identify the Heritage Assets and more work was required.

Reasons for Decision

To respond to a reference from the Audit Committee concerning the Audit Plan 2011/12.

EX.023/12 REFERENCE FROM THE COMMUNITY OVERVIEW AND SCRUTINY PANEL – DISABLED FACILITIES GRANTS (Non Key Decision)

Portfolio Environment and Housing

Subject Matter

Pursuant to Minute COSP.10/12, consideration was given to a reference from the Community Overview and Scrutiny Panel on 12 January 2012 concerning Disabled Facilities Grants. The Panel had resolved -

"1) That the Executive be thanked for their detailed response to the Disabled Facilities Grants Task and Finish Group recommendations.

2) That the actions set out in the Executive's response be made into an action plan for monitoring purposes.

3) That the Director of Community Engagement report back to the Panel on the additional Disabled Facilities Grants funding received from Central Government."

A copy of the Minute Excerpt had been circulated.

The Chairman of the Community Overview and Scrutiny Panel thanked the Executive for their response to the recommendations of the Disabled Facilities Task and Finish Group and asked that the actions which had been set out in the Executive's response be made into an action plan for scrutiny purposes.

The Environment and Housing Portfolio Holder commented that work would be undertaken with Overview and Scrutiny to develop an action plan.

Summary of options rejected None

DECISION

That the comments of the Community Overview and Scrutiny Panel be received.

Reasons for Decision

To respond to a reference from the Community Overview and Scrutiny Panel concerning Disabled Facilities Grants.

EX.024/12 JOINT MANAGEMENT TEAM MINUTES
(Non Key Decision)

Portfolio Various

Subject Matter

The Minutes of the meetings of the Joint Management Team held on 5 and 19 January 2012 were submitted for information.

Summary of options rejected None

DECISION

That the Minutes of the meetings of the Joint Management Team held on 5 and 19 January 2012 be received, attached as Appendix B, be received.

Reasons for Decision

Not applicable.

EX.025/12 JOINT MEETING BETWEEN THE EXECUTIVE AND REPRESENTATIVES OF THE PARISH COUNCILS
(Non Key Decision)

Portfolio Cross-Cutting

Subject Matter

The Minutes of the joint meeting between the Executive and representatives of the Parish Councils held on 22 November 2011 were submitted for information.

Summary of options rejected None

DECISION

That the Minutes of the joint meeting between the Executive and representatives of the Parish Councils, attached as Appendix C, be received.

Reasons for Decision

Not applicable

EX.026/12 POLICY STATEMENT ON PAY FOR SENIOR OFFICERS (Non Key Decision)

Portfolio Governance and Resources

Subject Matter

The Director of Resources submitted report RD.85/11 presenting a Policy Statement on Pay for Senior Officers. He informed Members that English and Welsh local authorities were, under Section 38(1) of the Localism Act 2011, required to produce a Pay Policy Statement for 2012/13. The Statement must be agreed by Council by 31 March 2012 and each subsequent financial year thereafter. It could, however, be amended mid year if required.

The issues to be covered by the Statement related to Chief Officers' and Chief Executive's remuneration and also comparison with other employees. Remuneration was widely defined and included charges, fees, benefits in kind, increases / enhancements of pension entitlements and termination payments, as well as pay.

The Director of Resources added that the City Council had previously agreed a number of Policies relating to the majority of issues covered by the definition of "remuneration" within the Localism Act which applied to all employees, including the Chief Executive and Chief Officers. Although the Statement attached to his report made reference to those it did not reproduce the content. A number of minor changes were therefore required to the Policies referred to in the Statement (due in the main to legislative and organisational changes) and those were dealt with separately on the Agenda for this meeting.

In conclusion, the Director of Resources invited Members to note the Policy Statement and convey any comments they wished to make to the Employment Panel.

Summary of options rejected None

DECISION

That the Policy Statement on Pay for Senior Officers be noted.

Reasons for Decision

The Statement meets the requirements of the Localism Act and the opportunity for the Executive to comment fits with the Council's Constitution

EX.027/12 UPDATED PERSONNEL POLICIES (Non Key Decision)

Portfolio Governance and Resources

Subject Matter

The Director of Resources submitted report RD.86/11 informing Members that the requirement to produce and publish a Pay Policy Statement on Senior Officers' Remuneration, dealt with earlier on the Agenda, impacted upon other Human Resources Policies. That had prompted a review of the following three prominent Policies to ensure that they were up-to-date and fit for publication on the Council's web pages:

- Pay Policy and Arrangements - approved in November 2009, for implementation on 1 March 2010;
- Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures - approved in April 2008; and
- Flexible Retirement - approved in September 2007

The Director of Resources explained that minor changes to the wording were required, mainly as a result of new legislation and / or a change in Council structure, details of which were provided. Two of the Policies also contained details of transitional arrangements, which were no longer required.

In conclusion, the Director of Resources invited Members to note the amended wording of the three Policies attached to the report and to give any views they may wish to be conveyed to the Employment Panel.

Summary of options rejected None

DECISION

That the amended wording to the policies as set out in report RD.86/11 be received.

Reasons for Decision

The proposed changes make the policies look more professional as they reflected the current situation.

**EX.028/12 REVENUE BUDGET OVERVIEW AND MONITORING
REPORT – APRIL TO DECEMBER 2011**
(Non Key Decision)

Portfolio Governance and Resources

Subject Matter

The Director of Resources submitted the Revenue Budget Overview and Monitoring Report for April to December 2011 (RD.84/11). He outlined the overall budgetary position and the monitoring and control of expenditure against budget allocations, together with the exercise of virement on a regular basis. He further provided an explanation of balance sheet management issues, a number of high risk budgets, performance management and progress against the Comprehensive Spending Review efficiency statement. The overall position, based on current projections, was a deficit.

He highlighted and reported on a number of key issues, including the Salary Turnover Savings Budget; budgets for staff recruitment; the likely income shortfall in rent received from the Lanes during 2011/12; spiralling fuel costs; continuing shortfall on Development Control fees; the requirement to close the John Street Hostel and re-house clients in other accommodation; and a new prioritisation system for Disabled Facilities Grants. Details of the main variances in the Directorates' budgets were also set out in the report.

The Leader indicated that the reference to Talkin Tarn in the report would be considered at a future meeting of the Executive.

Summary of options rejected None

DECISION

(1) That the Executive noted the budgetary performance position of the Council to December 2011; and the potential forecast year end position for 2011/12.

(2) That the recommendation with regard to the establishment and use of the Talkin Tarn Reserve in 2011/12, would be considered at a future meeting of the Executive.

Reasons for Decision

To show that the Executive had been informed of the Council's actual financial position compared with the budgeted position, and to bring to their attention any areas of concern.

**EX.029/12 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT
– APRIL TO DECEMBER 2011
(Non Key Decision)**

Portfolio Governance and Resources

Subject Matter

The Director of Resources submitted report RD.83/11 on the budgetary position of the City Council's capital programme for the period April to December 2011. He outlined for Members the overall budget position of the various Directorates and the financing of the 2011/12 Capital Programme, details of which were set out in the report.

He further commented upon performance against the 2011/12 programme, informing Members that the Senior Management Team would provide a strategic overview and monitor the effectiveness of the overall programme of work in delivering the Council's priorities and objectives. Technical project support and quality assurance of business cases and associated project management activities would be managed by a Project Assurance Group chaired by the Chief Executive. Decisions to proceed or otherwise with proposed projects would be made in the usual way in accordance with the Council's decision making framework.

In summary, the Director of Resources said that a review of all capital expenditure incurred was ongoing to ensure that the expenditure had been correctly allocated between revenue and capital schemes. The work would facilitate the year end classification of assets.

The Economic Development Portfolio supported the resurfacing of the road at Kingstown Industrial Estate as it was a key industrial estate which was important to the role of the economy of Carlisle.

Summary of options rejected Option 1 – detailed in Appendix F to the report.

DECISION

That the Executive:

(1) noted the budgetary position and performance aspects of the capital programme for the period April to December 2011.

(2) approved the release of £473,000 Kingstown Industrial Estate budget in 2011/12 to be used for Option 2 as detailed in Appendix F of Report RD.83/11.

Reasons for Decision

To inform the Executive of the Council's actual financial position opposite its Capital Programme for 2011/12

EX.030/12 TREASURY MANAGEMENT OCTOBER – DECEMBER 2011
(Non Key Decision)

Portfolio Governance and Resources

Subject Matter

The Director of Resources submitted report RD.90/11 providing the regular quarterly report on Treasury Transactions, including the requirements of the Prudential Code.

The Director of Resources drew Members' attention to Appendix 1 to his report, commenting that most budget heads were performing very much in line with the original estimate. There would, however, be an overspend on the principle repaid figure (the minimum revenue provision) due to the capital programme in 2010/11 utilising more capital receipts than expected.

Summary of options rejected None

DECISION

That Report RD.90/11 be received and the Prudential Indicators noted as at 31 December 2011.

Reasons for Decision

To advise Members of the Council's Treasury Transactions.

EX.031/12 2011/12 3RD QUARTER PERFORMANCE REPORT
(Non Key Decision)

Portfolio Performance and Development

Subject Matter

The Policy and Communications Manager submitted the third quarter performance report (PPP.04/12) against the 2011/12 Corporate Plan. He summarised the progress made in the delivery of each of the Corporate Plan Key Actions as detailed in Section 3 to the report, together with the further detail provided in Section 4 thereof.

The Policy and Communications Manager advised that the content of the report had been determined by the Senior Management Team on 24 January 2012 and the Key Action Red, Amber, Green (RAG) ratings were assessed by the relevant Director. He added that the RAG rating and associated progress columns referred to work that was being carried out during 2011/12. It may

be that the Key Action would be carried forward into 2012/13 but the rating and percentage based on this year's activity.

The Performance and Development Portfolio Holder commented that the report showed that the authority was meeting the targets set in the Corporate Plan. He highlighted a number of key actions which showed the Council had provided a total of 109 affordable homes and brought 155 empty properties back into use.

Summary of options rejected None

DECISION

That the Executive had considered the performance of the City Council, presented in Report PPP.04/12, with a view to seeking continuous improvement in how the Council delivered its priorities.

Reasons for Decision

The purpose of the report was to highlight the 3rd quarter performance of the City Council, acknowledge the key successes of the year so far and identify areas for improvement.

EX.032/12 REPRESENTATIVES ON OUTSIDE BODIES (Non Key Decision)

Portfolio All Areas

Subject Matter

The Director of Governance submitted report GD.13/12 concerning City Council representation on outside bodies. He advised that the Executive appointed three representatives to serve on the Mary Hannah Almshouses Board of Trustees for a four year term of office, the current representatives being Councillors Ellis, Morton and Mrs Vasey. Since Councillor Ellis' term of office was due to expire on 22 February and Councillor Vasey's four year term of office would expire in March 2012, the Executive was asked to appoint two representatives to serve for a further four year term of office.

Turning to the Carlisle Educational Charity, the Director of Governance reported that the Executive appointed four representatives for a four year term of office. The current representation comprised Councillors Bainbridge, Hendry, Mrs Mallinson and one vacancy. The Executive was therefore also asked to appoint one representative to serve for another four year term of office.

Summary of options rejected None

DECISION

1) That Councillor Gareth Ellis and Councillor Trish Vasey be appointed to serve on the Board of Trustees of the Mary Hannah Almshouses

2) That Councillor Trevor Allison be appointed for a four year term of office to serve on the Carlisle Educational Charity.

Reasons for Decision

As meetings of the Mary Hannah Trustees and the Carlisle Educational Charity would be held during March 2012 representatives need to be appointed.

(The meeting ended at 1.35pm)

OFFICER DECISIONS

Below is a list of decisions taken by Officers which they have classed as significant:-

REF: **OD.001/12** **NAC: Code of Conduct for Elected Members After the Standards Board**

Decision of Emma Titley, Organisational Development Manager

Portfolio: Performance and Development

Subject Matter:

To allow Councillor Geddes to attend the NAC: Code of Conduct for Elected Members After the Standards Board at the Monkbar Hotel, York on 27-29 January 2012 at nil cost.

Summary of Options rejected:

Not to attend

DECISION:

That Councillor Geddes be authorised to attend the NAC: Code of Conduct for Elected Members After the Standards Board at the Monkbar Hotel, York on 27-29 January 2012 at nil cost.

Reasons for Decision:

Appropriate event for elected Members - sufficient training budget (Conservative group) to accommodate

Date Decision Made :

17-Jan-12

REF: **OD.002/12** **A New Housing Strategy for England Event**

Decision of Emma Titley, Organisational Development Manager

Portfolio: Performance and Development

Subject Matter:

To allow Councillor Whalen to attend the New Housing Strategy For England Event in London on 13 March 2012 at a cost of £325

Summary of Options rejected:

Not to attend

DECISION:

That Councillor Whalen be authorised to attend the New Housing Strategy For England Event in London on 13 March 2012 at a cost of £325

Reasons for Decision:

Appropriate event for elected Members - sufficient training budget (Labour group) to accommodate

Date Decision Made :

13-Jan-12

REF: OD.003/12 Twenty First Century Councillors - Using Social Media to Support Local Engagement

Decision of Emma Titley, Organisational Development Manager

Portfolio: Performance and Development

Subject Matter:

To allow Councillor Whalen to attend the Twenty First Century Councillors - Using Social Media to Support Local Engagement at Preston on 7 February 2012 at nil cost

Summary of Options rejected:

Not to attend

DECISION:

To allow Councillor Whalen to attend the Twenty First Century Councillors - Using Social Media to Support Local Engagement at Preston on 7 February 2012 at nil cost

Reasons for Decision:

Appropriate event for elected Members - sufficient training budget (Labour group) to accommodate

Date Decision Made :

18-Jan-12

REF: OD.004/12 A New Planning Regime: Reforming the UK Planning System

Decision of Emma Titley, Organisational Development Manager

Portfolio: Performance and Development

Subject Matter:

To allow Councillor Craig to attend the New Planning Regime: Reforming the UK Planning System at Central London on 29 March 2012 at a cost of £325 + VAT

Summary of Options rejected:

Not to attend

DECISION:

That Councillor Craig be authorised to attend the New Planning Regime: Reforming the UK Planning System at Central London on 29 March 2012 at a cost of £325 + VAT

Reasons for Decision:

Appropriate event for elected Members - sufficient training budget (Conservative group) to accommodate

Date Decision Made :

18-Jan-12

JOINT MANAGEMENT TEAM

THURSDAY, 5 January 2012

MINUTES

Present:	Councillor M Mitchelson (Chair), Councillors R Bloxham, G Ellis, M Bowman, J Geddes, J Mallinson
	D Crossley, A Culleton, K Gerrard, J Gooding, M Lambert, P Mason, J Meek
Apologies:	

JMT 01/12	JMT minutes of previous meeting
Highways/Claimed Rights discussion to be rescheduled once officers have met with Jim Savage and Andrew Moss at the County Council.	
JMT 02/12	National Grid Presentation
Chris Hardman introduced colleagues from National Grid who presented an overview of future infrastructure plans for Carlisle and Cumbria. Options for transferring power from Moorside power station were explained. ACTION: SM/CH will bring forward a consultation report.	
JMT 03/12	Business Support
JMT considered a report covering future business support. JMT supported the idea of a sub regional approach rather than a regional programme. ACTION: None.	
JMT 04/12	Forward Plan of Executive Decisions
JMT considered and updated the Forward Plan of Executive Decisions.	
JMT 05/12	Forward Plan of JMT
Agenda for 19 January agreed.	
JMT 06/12	AOB
JMT discussed revenue budget pressure proformas.	

Meeting finished at 3.30pm

JOINT MANAGEMENT TEAM

THURSDAY, 19 JANUARY 2012

MINUTES

Present:	Councillor M Mitchelson (Chair), Councillors R Bloxham, M Bowman, J Geddes
	D Crossley, A Culleton, K Gerrard, M Lambert, P Mason, J Meek
Apologies:	Cllr G Ellis, J Gooding, Cllr J Mallinson

JMT 07/12	JMT minutes of previous meeting
Approved. No matters arising.	
JMT 08/12	Interim Housing Policy Statement
J Meek outlined the process for taking this forward.	
JMT 09/12	Procurement Officer (Chest)
Malcolm Mark in attendance. Discussion regarding Procurement process and project timetable.	
JMT 10/12	Forward Plan of Executive Decisions
Further report possibly required on proceeding with Business Improvement District.	
JMT 11/12	Forward Plan of JMT
<ol style="list-style-type: none">1. 2 Feb: Provisional Outturn report (P Mason)2. 2 or 16 Feb: Enterprise Centre (Jane Meek to advise when)3. 2 Feb: Central Plaza (Jane Meek)4. 16 Feb: Local Environment Restructure Consultation (Angela Culleton)5. 16 Feb: Botchergate Regeneration (Jane Meek)6. 2 Feb: Kingstown Industrial Estate Roads (Peter Mason)	
JMT 12/12	AOB
<ol style="list-style-type: none">1. Discussion on Enterprise Centre.2. Kingstown Industrial Estate roads.3. Talkin Tarn – National England Award.4. Community Grants.5. Considered Budget Consultation Response received 16.1.12	

Meeting finished at 3pm

**JOINT MEETING BETWEEN THE EXECUTIVE AND REPRESENTATIVES
FROM THE PARISH COUNCILS**

TUESDAY 22 NOVEMBER 2011 AT 7.00 PM

PRESENT: Councillor M Mitchelson (Chairman) (Carlisle City Council)
Councillor J Mallinson (Carlisle City Council)
Councillor R Bloxham (Carlisle City Council)
Councillor M Bowman (Carlisle City Council)
Councillor G Ellis (Carlisle City Council)
Councillor J Geddes (Carlisle City Council)

Mr D Sheard (Cumbria County Council)

Councillor R Auld (Chairman, Carlisle Parish Councils
Association)
Mrs G Dumpleton (Parish Liaison Officer, CALC)
Mr D Claxton (CALC)
Councillor P Brown (Arthuret Parish Council)
Mrs K Johnson (Arthuret Parish Council)
Councillor P Rowland (Beaumont Parish Council)
Mrs M McKenna (Beaumont Parish Council)
Mrs V Sealby (Burgh-by-Sands Parish Council)
Councillor J Stonebridge (Burgh-by-Sands Parish Council)
Councillor A Oliver (Burtholme Parish Council)
Councillor T Allison (Cummersdale Parish Council)
Councillor B Craig (Dalston Parish Council)
Councillor H Cain (Hayton Parish Council)
Mr C Moth (Hethersgill Parish Council)
Councillor J Harris (Irthington Parish Council)
Councillor M Ridley (Irthington Parish Council)
Councillor W Bundred (Kirkandrews on Esk Parish Council)
Councillor W Little (Orton Parish Council)
Councillor D Johnson (St Cuthbert Without Parish Council)
Ms I Powley (St Cuthbert Without Parish Council)
Councillor C Nicholson (Stanwix Rural Parish Council)
Councillor D Newrick (Upper Denton Parish Council)
Councillor Ms J Holland (Wetheral Parish Council)
Councillor M Higginbotham (Wetheral Parish Council)
Councillor R Wickings (Wetheral Parish Council)

ALSO PRESENT :

Dr J Gooding (Town Clerk and Chief Executive)
Mr D Crossley (Strategic Director)
Ms A Culleton (Assistant Director (Local Environment))
Mr K Gerrard (Assistant Director (Community Engagement))
Mr M Lambert (Assistant Director (Governance))
Mrs J Meek (Assistant Director (Economic Development))

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Earp (Wetheral Parish Council); Councillor K McIntosh (Chairman, Cummersdale Parish Council), Mrs P Macdonald (Orton Parish Council); and Councillor David Taylor (Chairman, Nether Denton Parish Council),

2. WELCOME AND INTRODUCTIONS

The Chairman welcomed all those present to the joint meeting.

3. MINUTES

The Minutes of the meeting between the City Council's Executive and Representatives of Parish Councils held on 20 June 2011 were circulated.

RESOLVED – That the Minutes be received and agreed as a true record of the meeting.

4. MATTERS ARISING

There were no matters arising.

5. LOCAL DEVELOPMENT FRAMEWORK; AND HOUSING NEED AND DEMAND STUDY / HOUSING STRATEGY

The Leader informed the meeting that the Assistant Director (Economic Development) and the Assistant Director (Community Engagement) would give a joint presentation on the future of housing and development in Carlisle.

Copies of the Council's Housing Strategy 2011-15 and draft Housing Action Plan were submitted.

The Assistant Director (Economic Development) began by indicating that she had given a presentation on the Local Development Framework at the last Parish Council Liaison Group meeting. Tonight it was her intention to provide a quick reminder of what the City Council was trying to achieve; feedback received on the Issues and Options Paper; and drill down into the Housing Need and Demand Study, all of which linked together.

She then gave a presentation on the Local Development Framework (LDF), including details of the documents which made up the Framework; the benefits; key issues; National Housing Policy; and LDF (Housing aspirations, evidence base/consultations).

The Assistant Director (Economic Development) advised that, although public consultation on the Issues and Options had now finished, further responses could be taken on board provided they were received as soon as possible.

It was, however, important to note that the next stage (Preferred Options public consultation) comprised a statutory consultation period. By way of assistance the Council would endeavour to give Parish Councils pre-warning of the consultation dates.

The Leader invited questions.

Councillor Auld stated that the Issues and Options consultation exercise had proved very difficult for the Parish Councils. It comprised a large and complex document. He stressed that the consultations referred to were vitally important and greater consultation was therefore required.

In response, the Economic Development Portfolio Holder said that the Council did recognise the importance of Parish Council feedback and that certain Parish Councils did not meet on a regular basis. A Parish Liaison meeting was proposed for 17 January 2012 (including an opportunity to meet with the Planning Team) and the Council would consult on the timing thereof with a view to ensuring that as many people as possible had the opportunity to attend.

In the meantime, she asked that Parish Councillors highlight the proposed date to their respective Parishes.

In response, the Assistant Director (Economic Development) undertook to take those concerns on board. Group or area meetings to discuss matters may be beneficial.

Councillor Auld agreed that meetings comprising two or three Parishes may indeed be of assistance.

Referring to the rolling five year supply of housing and the provision of 450 houses per annum, Councillor Oliver questioned how the Parishes could decide on such issues.

The Assistant Director (Economic Development) replied that the question formed part of the statutory consultation and the Assistant Director (Community Engagement) would address a number of related issues as part of his presentation.

Councillor Oliver expressed the view that it would appear that the Council would rather see barns falling into ruin than being converted.

In response, the Assistant Director (Economic Development) said that such issues/concerns might form part of consultation responses from the Parish Councils.

Councillor Allison suggested that copies of the joint presentation and Executive Summary be circulated to the Parish Councils.

The Assistant Director (Community Engagement) then gave a presentation on the Housing Need and Demand Study, outlining in some detail a number of aspects including the consultation undertaken; the current housing market; affordable housing; demographics; and other key findings.

He further presented details of the Housing Strategy 2011 – 2015 referring, in particular, to the three strategic housing priorities of balancing the housing market; decent and healthy homes; and supporting vulnerable people.

In conclusion he reported that, although the Strategy was not closed, it would be difficult to incorporate further views submitted after next Friday.

Councillor Holland commented that the Report and Executive Summary made very good reading. She drew attention to the Housing Need and Demand Study map at page 5 and questioned the manner by which a Parish Council would know how many houses should be provided. Councillor Holland felt that a breakdown of that information should be made available.

The Assistant Director (Community Engagement) emphasised the need to move forward in partnership, including sharing of all information and intelligence coming from communities. Statistics were, however, only part of the picture.

Councillor Auld indicated that it was important that the Parish Councils understood the issues. He also sought details of the numbers of empty properties in the rural area.

The Assistant Director (Community Engagement) undertook to respond in writing.

In response to a question from Councillor Ellis, the Assistant Director (Community Engagement) explained that “affordable” and “social” housing were not inter changeable. Mechanisms were in place to define affordable housing.

Councillor Ellis added that many of the figures quoted involved Registered Social Landlords as housing providers and that the presentation contained no information on social housing.

The Assistant Director (Community Engagement) acknowledged that there was an issue around good quality social housing being made available in rural communities.

Councillor Craig raised the issue of the East / West split as evidenced by the map on page 5. In response, the Assistant Director (Community Engagement) said that he had had discussions with the consultants and staff when the cost of housing in the east and west was recognised as an issue i.e. not just the size of the area.

RESOLVED – (1) That the joint presentation by the Assistant Director (Economic Development) and the Assistant Director (Community Engagement) be received.

(2) That copies of the joint presentation and the Executive Summary be circulated to the Parish Councils.

(3) That the Assistant Director (Community Engagement) provide details of the numbers of empty properties within the rural area to Councillor Auld in writing.

6. PARISH CHARTER REVIEW

The Assistant Director (Community Engagement) introduced the Parish Charter Review Paper, the purpose of which was to provide all parties at the joint meeting with a suggested process for developing a new Parish Charter to cover the Carlisle District.

Councillor Mrs Geddes added that, as Community Engagement Portfolio Holder, she would be leading on the matter.

She outlined the background and current position, drawing attention to the Parish Charter from North Lincolnshire which had been recognised by the DCLG and NALC as a leading example of a successful Charter, a copy of which was attached at Appendix 1 to the report. During initial discussions it had been agreed that a refreshed Carlisle District Charter should aspire to be a more streamlined document, which outlined the agreed core principles and behaviours of partnership working between Carlisle City Council and Carlisle District Parish Councils.

In essence, under the suggested Parish Charter arrangement, the relationship between the City Council and Parish Councils (as well as the support and services offered between each) would be clearly defined in a suite of documents consisting of two distinct layers:

- The Parish Charter itself would comprise a general commitment by the two tiers of local government to work closely in partnership, explore opportunities to improve services and community provision in parishes and support parish level decision making and accountability. The North Lincolnshire Parish Charter was suggested as a possible template and model for a refreshed Carlisle Parish Charter.

- That general Charter would then be supported by a set of jointly developed and agreed “Working Agreements” – limited and negotiated on an annual basis by both the City Council and Parishes. An initial suggested list of proposed services / areas where “Working Agreements” could be negotiated and agreed to cover 2012-13 was attached as Appendix 2.

Turning to delivery of the new Charter and working arrangements, the Portfolio Holder explained that currently the Carlisle District Parish Liaison Officer was employed by CALC to provide administrative support and advice to the CPCA. Accordingly the Liaison Officer already acted as an important conduit between the district and parish tiers of government, representing the interests of both. It was suggested that the Liaison Officer lead on the production of a new Parish Charter for Carlisle; and that a joint Working Group of nominees from the City and Parish Council be established.

The Portfolio Holder added that the City Council would be represented on the joint Working Group by Councillors Bloxham, Mrs Bowman and herself, and she looked forward to receiving nominations from the Parish Councils so that work could commence as soon as possible.

A draft Charter would be developed in consultation with that Group before being submitted for approval by the City Council / Parish Council Association’s Executives.

A timeline for the Charter Review Process was also provided.

The meeting was asked to consider the report and recommended process, and agree or amend the proposals so that formal work on developing a new Parish Charter could commence.

The Economic Development Portfolio Holder was very pleased to have reached a point where work could commence on a much more compact Parish Charter. It would be good practice to move the matter forward as quickly as possible.

Councillor Auld thanked the Community Engagement Portfolio Holder for the review paper. He acknowledged the way forward and the need to progress the matter very quickly. To that end he would liaise directly with the Portfolio Holder on Parish representation on the Working Group.

The Leader added that, if possible, he would like the new Parish Charter to be complete by March 2012.

Mr Moth questioned whether the new working arrangements would effectively mean the end of the Rural Support Officer role (championed by the City Council).

In response, the Community Engagement Portfolio Holder advised that the Officer would still be in place, but in a different capacity.

The Assistant Director (Community Engagement) added that the CALC Parish Liaison Officer was working very closely in moving the matters forward generally.

Mr Moth stressed that the role of Rural Support Officer had been embodied within the past two Parish Charters and was vital to their success. It was important not to under estimate that unique role.

Councillor Auld emphasised the need to meet very soon with a view to progressing the various issues. He was anxious to ensure that the principles identified were not eroded, but carried forward in a sustainable manner.

RESOLVED – (1) That the process of reviewing the existing Charter in line with the above proposals be agreed.

(2) That the framework of a revised Charter and supporting Working Agreements as outlined above be agreed.

(3) That the Chairman of the Carlisle Parish Councils Association liaise directly with the Community Development Portfolio Holder regarding Parish representation on the joint Working Group.

(4) That the joint meeting recognised and accepted the need for the matter to progress as quickly as possible.

7. RURAL SUPPORT PROVISION

The Assistant Director (Community Engagement) welcomed the opportunity to reassure all those present that the City Council was committed to rural support provision. He believed that the Council was moving towards a much stronger and transparent relationship with the Parishes. The Carlisle District Parish Liaison Officer had a desk next to the Housing Strategy Team here in the Civic Centre.

He wished to place on record appreciation of the great work undertaken by the Rural Support Officer. There was, however, a need to build on that work and move forward to a strong relationship.

In conclusion, the Assistant Director (Community Engagement) stated that it was important that the Council was made aware of any issues or concerns in order that those may be put right.

The Economic Development Portfolio Holder understood the concerns expressed by Mr Moth during consideration of the previous item of business. Nevertheless support provision had to be delivered in a different way.

Councillor Auld reiterated that he was very anxious to move the issue forward in discussion.

RESOLVED – That the update be received.

8. GENERAL ISSUES

The Leader asked whether anyone wished to raise other issues in general.

Councillor Auld quoted from a letter which his wife had written to the Chief Executive concerning work planned by Cumbria in Bloom to mark the occasion of the Queen's Diamond Jubilee. He paid tribute to the huge amount of work being undertaken by Parish volunteers and expressed the hope that the City Council would support the Cumbria in Bloom effort.

The Community Engagement Portfolio Holder advised that the challenge had already been taken up in Stanwix. The press had the day before reported that two teams of children had planted red, white and blue plants and refurbished a children's garden. She urged everyone to do their bit and not rely upon the Council.

The Environment and Housing Portfolio Holder was sure that the letter would be given consideration. He added that resources were currently being made available to enable Parish Councils to obtain plants / bulbs at a reduced rate. Money may also be available via the County Council / Neighbourhood Forums.

The Leader added that City Councillors had their own budgets to assist local communities.

9. DATES OF FUTURE MEETINGS

RESOLVED – That the dates of the meetings between the Executive and Parish Councils Association in 2012 be agreed as Monday 18 June (to be hosted by Carlisle Parish Councils Association) and Tuesday 4 December (to be hosted by the City Council).

(The meeting ended at 8.22 pm)