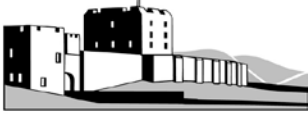


**CARLISLE  
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## **ENVIRONMENT & ECONOMY OVERVIEW AND SCRUTINY PANEL**

### ***Panel Report***

#### **Public**

**Date of Meeting:** 17<sup>th</sup> January 2013

**Title:** Overview Report and Work Programme

**Report of:** Overview and Scrutiny Officer

**Report reference:** OS 03/13

#### **Summary:**

This report provides an overview of matters related to the Environment & Economy O&S Panel's work. It also includes the latest version of the work programme.

#### **Recommendations:**

Members are asked to:

- Decide whether the items on the Leader's Notice of Key Decisions should be included in the Panel's Work Programme for consideration. (para 1 & Appendix 1)
- Note and/or amend the Panel's work programme (Appendix 2)

**Contact Officer:** Nicola Edwards

**Ext:** 7122

## 1. Notice of Key Executive Decisions

The most recent Notice of Key Executive Decisions was published on 14<sup>th</sup> December 2012. The following issues fall into the remit of this Panel and full details are attached at **Appendix 1**:

**KD.037/12 Carlisle Plan** – *to be considered at the meeting of the Panel on 28<sup>th</sup> February.*

## 2. References from the Executive

The follow reference has been received from the Executive and is attached at **Appendix 2** for information:

- EX.161/12 – Charges Reviews – **Community; Environment and Economy; and Resources O&S Panels**

## 3. Task and Finish Groups

### **Carlisle Tourist Information Task Group**

The report of the Task Group was considered by the Executive on 17<sup>th</sup> December 2012. The relevant excerpt from the minutes of the meeting is attached at **Appendix 3**.

### **Talkin Tarn Task and Finish Group**

The initial meeting of the Task Group was held on 8<sup>th</sup> January. The scoping document and draft terms of reference will be circulated separately to Panel Members for approval.

## 4. Work Programme

The Panel's work programme has been amended accordingly and can be found at **Appendix 4**.

# Appendix 1

Items relevant to the Environment and Economy Overview and Scrutiny Panel:

## Notice of Key Decisions to be taken by the Executive

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

Key Decision Reference:	KD.033/12
Decision Title:	Budget Process 2013/14
Decision to be taken:	<p>The Executive will be asked to consider strategic financial issues arising from the budget setting process:</p> <ul style="list-style-type: none"> <li>(a) Budget Update - Revenue Estimates (19th November 2012)</li> <li>(b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement) (19th November 2012)</li> <li>(c) New Revenue Spending Proposals (19th November 2012)</li> <li>(d) New Savings Proposals (19th November 2012)</li> <li>(e) New Capital Spending Proposals and Provisional Capital Programme (19th November 2012)</li> <li>(f) Repair and Maintenance (19th November 2012)</li> <li>(g) Treasury Management and Prudential Borrowing Implications (19th November 2012)</li> <li>(h) Consideration of Overview and Scrutiny Consultation feedback (13th December 2012)</li> <li>(i) Draft Revenue Support Grant Settlement (if available) (17th December 2012)</li> <li>(j) Summary Overall Revenue and Capital Position (17th December 2012)</li> <li>(k) Draft Treasury Management and Investment Strategy including MRP Strategy (17th December 2012)</li> <li>(l) Executive Draft Budget Proposals for consultation (17th December 2012)</li> <li>(m) Final Revenue Support Grant and Final Revenue Budget Summary (14th January 2013)</li> <li>(n) Provisional Capital Programme (14th January 2013)</li> <li>(o) Treasury Management and Investment Strategy including MRP Strategy (14th January 2013)</li> <li>(p) Consideration of Final Budget Consultation (16th January 2013)</li> <li>(q) Executive's Final Budget Proposals (16th January 2013).</li> </ul>
Date Decision to be considered:	19 November 2012 (EX.132/12, EX.133/12, EX.134/12, EX.135/12, EX.136/12, EX.138/12, EX.139/12, EX.140/12, EX.141/12, EX.142/12) , 13 December 2012, 17 December 2012 and 14 January 2013 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	19 November 2012, 13 December 2012, 17 December 2012 and 14 January 2013

Items relevant to the Environment and Economy Overview and Scrutiny Panel:

Is the Decision Public or Private?:	The decision will be taken in public.
Documents submitted for consideration in relation to the Decision:	<p>Report RD.43/12 - Revised Revenue Base Estimates and Updated Medium Term Financial Plan Projections 2013/14 to 2017/18 on 19 November 2012</p> <p>Report LE.34/12 - Review of Charges 2013/14 Local Environment on 19 November 2012</p> <p>Report CD.53/12 - Review of Charges 2013/14 Community Engagement on 19 November 2012</p> <p>Report ED.35/12 - Review of Charges 2013/14 Economic Development on 19 November 2012</p> <p>Report GD.64/12 - Review of Charges 2013/14 Governance and Resources on 19 November 2012</p> <p>Report RD.44/12 - Summary if New Revenue Spending Pressures on 19 November 2012</p> <p>Report RD.45/12 - Summary of New Saving Proposals and Additional Income on 19 November 2012</p> <p>Report RD.46/12 - Revised Capital Programme 2012/13 and Provisional Capital Programme 2013/14 to 2014/18 on 19 November 2012</p> <p>Report RD.53/12 - Corporate Assets 3 Year Repair and Maintenance Programme on 19 November 2012</p> <p>Report RD.47/12 - Treasury Management July - September 2012 and Forecasts for 2013/14 to 2017/18 on 19 November 2012</p>
Contact Officer for this Decision:	Director of Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Cross cutting

All public reports can be viewed in the Customer Contact centre of the Civic Centre, Carlisle, the Public Library and on the Council's website [www.carlisle.gov.uk](http://www.carlisle.gov.uk).

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

Items relevant to the Environment and Economy Overview and Scrutiny Panel:

**Notice of Key Decisions to be taken by the Executive**

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

Key Decision Reference:	KD.037/12
Decision Title:	Carlisle Plan 2012-13
Decision to be taken:	The Executive is requested to: 1. Consider and comment upon the presentation and content of the Plan with a view to seeking continuous improvement in the way the Council delivers services to its local communities. 2. Consider the comments of the Overview and Scrutiny Panels on the draft Plan. 3. Refer the Plan to full Council for approval.
Date Decision to be considered:	14 January 2013 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	8 April 2013
Is the Decision Public or Private?:	The decision will be taken in public.
Documents submitted for consideration in relation to the Decision:	The report of the Policy and Communications Manager will be available five working days before the meeting
Contact Officer for this Decision:	Town Clerk and Chief Executive, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Dr Tickner)
Relevant or Lead Overview and Scrutiny Panel:	Cross cutting

All public reports can be viewed in the Customer Contact centre of the Civic Centre, Carlisle, the Public Library and on the Council's website [www.carlisle.gov.uk](http://www.carlisle.gov.uk).

Other documents relevant to the matter may be submitted to the decision maker.

These, if available, may be obtained by contacting the named contact officer.

**EXCERPT FROM THE MINUTES OF THE EXECUTIVE  
HELD ON 17 DECEMBER 2012**

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**EX.161/12 REVIEW OF CHARGES 2013/14**

(Key Decision – KD.033/12)

**Portfolio** Cross-cutting

**Relevant Overview and Scrutiny Panel** Community; Environment and Economy; and Resources

**Subject Matter**

Pursuant to Minutes EX.133/12, EX.134/12, EX.135/12 and EX.136/12, further consideration was given to the Charges Reviews in respect of charges falling within the responsibility of the Local Environment; Community Engagement; Economic Development; and Governance and Resources Directorates. Copies of reports LE.34/12, CD.53/12, ED.35/12 and GD.64/12 had been circulated. In addition, the Director of Local Environment had prepared a paper which reflected the amendments to the charging proposals for Talkin Tarn car park and corrected an error in the proposal to introduce a new charge for lost and replacement containers at paragraph 6.4 (LE.34/12), copies of which had been circulated to all Members on 23 November 2012. The Director of Community Engagement had also produced an Addendum to the Community Engagement Charges Report (CD.53/12) setting out amended charges for Hostels and Home shares, which had been circulated to all Members on 7 December 2012.

Copy Extracts from the Minutes of the meetings of the Community Overview and Scrutiny Panel on 22 November 2012 (COSP.80/12); Environment and Economy Overview and Scrutiny Panel on 29 November 2012 (EEOSP.74/12); and Resources Overview and Scrutiny Panel on 4 December 2012 (ROSP.89/12) in respect of the charges were also submitted.

The Finance, Governance and Resources Portfolio Holder moved the following recommendations, which were seconded by the Leader:

- the recommendations contained in report LE.34/12 in respect of the Local Environment Directorate, subject to the amended charges for Talkin Tarn car park and correction of the error at paragraph 6.4 of the report, as detailed in the paper prepared by the Director of Local Environment.
- the recommendations contained within report CD.53/12 (Community Engagement Directorate), subject to the amended charges for Hostels and Home shares as set out in the Addendum to the report.

- the recommendations contained within report ED.35/12 in respect of the Economic Development Directorate.
- the recommendations contained within report GD.64/12 with regard to the Governance and Resources Directorate.

The Leader further indicated that the Executive had taken on board feedback from the Overview and Scrutiny Panel meetings in formulating its budget proposals, but he was happy to invite Panel Chairmen to speak should they have any further comments to add.

In response, the Chairman of the Community Overview and Scrutiny Panel stated that she had nothing further to add.

The Chairman of the Environment and Economy Overview and Scrutiny Panel had no further comments, other than to welcome the setting up of a Task and Finish Group to explore in detail issues relating to Talkin Tarn.

The Chairman of the Resources Overview and Scrutiny Panel reported that the Panel had reached a consensus on the budget. Members had concerns regarding the availability of resources, but considered that the draft budget was quite reasonable.

**Summary of options rejected** a number of alternative charges as detailed in the above reports

## **DECISION**

1. That the fees and charges for 2013/14 relating to those services falling within the responsibility of the Local Environment Directorate (set out in Report LE.34/12 and relevant Appendices) be approved with effect from 1 April 2013, subject to:
  - the amended charges for Talkin Tarn car park; and correction of an error in the proposal to introduce a new charge for lost and replacement containers at paragraph 6.4 (LE.34/12), as set out in the paper prepared by the Director of Local Environment.
2. That the fees and charges, as set out in Report CD.53/12 and the Addendum thereto, be approved with effect from 1 January 2013 in respect of the Hostel Services and Disabled Facilities Grants falling within the responsibility of the Community Engagement Directorate.
3. That the fees and charges, as set out in the relevant Appendices to Report ED.35/12, be approved with effect from 1 April 2013 for areas falling within the responsibility of the Economic Development Directorate.

4. That the fees and charges, as set out in Appendix A to Report GD.64/12, be approved with effect from 1 April 2013 in respect of the service areas and functions falling within the Governance and Resources Directorate.
5. That the Executive noted the Licensing Charges which had been approved by the Regulatory Panel on 21 November 2012.
6. That the Overview and Scrutiny Panels be thanked for their consideration of and contribution to the matter.

**Reasons for Decision**

The proposed charges and options reflected the Corporate Charging Policy as set out in the Medium Term Financial Plan, whilst attempting to recognise service pressures and trends.



**EXCERPT FROM THE MINUTES OF THE EXECUTIVE  
HELD ON 17 DECEMBER 2012**

**EX.172/12 CARLISLE TOURIST INFORMATION CENTRE**

(Non Key Decision)

**Portfolio** Culture, Health, Leisure and Young People

**Relevant Overview and Scrutiny Panel** Environment and Economy

**Subject Matter**

Pursuant to Minute EEOSP.73/12, consideration was given to a reference from the Environment and Economy Overview and Scrutiny Panel regarding the final report of the Carlisle Tourist Information Centre Task and Finish Group. The Panel had resolved:

“2) That the Carlisle Tourist Information Centre Task and Finish Group report be approved and presented to the Executive with a request for a formal response.”

Copies of Report OS.36/12 and the Minute Excerpt had been circulated.

The Lead Member of the Task and Finish Group was present at the meeting. He thanked the Officers involved in helping the Task and Finish Group draw up the report, which would run in tandem with the capital project at the Tourist Information Centre for next year.

The Lead Member further expressed the hope that the work undertaken would improve the Tourist Information Centre and that the Executive would support the recommendations, namely:

“1. Immediate action should be taken to:

- replacing the aging cash register in the TIC enabling better monitoring of retail stock.
- lowering of part of the counter within the TIC to accommodate the needs of disabled visitors
- provide new and improved signage outside the TIC

2. All means of modern technology should continue to be assessed to enable easy access to information and enhance the experience of visitors to both the TIC and the wider Carlisle city centre area.

3. Appropriate support be given to Officers in their task of sourcing a higher quality of

merchandising available within the TIC especially focusing on local supplier arrangements such as Made in Cumbria.

4. Consideration be given to an alternative accommodation booking system in the light of the high cost of the Destination Management System(DMS) as currently operated by the TIC.

5. That an Options Paper be drawn up to examine the alternative ways forward for use of the Assembly Rooms within the Town hall and the use of the office area at the western end of the Old Town hall at second floor level.

6. That following the completion of this Report by this Task Group, a Working Group continues to sit within the Overview and Scrutiny framework to monitor the ongoing project development work to improve the Tourist Information Centre.

Initially during 2013 this Working Group should meet quarterly and report to the Economy & Environment Overview and Scrutiny Panel accordingly. In tandem with this a Project Development Plan be developed setting out short, medium and longer term improvement plans for the TIC facility as a gateway to the wider heritage of Carlisle as a whole.”

In response, the Culture, Health, Leisure and Young People Portfolio Holder thanked Members of the Task and Finish Group for all their hard work. She had considered all of the recommendations and agreed that support was needed, together with a continuing relationship with the Task and Finish Group going forward.

The Culture, Health, Leisure and Young People Portfolio Holder added that the Executive would consider the matter and respond to each of the recommendations at the next Panel meeting on 17 January 2013.

**Summary of options rejected** None

## **DECISION**

The Executive had considered the final report of the Carlisle Tourist Information Centre Task and Finish Group attached to Report OS.36/12; and would respond to the recommendations contained therein at the next Environment and Economy Overview and Scrutiny Panel meeting on 17 January 2013.

## **Reasons for Decision**

To respond to a reference from the Environment and Economy Overview and Scrutiny Panel

# Appendix 4

## ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 03 January 2013



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>THIS MEETING 17<sup>th</sup> January 2013</b>														
<b>Waste Services</b> Cllr Martlew/Angela Culleton			✓	✓	✓	Current position of Strategic Waste Partnership projects and Governance review Annual update - June 13	✓					✓		
<b>Use of Green Infrastructure</b>			✓								✓			
<b>Environmental Performance of the Council</b> Arup Majhi/Cllr Tickner			✓		✓	Annual Monitoring of performance.					✓			
<b>TASK AND FINISH GROUPS</b>														
<b>Talkin Tarn</b>			✓			Scoping Review and ToFR					✓			
<b>How will T.I.C look in the future?</b>			✓			Response from Executive on recommendations of report		✓		✓	✓			

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 03 January 2013



Issue  Portfolio Holder & Lead officer	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>Members Small Scale Projects</b>		✓				Recommendation made and accepted by Executive - no further action required				✓				
<b>FUTURE MEETINGS</b>														
<b>Carlisle Plan</b>		✓				To consider draft Plan							✓	
<b>Local Plan</b> Cllr Glover/Jane Meek		✓	✓			To consider report detailing the Preferred Options prior to public consultation							✓	
<b>Performance Monitoring Reports</b> Steven O'Keefe	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
<b>Scrutiny Annual Report</b>			✓		✓	Draft report for comment before Chairs Group								✓
<b>COMPLETED ITEMS</b>														
<b>Botchergate Conservation Area Appraisal</b> Jane Meek/Cllr Glover						To receive action plan once Council agree revised Conservation Area	✓				✓			

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 03 January 2013



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>Economic Potential of Carlisle</b> Jane Meek/Cllr Glover				✓		To consider draft Economic Potential of Carlisle report from Carlisle Economic Partnership					✓			Report June 2013 on CEP
<b>Budget</b> Peter Mason/Darren Crossley/All Portfolio Holders		✓	✓			To consider budget proposals for 2013/14					✓			
<b>Business Improvement District</b> Darren Crossley/Cllr Glover				✓		Update on ballot outcome and next steps		✓		✓				
<b>Executive Savings Proposals</b>		✓				To consider savings proposals within the remit of the Panel				✓				
<b>Cleaning Up Carlisle</b> Angela Culleton/Cllr Martlew						To receive update report detailing Cleaning up Carlisle project and the Local Environment Enforcement Policy		✓		✓				
<b>Enterprise Centre</b>			✓			To receive update on position of the Enterprise Centre		✓						

# ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2012/13

Date last revised: 03 January 2013



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Key decision Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		21 Jun 12	02 Aug 12	13 Sep 12	25 Oct 12	29 Nov 12	17 Jan 13	28 Feb 13	11 Apr 13
<b>Portfolio Holder &amp; Lead officer</b> Angela Culleton/Keith Poole/Cllr Martlew														
<b>Car Parking</b> Angela Culleton/Keith Poole/Cllr Martlew			✓			To receive update of Car Park use and income following implementation of changes				✓				
<b>Higher Level Stewardship Grant Offer</b> Angela Culleton/Cllr Martlew		✓				To give comments to Executive on proposal of grant funding				✓				
<b>Claimed Rights</b> Angela Culleton/Cllr Martlew		✓				To scrutinise the report which considers whether to keep Highways Claimed Rights			✓					
<b>Events Policy</b>						To consider new Policy	✓							