

**Decision Ref No:**

EX.029/11

**Subject Matter:**

DEVELOPMENT OF CARLISLE'S VISITOR ECONOMY

Pursuant to Minute EX.010/11, the Strategic Director submitted report SD.03/11 updating Members of the Executive on progress made to bring together the Carlisle Tourism Partnership and the City Centre Partnership to form a new 'not for profit' company limited by guarantee.

The Strategic Director summarised the background to the matter, commenting that the new partnership proposals sought to bring together a more cost efficient model for the two partnerships and, in addition, to incorporate a working relationship with further and higher education partners and also seek government grant support for the creation of jobs via the Regional Growth Fund (RGF).

That newly incorporated company would take a key role in delivery of:

- a comprehensive marketing strategy for the City
- an annual self sustaining city and district events programme
- take the lead in managing Tourist Information in Carlisle
- City-wide communications and co-ordination activities
- direct advice and support to existing and new retail, tourism and hospitality businesses
- partnership working with both FE and HE providers to develop retail, hospitality / catering and tourism skills
- specific work with key partners to develop Carlisle's cultural and night time economies
- advocating and lobbying activities

The proposed company would also take responsibility for developing any move towards the incorporation of a Business Improvement District, covering the area identified in the consultant's report or any revised footprint.

The Strategic Director reported that the development of a new 'not for profit' company designed to deliver the roles identified above may require the agreement of a number of different existing and potentially new partners. He added that informal consultation with a range of public and private stakeholders had now taken place both as part of the RGF application and specifically in relation to this report. Feedback from those discussions had proved to be encouraging and provided a sound platform for the next stage of the new company's development. Details of the potential company structure, proposed time plan and funding arrangements for the new company were also set out within the report.

The Strategic Director commented that, subject to Executive approval, the intention was that formal support be sought from existing members of the City Centre Partnership and Carlisle Tourism Partnership to develop a Shadow Board. The Shadow Board would then focus on developing terms of reference and objectives for the proposed new company and also devise governance arrangements and a memorandum and articles of association. He then outlined the recommendations contained within his report.

The Environment and Economy Overview and Scrutiny Panel had on 20 January 2011 (EEOSP.08/11) considered the matter and resolved:

- "1) That Carlisle Tourism Partnership be thanked for their enthusiasm and excellent work;
- 2) That the Panel recommended that officers explore how other areas had approached successful Business Improvement Districts (BID) and identify what the issues were;
- 3) To improve the evening economy businesses should be encouraged to consider later opening

times, the Panel would therefore encourage the potential CIC to address this issue. The Panel also wished to thank the businesses that currently opened later in the evening.

4) That consideration be given to the residents living in the City Centre and how the Community Interest Company (CIC) or BID would affect them;

5) That further consideration would be given to the footprint of any potential BID at a future meeting of the Panel;

6) That there was a need for better signage to direct visitors to the available car parks within the City and a need to improve the links between the car parks and the City Centre and the Panel would like to see this addressed in the future;

7) The Panel were disappointed that the Carlisle Tourism Partnership had lost their funding and expressed concern that the budget available for all tourism and events for Carlisle had been reduced and would result in minimal marketing activity and the loss of the city centre events programme.

8) That the Panel looked forward to an update on the new partnership proposal at their next meeting in April.

9) That the Panel looked forward to receiving the End of Project report from the Carlisle Tourism Project at a future meeting."

A copy of the Minute Excerpt had been circulated.

The Economic Development Portfolio Holder recognised the need to build upon the Tourism Partnership's success, adding that good reviews had been received last week from the Rough Guide. She was therefore fully supportive of the recommendations set out in report SD.03/11 which constituted a good means of moving forward in the current difficult economic climate.

The Community Engagement Portfolio Holder was agreeable and looked forward to the proposed new company being a success.

The Leader considered the above proposal to be the only way forward. He moved the recommendations, commenting that the Economic Development Portfolio Holder and himself would join the proposed Shadow Board to assist with the development of the company and its terms of reference.

#### **Decision:**

That the Executive:

1. Agreed to bring together the City Centre and Carlisle Tourism Partnerships to form a new community interest, not for profit, limited company that would take up the roles outlined at Section 2.2 of Report SD.03/11.
2. Nominated Councillors Mrs Bowman and Mitchelson as City Council representatives to join the proposed Shadow Board to assist with the development of the company and its Terms of Reference.
3. Committed £150,000 (total) taken from the Economic Development Directorate budget for a limited two year period to support the development and operation of the proposed organisation.
4. Asked the Interim Assistant Director (Economic Development) to work with partners to develop and implement a project plan and risk assessment that would take forward the proposal, and ensure the successful commencement of the new company.

**Key or Non-Key Decision:**  **Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.030/11

**Subject Matter:**

HOUSING DESIGN SUPPLEMENTARY PLANNING DOCUMENT

Pursuant to Minute EX.015/11, the Assistant Director (Economic Development) submitted report ED.14/11 concerning the Housing Design Supplementary Planning Document.

She reminded Members that they had on 14 February 2011 resolved to make the draft Supplementary Planning Document available for consideration by the Environment and Economy Overview and Scrutiny Panel. The Panel had on 24 February 2011 considered the report and their comments were set out in Minute Extract EEO.SP.15/11, a copy of which had been circulated.

The Assistant Director (Economic Development) added that the Supplementary Planning Document had been amended in the light of comments made by the Scrutiny Panel and was now returned to the Executive to consider referring it to Council for adoption on 26 April 2011.

The Local Environment Portfolio Holder referred to Sections 5.34 and 5.37 concerning Parking Provision and expressed some concern at the implications that may have for the rural area where alternative means of transport were limited.

In response the Assistant Director (Economic Development) confirmed that there would be an element of flexibility to ensure that parking provision reflected the concerns raised. She added that Members would have the opportunity to begin to influence such issues through the Local Development Framework.

The Economic Development Portfolio Holder then moved the recommendations set out in the Assistant Director's report.

**Decision:**

That the Executive:

1. Had considered the draft Housing Design Supplementary Planning Document, as appended to Report ED.14/11, and the changes made in the light of comments made by the Environment and Economy Overview and Scrutiny Panel.
2. That the Supplementary Planning Document be referred to the City Council at its meeting on 26 April 2011 with a recommendation that it be adopted.

**Key or Non-Key**

Key

**Key Decision Ref:**

KD.003/11

**Decision:**

**Portfolio:**

Economic Development

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Assistant Director (Economic Development) (ED.14/11) - Housing Design Supplementary Planning Document; and Extract from the Minutes of the Environment and Economy Overview and Scrutiny Panel

**Reasons for Decision:**

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To provide further guidance and clarity in the form of SPD in respect of policies CP5, CP6, CP7, CP8, CP9 and CP10 of the Carlisle District Local Plan

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

16-Mar-11

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 23 March 2011

**Implementation date if not called-in:**

24 March 2011

**Relevant Overview and Scrutiny Panel:**

Environment and Economy Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.031/11

**Subject Matter:**

REVISED PROCUREMENT AND COMMISSIONING STRATEGY 2010-12

Pursuant to Minute EX.225/10, the Assistant Director (Resources) submitted report RD.65/10 recommending the adoption of a revised Procurement and Commissioning Strategy for the period 2010-12.

The Assistant Director (Resources) referred Members to the Procurement and Commissioning Strategy appended to his report which had been revised and enhanced to incorporate the requirements of the Government's efficiency, environmental, equality and diversity legislation, together with recent changes to European procurement legislation.

The Resources Overview and Scrutiny Panel had on 6 January 2011 considered and noted report RD.65/10. A copy of the relevant Minute Extract (ROSP.07/11) had been circulated.

In conclusion, the Assistant Director (Resources) asked the Executive to consider the revised Strategy, together with the observations of the Resources Overview and Scrutiny Panel, prior to making a formal recommendation to Council.

The Governance and Resources Portfolio Holder then moved the above recommendation.

**Decision:**

That the Executive had considered the Revised Procurement and Commissioning Strategy, appended to Report RD.65/10, together with the observations of the Resources Overview and Scrutiny Panel and referred the Strategy to the City Council with a recommendation for adoption.

**Key or Non-Key Decision:**

Key

**Key Decision Ref:**

KD.005/11

**Portfolio:**

Governance and Resources

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Assistant Director (Resources) (RD.65/10) - Procurement and Commissioning Strategy 2010-12; and Extract from the Minutes of the Resources Overview and Scrutiny Panel

**Reasons for Decision:**

The proposed revisions to the Council's Procurement and Commissioning Strategy are intended to enable the Council to take advantage of alternative service delivery and tendering methodologies through changes in technology and efficiency legislation. The changes are intended to make procurement and commissioning more efficient, achieve greater cost effectiveness and will also lead to competition between providers of goods, works and services.

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

EX.032/11

**Subject Matter:**

**CUMBRIA STRATEGIC WASTE PARTNERSHIP - ENHANCED PARTNERSHIP WORKING PROJECT**

The Assistant Director (Local Environment) submitted report LE.02/11 concerning the Cumbria Strategic Waste Partnership's 'Enhanced Partnership Working Project', which sought to identify the most appropriate model for future partnership working between Cumbria's six Waste Collection Authorities and the Waste Disposal Authority.

The Assistant Director (Local Environment) reminded Members that a key achievement of the Cumbria Strategic Waste Partnership (CSWP) (established in 2004) had been its role in facilitating a significant reduction in the amount of municipal waste land filled which in turn enabled Cumbria to meet its Landfill Allowance Trading Scheme (LATS) obligations. Instrumental to the successful reduction of residual waste had been Cumbria's Joint Municipal Waste Management Strategy (JMWMS). The JMWMS identified seven key objectives by which the LATS obligations would be met, details of which were set out at Appendix 1 to the report.

Whilst significant progress had been made against some of the key objectives, particular concern had arisen around the lack of progress achieved in relation to the key objective of adopting 'common methods of collection' for recyclable and residual wastes. That was significant because of the opportunities to achieve real efficiency savings if consistent (i.e. common) methods of collection were adopted by the six Cumbrian Waste Collection Authorities.

The Assistant Director (Local Environment) reported that elsewhere a number of different models had been employed with the aim of achieving enhanced partnership working between local authorities. She referred Members to figure 1 which illustrated five models of partnership working, together with the indicative efficiencies that each might typically be expected to generate. Examples of actual revenue savings realised by other waste partnerships were also provided. Although Cumbria had to date successfully met the challenge presented by LATS, the current difficult financial climate made it imperative that consideration was given to enhanced partnership working and realisation of significant efficiency savings. She added that in recognition of that fact the CSWP had commissioned work to assess available options for enhanced partnership working (the Beasley report). Whilst the report did not recommend any particular option it did assess the range of available options against a set of relevant criteria, details of which were set out at Appendix 2.

Fundamental to the continued delivery of the JMWMS and any future enhanced partnership working was the 'Recycling Reward' Scheme, the value of which to Carlisle City Council was in excess of £1.2 million per annum. Proposals for a review of the Recycling Reward Scheme had been discussed at a special meeting of the CSWP Officers' Group and also the Cumbria Chief Executives' Group in December 2010. Both meetings concluded that the proposed review should be included within the remit of a proposed Enhanced Partnership Working Project and that the Scheme payments would continue at their current rates until the end of 2011/12. A recommendation to that effect had been presented to and accepted by the CSWP in January 2011.

The Assistant Director (Local Environment) informed Members that the CSWP had on 14 January 2011 received a report from Cumbria County Council (Appendix 3) recommending that the CSWP initiate an Enhanced Partnership Working Project to further develop the work carried out to date and presenting a draft Project Plan for approval, which recommendations were agreed. She further set out the key elements of the Enhanced Partnership Working Project Plan agreed by the CSWP, together with the roles and terms of reference for the Project Governance.

In conclusion, the Assistant Director (Local Environment) cautioned that, although the Project

was an exciting initiative with the potential to deliver real and lasting efficiencies, the scale of the challenge should not be underestimated. Whilst the proposed Project Plan did not require a financial contribution from the Council a significant commitment would be required from both Members and Officers in the form of time, energy and resources, in order to effectively engage with the Project.

It was proposed that the Local Environment Portfolio Holder should continue to represent the City Council on the CSWP in its new role as the 'Project Board'. The Council's Waste Services Manager and, where appropriate, the Assistant Director (Local Environment), would represent the Council on the CSWP Officers' Group. It was likewise proposed that that representation continue in respect of the Group's new role as the 'Project Delivery Team'.

The Local Environment Portfolio Holder believed that the recommendations constituted a very positive way forward and should be adopted. He emphasised the importance of the Recycling Reward Scheme together with the need to ensure that the proposed review of the Scheme did not prove to be detrimental to the City Council.

**Decision:**

That the Executive:

1. Approved the Council's participation in the Cumbria Strategic Waste Partnership's 'Enhanced Partnership Working Project'.
2. Appointed the Portfolio Holder for Local Environment to be the Council's representative on the Cumbria Strategic Waste Partnership's Enhanced Partnership Working Project 'Project Board'.
3. Appointed the Assistant Director (Local Environment) (or her deputy) to be the Council's representative on the Cumbria Strategic Waste Partnership's Enhanced Partnership Working Project 'Project Delivery Team'.
4. All matters relating to the Enhanced Partnership Working Project considered by the Assistant Director (Local Environment) to be a Key Decision for the Council be referred to future meetings of the Executive.

**Key or Non-Key Decision:**

Key

**Key Decision Ref:**

KD.009/11

**Portfolio:**

Local Environment

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Assistant Director (Local Environment) (LE.02/11) - Cumbria Strategic Waste Partnership - Enhanced Partnership Working Project

**Reasons for Decision:**

To ensure that the Council is properly represented in all discussions concerning the future development of municipal waste management in Cumbria

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

16-Mar-11

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 23 March 2011

**Implementation date if not called-in:**

24 March 2011

**Relevant Overview and Scrutiny Panel:**

Environment and Economy Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.033/11

**Subject Matter:**

CAPITAL PROJECT - WILLOWHOLME INDUSTRIAL ESTATE

(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 Assistant Director (Local Environment) submitted report LE.05/11 concerning funding allocated from the Council's Capital Budget to enhance the Willowholme Industrial Estate which had been badly affected by the major flooding event of 2005.

She reminded Members that, following the floods, a package of measures was agreed in consultation with the tenants of the Industrial Estate, including upgrading of the street lighting; repairs to fencing; drainage improvements and enhanced signage, some of which had been carried out soon thereafter. One element of the works which could not be completed at that time was the reconstruction of the un-adopted section of the Industrial Estate road. That delay was due to the need to await completion of flood prevention works by the Environment Agency and also to enable United Utilities to complete improvements to the drainage system and sewage works.

As a result of heavy construction traffic using the Industrial Estate during the above infrastructure improvements, the adopted section of road had deteriorated to the point that the County Council had had to fund major repairs. In order to achieve economies of scale, the City Council had prepared a jointly funded contract for all the reconstruction works required on the estate. Tenders had been received and the lowest tender submitted by Cubby Construction accepted.

The Assistant Director (Local Environment) informed Members that reconstruction of the adopted section of highway had commenced on 21 February 2011 (with an expected duration of six weeks) fully funded by the County Council. She added that the un-adopted section of road, for which the City Council was responsible, was due to commence in May 2011 again with a construction period of six weeks. Accordingly, the Executive was asked to release the £139,000 allocated in the Capital Budget for that work, £119,000 of that sum being for contract works by Cubby Construction on Willowholme Road and £19,000 for works on Mill Race Road to repair existing footways and patch sections of road. That work to be carried out by the City Council Highways Section.

Upon completion of the reconstruction works the County Council would adopt Mill Race Road and the un-adopted section of Willowholme Road.

The Local Environment Portfolio Holder was delighted to move the above recommendation.

The Economic Development Portfolio Holder had been involved with the Willowholme Industrial Estate since 2005 and therefore fully supported release of the capital budget set aside for the scheme.

**Decision:**

That the Executive authorised the release of the £139,000 Capital Budget set aside for the capital project at Willowholme Industrial Estate as detailed in Report LE.05/11.

**Key or Non-Key Decision:**

Key

**Key Decision Ref:**

**Portfolio:** Local Environment

**Who made decision:** Executive

**Date:** 14-Mar-11

**Reports and Background Papers considered:**

A Report of the Assistant Director (Local Environment) (LE.05/11) - Capital Project - Willowholme Industrial Estate

**Reasons for Decision:**

The proposed works will enable the City Council to pass responsibility for maintaining the road to the County Council

**Summary of Options rejected:**

None

**Interests declared:** None

**Date published:** 16-Mar-11

**Urgent decision not subject to call in:** No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:** Not applicable

**Deadline for call-in:** 5.00 pm 23 March 2011

**Implementation date if not called-in:** 24 March 2011

**Relevant Overview and Scrutiny Panel:** Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.034/11

**Subject Matter:**

AMENDMENT TO COUNCIL FRAMEWORK FOR MEMBER LEARNING

Pursuant to Minute EX.017/11, the Organisational Development Manager submitted report CE.05/11 concerning the Council's Member Learning and Development Framework (MLDF).

The Organisational Development Manager outlined the background to the matter, reminding Members that the Member Learning and Development Working Group had identified that improvements were needed with regard to Member learning, and had proposed several changes to the approach adopted by the City Council, details of which were appended to her report. She added that those changes would require a formal amendment to the existing Policy Framework.

The Resources Overview and Scrutiny Panel had on 17 February 2011 (ROSP.16/11) considered the matter and welcomed the proposed changes as set out in Report CE.03/11. A copy of the Minute Extract had been circulated.

The Performance and Development Portfolio Holder welcomed the proposed changes, which would make training less formal for Members and help to maintain the North West Member Charter. Accordingly he agreed the recommendations, subject to amendment of the final sentence at Section 1.8 by the substitution of the words "equal opportunities training" for "equality and diversity training".

**Decision:**

That the amended Council Framework for Member Learning and Development, appended to Report CE.05/11, be referred to the City Council with a recommendation for adoption.

**Key or Non-Key Decision:**

Key

**Key Decision Ref:**

KD.004/11

**Portfolio:**

Performance and Development

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Town Clerk and Chief Executive (CE.05/11) - Amendment to Council Framework for Member Learning; and Extract from the Minutes of the Resources Overview and Scrutiny Panel

**Reasons for Decision:**

To endorse the proposals from the MLDWG to refresh Member learning; and to enable the Policy Framework to be amended accordingly

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

16-Mar-11

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 23 March 2011

**Implementation date if not called-in:**

24 March 2011

**Relevant Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

-----

**Decision Ref No:**

EX.035/11

**Subject Matter:**

ORGANISATIONAL DEVELOPMENT PLAN 2011 - 2013

Pursuant to Minute EX.018/11, the Organisational Development Manager submitted report CE.06/11 concerning the Council's Organisational Development Plan for the period 2011 - 2013.

She reminded Members that they had on 14 February 2011 considered report CE.2/11 and made it available for consideration by the Resources Overview and Scrutiny Panel. The Panel had subsequently considered the matter on 17 February 2011 (ROSP.17/11) and resolved:

"1) That the Organisational Development Plan 2011-2013 be supported;

2) That the statistical information on the number of staff in training, the type of training, the cost, the outcomes and benefits of training be circulated to Members."

A copy of the Minute Extract had been circulated.

The Performance and Development Portfolio Holder welcomed submission of the report which would ensure that the future needs of the City Council were met.

**Decision:**

That the Executive approved the Organisational Development Plan 2011 - 2013 as appended to Report CE.06/11.

**Key or Non-Key Decision:**

Non-Key

**Key Decision Ref:**

Not applicable

**Portfolio:**

Performance and Development

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Town Clerk and Chief Executive (CE.06/11) - Organisational Development Plan 2011-2013; and Extract from the Minutes of the Resources Overview and Scrutiny Panel

**Reasons for Decision:**

To bring forward the Organisational Development Plan 2011-13 for approval by the Executive

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

16-Mar-11

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 23 March 2011

**Implementation date if not called-in:**

24 March 2011

**Relevant Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

FORWARD PLAN  
The Forward Plan of Key Decisions for the period 1 March 2011 to 30 April 2011 was submitted for information.

**Decision:**

That the Forward Plan of Key Decisions for the period 1 March 2011 to 30 April 2011 be noted.

**Key or Non-Key Decision:**  **Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

SCHEDULE OF DECISIONS TAKEN BY OFFICERS  
Details of a decision taken by the Organisational Development Manager under delegated powers were submitted.

**Decision:**

That the decision be received.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

A Schedule of Decisions taken by Officers under delegated powers

**Reasons for Decision:**

Not applicable

**Summary of Options rejected:**

None

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

**Subject Matter:**

REFERENCE FROM THE ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL - OVERVIEW REPORT INCORPORATING THE WORK PROGRAMME AND FORWARD PLAN ITEMS

Pursuant to Minute EEOSP.14/11, consideration was given to a reference from the Environment and Economy Overview and Scrutiny Panel requesting the Executive to provide an update on the recommendations from the Car Parking Task and Finish Group for the Panel meeting in April. A copy of the Minute Excerpt had been circulated.

In the absence of the Chairman of the Panel, the Leader indicated that the Portfolio Holder would attend the April 2011 meeting and update Panel Members on the matter.

**Decision:**

That the reference from the Environment and Economy Overview and Scrutiny Panel be received; and the Panel advised that the Local Environment Portfolio Holder would update Members on the current position at their April 2011 meeting.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

An Excerpt from the Minutes of the Environment and Economy Overview and Scrutiny Panel on 24 February 2011

**Reasons for Decision:**

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

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

**Subject Matter:**

**Decision:**

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

CUMBRIA STRATEGIC WASTE PARTNERSHIP  
The Minutes of the meeting of the Cumbria Strategic Waste Partnership held on 14 January 2011 were submitted for information.

**Decision:**

That the Minutes of the meeting of the Cumbria Strategic Waste Partnership held on 14 January 2011 be received.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

Minutes from the meeting of the Cumbria Strategic Waste Partnership held on 14 January 2011

**Reasons for Decision:**

Not applicable

**Summary of Options rejected:**

None

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

JOINT MEETING BETWEEN THE EXECUTIVE AND REPRESENTATIVES FROM THE PARISH COUNCILS  
The Minutes of the Joint Meeting between the Executive and representatives from the Parish Councils held on 18 January 2011 were submitted for information.

**Decision:**

That the Minutes of the Joint Meeting between the Executive and representatives from the Parish Councils held on 18 January 2011 be received.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

Minutes of the Joint Meeting between the Executive and representatives from the Parish Councils held on 18 January 2011

**Reasons for Decision:**

Not applicable

**Summary of Options rejected:**

None

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

EX.042/11

**Subject Matter:**

REPRESENTATIVE ON OUTSIDE BODY: TULLIE HOUSE MUSEUM AND ART GALLERY  
SHADOW TRUST BOARD / TRUST BOARD

The Strategic Director presented report GD.18/11 dealing with the appointment of Members to serve on the Tullie House Museum and Art Gallery Shadow Trust Board / Trust Board.

As Members were aware, the Council was currently engaged in the process of setting up a Charitable Trust to run the Tullie House Museum and Art Gallery. A Shadow Trust Board was now in place which would, once the Trust was established, become the Tullie House Museum and Art Gallery Trust Board.

It was important that the Council was represented on both the Shadow Board and the Trust Board when established. Although discussions were ongoing, it was anticipated that the Trust Board would comprise eleven Members once all of the recruitment had taken place.

The Strategic Director explained that Shadow Board Members would take part in discussions with the Council to reach agreement between the parties as to the best basis for the Trust to move forward and flourish. The Shadow Board would also be required to input into the various agreements covering the memorandum and articles of association; partnership and funding; collections; property etc. Once the Trust was formally and legally established, the Trust Board would be responsible for the business affairs of the Tullie House Museum and Art Gallery and its day to day running. The Board Members would, effectively, be the Directors of the organisation. In either scenario it was important that, given the significance of Tullie House to the City, the Council was represented on the Shadow Board and, thereafter, the Trust Board. Council representation on the Board must be no more than 20% of the membership so that (a) the organisation was not local authority controlled and (b) it was not necessary for the City Council to implement a different financial accounting regime. If necessary, to comply with the 20% threshold (due to the number of other Board Members being low) one of the Council Board Members may take an observational role at Trust Board meetings.

In conclusion, the Strategic Director requested that the Executive nominate two Members as the Council's representatives on the Shadow Board and thereafter the Trust Board.

On behalf of the Executive, the Leader nominated Councillors Ellis (Performance and Development Portfolio Holder) and Mrs Robson as the Council's representatives on the Tullie House Museum and Art Gallery Trust's Shadow Board and thereafter on the said organisation's Trust Board, on the understanding that the latter Member may, if necessary, take an observational role at Trust Board meetings.

**Decision:**

That the Executive nominated Councillors Ellis (Performance and Development Portfolio Holder) and Mrs Robson as the Council's representatives on the Tullie House Museum and Art Gallery Trust's Shadow Board and thereafter on the said organisation's Trust Board, subject to the proviso that the latter Member may, if necessary, take an observational role at Trust Board meetings.

**Key or Non-Key**

Non-Key

**Key Decision Ref:**

Not applicable

**Decision:**

**Portfolio:**

Performance and Development

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Assistant Director (Governance) (GD.18/11) - Representative on Outside Body: Tullie House Museum and Art Gallery Shadow Trust Board / Trust Board

**Reasons for Decision:**

So that the Council is represented on the Tullie House Museum and Art Gallery Trust's Board

**Summary of Options rejected:**

None

**Interests declared:**

Councillor Ellis declared a personal interest in accordance with the Council's Code of Conduct in view of his nomination to serve on the Tullie House Museum and Art Gallery Shadow Trust Board

**Date published:**

16-Mar-11

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 23 March 2011

**Implementation date if not called-in:**

24 March 2011

**Relevant Overview and Scrutiny Panel:**

Community Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

BAD DEBT WRITE-OFFS FOR NNDR, COUNCIL TAX AND DEBTORS (INCLUDING PENALTY CHARGE NOTICES)

The Assistant Director (Resources) submitted report RD.86/10 recommending the write-off of bad debts over £1,000 and informing the Executive of actions taken to write-off bad debts under £1,000.

The Governance and Resources Portfolio Holder then moved the recommendations contained within the report.

**Decision:**

That the Executive agreed to:

1. Write-off the sum of £129,915.42 in respect of debts over £1,000.
2. Note the Assistant Director (Resources)' action in writing off debts totalling £123,345.45 in respect of bad debts under £1,000.
3. Note that the costs will fall against the:

General Fund	£ 91,453.17
Council Tax Pool	£ 51,676.76
NNDR Pool	£110,130.94
<b>TOTAL</b>	<b>£253,260.87</b>

4. 'Write-ons' will be credited as follows:

General Fund	£ 97.54
Council Tax	£ 4,813.26
NNDR Pool	£ 1,898.01
<b>TOTAL</b>	<b>£ 6,808.81</b>

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

EX.044/11

**Subject Matter:**

**UPDATE ON LOCAL GOVERNMENT BOUNDARY COMMISSION (LGBCE) CONSULTATION**

The Deputy Chief Executive submitted report CE.07/11 updating Members of the Executive on recent consultations carried out by the Local Government Boundary Commission for England (LGBCE).

As Members would recall, the Executive had on 22 December 2010 considered report CE.38/10 concerning the consultations entitled "Along the Right Lines" and "Striking The Right Balance" and submitted a response prior to the December 2010 consultation deadline. The responses from all of the organisations, individuals and groups of individuals, which were generally positive and supportive of the proposals, had been published on the LGBCE website. All the indications were that the LGBCE would henceforth be conducting its business in accordance with the approach described in those documents.

The responses received from Cumbria were from the City Council's Executive, and the Leader and Deputy Leader (joint response) of the County Council. The web form responses appeared to be anonymous.

The Deputy Chief Executive reminded Members that they had suggested that the LGBCE were offered the opportunity to come to Carlisle and discuss their proposals with the Executive. The Commission responded positively and the Director of Reviews and a colleague had attended a recent meeting of the Joint Management Team to explain how the Commission would respond to the consultation and answer Members' questions.

He added that the strong and consistent message from the Commission was that any proposed changes must have clear evidence of public support and make sense in terms of effective and convenient local government. Where those criteria were met the Commission was ready to conduct reviews.

On behalf of the Executive, the Leader stated that the City Council should give consideration to the total number of Members elected to serve the Council. That was particularly important bearing in mind the current difficult economic climate and reduced income levels facing the authority, which had necessitated implementation of initiatives including the Transformation Programme and Shared Services, and consequently reduced staffing levels.

He therefore proposed that, for the reasons outlined, the Executive recommend that the City Council give consideration to the potential for a significant reduction in the number of City Councillors; and submit a request to the Local Government Boundary Commission that it commence a far reaching electoral review into the size of the City Council.

The Governance and Resources Portfolio Holder considered the above proposal to be appropriate in the current economic climate. The authority had changed enormously since membership was set at fifty two during the 1990s. Staffing levels at the City Council had reduced and Councillors should not be isolated from that process. The Portfolio Holder believed that it was important that Councillors demonstrated their support for staff at this difficult time.

In response to a Member's question, the Leader confirmed that increased partnership working would form part of the debate at Council on 26 April 2011.

**Decision:**

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1. That the Executive noted the content of Report CE.07/11.
2. That the Executive recommended that the City Council, at its meeting on 26 April 2011, agree that a significant reduction in the number of City Councillors was required and that the Local Government Boundary Commission be requested to commence an electoral review of the matter.

**Key or Non-Key Decision:**

Non-Key

**Key Decision Ref:**

Not applicable

**Portfolio:**

Cross-Cutting

**Who made decision:**

Executive

**Date:**

14-Mar-11

**Reports and Background Papers considered:**

A Report of the Deputy Chief Executive (CE.07/11) - Update on Local Government Boundary Commission (LGBCE) Consultation

**Reasons for Decision:**

To inform Members of the up-to-date position on consultations carried out by the Local Government Boundary Commission for England

**Summary of Options rejected:**

None

**Interests declared:**

None

**Date published:**

16-Mar-11

**Urgent decision not subject to call in:**

No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

Not applicable

**Deadline for call-in:**

5.00 pm 23 March 2011

**Implementation date if not called-in:**

24 March 2011

**Relevant Overview and Scrutiny Panel:**

Community; Environment and Economy; and Resources Overview and Scrutiny Panels

**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:** EX.045/11

**Subject Matter:**

TULLIE HOUSE TRUST PROPERTY ARRANGEMENTS

(Public and Press excluded by virtue of paragraph 3)

(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 Assistant Director (Resources) submitted report RD.84/10 outlining property arrangements in respect of the Tullie House Trust and seeking consent in accordance with statutory and Council Policy to the grant of leases to the Trust at peppercorn rents.

The Performance and Development Portfolio Holder indicated his agreement with the recommendation.

**Decision:**

That the Executive recommends that the City Council approve the leasing of the Tullie House Museum and Art Gallery premises to the new Trust at peppercorn rents which were less than best consideration.

**Key or Non-Key Decision:** Key **Key Decision Ref:**

**Portfolio:** Governance and Resources

**Who made decision:** Executive

**Date:** 14-Mar-11

**Reports and Background Papers considered:**

A Private Report of the Assistant Director (Resources) (RD.84/10) - Tullie House Trust Property Arrangements

**Reasons for Decision:**

To facilitate through lettings of the Museum premises the transfer of the operations of the Tullie House Museum and Art Gallery service to a new Charitable Trust

**Summary of Options rejected:**

None

**Interests declared:** None

**Date published:** 14-Mar-11

**Urgent decision not subject to call in:** No

**Consent of Chairman/ Deputy Chairman of Council to Urgency:** Not applicable

**Deadline for call-in:** 5.00 pm 23 March 2011

**Implementation date if not called-in:** 24 March 2011

**Relevant Overview and Scrutiny Panel:**

Community Overview and Scrutiny Panel

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**Call-in notified to and date notified:**

**Approved for implementation on:**

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**Decision Ref No:**

**Subject Matter:**

BAD DEBT WRITE-OFFS FOR NNDR, COUNCIL TAX AND DEBTORS (INCLUDING PENALTY CHARGE NOTICES)

(Public and Press excluded by virtue of Paragraph 7)

The Assistant Director (Resources) submitted private report RD.86/10 providing details of actual bad debt cases. Members were asked to consider writing off debts over £1,000 as set out in Appendices 1, 2 and 3 of the report.

The Assistant Director (Resources) then undertook to respond in writing to Members' questions.

**Decision:**

That the bad debts over £1,000, as detailed in the Appendices to Report RD.86/10, be written off.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

A Private Report of the Assistant Director (Resources) (RD.86/10) - Bad Debt Write-Offs for NNDR, Council Tax and Debtors (Including Penalty Charge Notices)

**Reasons for Decision:**

To receive details of individual bad debt cases

**Summary of Options rejected:**

None

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:**

**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

**Subject Matter:**

**\*\*LAND AND PROPERTY TRANSACTIONS**

(Public and Press excluded by virtue of paragraph 3)

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

The Assistant Director (Resources) submitted report RD.83/10 seeking Executive consent to the release and disposal of a number of surplus assets in accordance with the Asset Review Disposal Programme.

In response to Members' questions, the Assistant Director (Resources) undertook to further check the position with regard to reserve prices and consultation with local Ward Members.

**Decision:**

That the Executive approved the release and freehold disposal of land at Gelt Bridge, Brampton; Harker, Carlisle; and Esk Street Depot, Longtown, identified in the plans appended to Report RD.83/10, subject to final terms agreed by the Property Services Manager.

**Key or Non-Key Decision:**

**Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

**Implementation date if not called-in:**

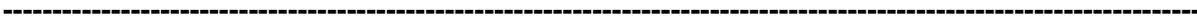
**Relevant Overview and Scrutiny Panel:**

Resources Overview and Scrutiny Panel

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**Call-in notified to and date notified:**

**Approved for implementation on:**



**Decision Ref No:**

**Subject Matter:**

LAND AND PROPERTY TRANSACTIONS  
(Public and Press excluded by virtue of paragraph 3)  
The Assistant Director (Resources) submitted report RD.85/10 seeking approval of the Executive to the release and disposal of a freehold reversion at Rigg Street, Carlisle in accordance with the Asset Review Disposal Programme; and to the transfer of land at Turnstone Park, Carlisle into Council ownership for use as amenity open space.

**Decision:**

That the Executive approved:  
1. The release and disposal of the freehold reversion at Rigg Street, Carlisle subject to final terms agreed by the Property Services Manager.  
2. The transfer into Council ownership of land at Turnstone Park, Carlisle for use as amenity open space on final terms agreed by the Property Services Manager.

**Key or Non-Key Decision:**  **Key Decision Ref:**

**Portfolio:**

**Who made decision:**

**Date:**

**Reports and Background Papers considered:**

**Reasons for Decision:**

Freehold Reversion Rigg Street - to more effectively manage the Council's assets by bringing forward the disposal of surplus property in pursuit of the strategic objectives set out in the Asset Review Business Plan  
Public Open Space Turnstone Park - to bring into public ownership and control areas of amenity open space for the use and wellbeing of local residents and the community at large in accordance with planning policy

**Summary of Options rejected:**

**Interests declared:**

**Date published:**

**Urgent decision not subject to call in:**

**Consent of Chairman/ Deputy Chairman of Council to Urgency:**

**Deadline for call-in:**

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**Implementation date if not called-in:**

**Relevant Overview and Scrutiny Panel:** Resources Overview and Scrutiny Panel

**Call-in notified to and date notified:**

**Approved for implementation on:**

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