



ENVIRONMENT & ECONOMY OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 21st June 2012

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 16/12

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 Forward Plan 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 4)

Contact Officer: Nicola Edwards

Ext: 7122

1. **Forward Plan Items**

The Forward Plan of the Executive covering the period 1st June – 30th September 2012 was published on 18th May 2012. The following issues contained in this Forward Plan that fall into the remit of this Panel are as follows and full details can be found at **Appendix 1**:

KD.011/12 Events Policy –to be considered later on agenda

KD.017/12 Botchergate Conservation Area Appraisal - to be considered later on agenda

2. **References from the Executive**

None.

3. **Economy & Skills**

The Carlisle Economic Partnership Chair has agreed to work with the Chamber of Commerce and its own core membership to look at the development of an information exchange forum / platform around skills provision and demand. Unfortunately when the recommendations came through from the Overview and Scrutiny Panel the agenda for the Carlisle Economic Partnership Meeting in February had already been determined and distributed. The issue was programmed into the agenda for the group's meeting in April which was subsequently cancelled. The next meeting of the Partnership is scheduled for 20th June and a verbal update will be given to the Panel.

For information the report and recommendations are attached at **Appendix 2**.

4. **Apprenticeship**

At the Panel meeting on 22nd March 2012 Members requested further information on the Apprenticeship programme. The organisational Development Manager produced a short briefing note which was circulated to Panel Members. Due to the change in Membership of the Panel this report is attached for information at **Appendix 3**.

5. **Work Programme**

The Panel's current work programme is attached at **Appendix 4** for comment/amendment. A short session will be held on the rise of the Panel to discuss and develop the work programme for 2012/13. Members of the Panel, Portfolio Holders and Senior Officers are asked to give some thought to issues which scrutiny could add value to during the current Civic Year and should consider adding to their Work Programme.

**Index of Active Executive Key Decisions relevant to:
Environment and Economy Overview and Scrutiny Panel**

Key Decision Ref Nos:	Subject:	Date of Executive Meeting
KD.011/12	Events Guidance Document	1 June 2012
KD.013/12	Air Quality Action Plan 2012	2 July 2012
KD.017/12	Botchergate Conservation Area Appraisal	1 June 2012 2 July 2012

FORWARD PLAN
Active Executive Key Decisions relevant to:
Environment and Economy Overview and Scrutiny Panel

Ref: KD.011/12 **Portfolio Area:** Environment and Housing

Policy and Budget Framework Matter: No

Subject Events Guidance Document

Key Decisions: To give consideration to the new Events Policy

To be considered initially by Executive:

Decision to be taken at Executive on: 1 June 2012

Consultees:

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Local Environment's report will be available five working days before the meeting

Further Information From:

Director of Local Environment, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.013/12

Portfolio Area: Environment and Housing

Policy and Budget Framework Matter: No

Subject Air Quality Action Plan 2012

Key Decisions: To approve the Air Quality Action Plan which considers actions for reducing transport pollution in the Council's six Air Quality Management Areas

To be considered initially by Executive:

Decision to be taken at Executive on: 2 July 2012

Consultees: Defra Statutory consultees will be consulted with a minimum 8 week period

Date for Consultees' comments:

Relevant reports/background papers which are available

Air Quality Action Plan 2012

The Director of Local Environment's report will be available five working days before the meeting

Further Information From:

Director of Local Environment, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.017/12

Portfolio Area: Economic Development

Policy and Budget Framework Matter: Yes

Subject Botchergate Conservation Area Appraisal

Key Decisions: To approve changes to the Botchergate Conservation Area and its appraisal

To be considered initially by Executive: 1 June 2012

Decision to be taken at Executive on: 2 July 2012

Consultees: Consultation has taken place and responses are contained within the report

Date for Consultees' comments:

Relevant reports/background papers which are available

The Director of Economic Development's report will be available five working days before the meeting

Further Information From:

Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG



ENVIRONMENT & ECONOMY OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 16th January 2012

Title: Economy and Skills Workshop

Report of: Overview and Scrutiny Officer

Report reference: OS 04/12

Summary:

This report provides a summary of the Economy & Skills workshop that was organised on behalf of the E&E Scrutiny Panel. The workshop was held on 15th November 2011 and involved several local education and training providers, Connexions, Job Centre Plus and a selection of local employers.

The report makes recommendations which are intended to enhance the good work that this undertaken in this area and foster further relationships and communication channels between all of the partners concerned.

Recommendations:

Members are asked to:

1. Approve the report as an accurate reflection of the content of the workshop
2. Approve the recommendations within the report to be directed to the Carlisle Economic Partnership.

Contact Officer: Nicola Edwards

Ext: 7122

1. Introduction

- 1.1 The Economy & Skills Workshop was designed to look at the training and skills development available in the Carlisle district that will produce a suitable educated and trained workforce to meet the demands of employers within the district and in turn contribute to the economic well-being of Carlisle.
- 1.2 A number of education and training providers and several local employers were invited to attend the workshop and a list of attendees is attached at Appendix 1.
- 1.3 Representatives from Richard Rose Central Academy, Carlisle College, National Apprenticeship Scheme and the University of Cumbria all gave informative presentations on the education and training they provide and how this links to the Carlisle Economy. Copies of the presentations can be found at Appendix 2.
- 1.4 The second part of the workshop consisted of a general debate and discussion around the issues identified within the presentations.

2. Key Points from Open Forum Debate

- 2.1 A number of the employers present mentioned that they were now taking on either apprentices or trainees on a regular basis. This covered a range of sectors from hospitality through manufacturing and to professional services.
- 2.2 Job Centre Plus advised that there were a number of unfilled local vacancies in 3 growth sectors – Hospitality, Retail, and Care Services. It was pointed out that there were 2 new care homes due to be built in Carlisle with over 200 new jobs and it was questioned how these vacancies would be filled. It was identified that demand in this sector in particular was growing in demand due to the aging demographic.
- 2.3 There was a general discussion around aspirations and expected wage levels versus the reality of actual wage levels in certain sectors. It was highlighted that there are a number of “invisible” jobs in particular within the Health Service and the Public Sector and a general lack of knowledge of the range of careers available. The discussion included how general awareness could be raised about careers in certain sectors.
- 2.4 It was also identified that within the Carlisle district many employers are based out of the city centre and it could be argued that these are unknown to young people determining their career options.
- 2.5 Discussion took place about the potential to fit into curriculum development at both Richard Rose and Carlisle College to meet shortfalls in skill levels in certain sectors as above. Such work force planning to meet expected skills could take 2 – 5 yrs with such a link back to curriculum in schools and colleges.

- 2.6 A discussion took place around procurement for publicly funded contracts potentially should include provision for local employment and training within such contracts. The contract for the Homeless Resource Centre in Caldewgate, as built by Lambert Gill, was cited as a good example.
- 2.7 It was noted however that EU Procurement Law for contracts above a certain level had to be universally advertised hence not always possible to result in employment for local people.
- 2.8 Systems Group provided training elsewhere for Tesco Distribution Centres where agreements were in place to employ/train local people. Was this possible in Carlisle through the planning system (S106 Agreements) and was there a possibility to share best practice across Local Authorities?
- 2.9 A Councillor commented that there were no unemployed people in the room – was this an omission, and that the Trade Union movement had also provided for many years the opportunity for training and skills development.
- 2.10 A Councillor questioned if there was a confidence issue and mentioned that up to 2,000 young people leave Cumbria every year, so how can we better use of existing assets to retain them, and is this a challenge to the University of Cumbria to assist in this process by offering sufficiently attractive / vocational courses.
- 2.11 A Councillor mentioned that there was plans for 500 – 700 student residencies within Denton Holme and how the University of Cumbria would work to integrate into the local community, perhaps with a view to them wanting to stay in Carlisle following their studies.
- 2.12 A Councillor questioned as to how entrepreneurial aptitudes and skills were being developed within Carlisle. Was there a case to be made for a Small Business development centre? It was noted that FreeRange Artists, based in Carlyle Court, was looking to do this for the Creative Industry sector, and that the Chamber of Commerce already ran an Enterprise Club and had a number of potential business mentors.
- 2.13 Connexions brought up the issue of hard to reach groups especially in the 16 – 18 year old age range. This was as much about their personal circumstances as their willingness to develop their skills. A connection was to be made with the City Council Community Engagement team on this issue.

3. Conclusions

- 3.1 There was a general consensus that the workshop had been a worthwhile session and there was an appetite for this type of forum to exchange views and to communicate more effectively with each other. It is important that medium and small businesses are included within any local employers forum established.
- 3.2 The workshop highlighted some excellent examples of education and training providers working together and also with local employers to fill identified gaps.

- 3.3 There was an agreement that it would be useful if employers were able to identify their future plans and skills requirements are far as reasonable practicable so that providers are able to prepare accordingly. It would also be valuable if employers were able to identify gaps in skills and training and it was agreed that there should be a central point to collate and disperse this information.
- 3.4 This information could enable providers to develop and introduce courses based on a specific demand. It was appreciated that it may not be possible to provide specialist training to one small employer but if a number of small businesses within the same field identified a training requirement special arrangements could be made.
- 3.5 Developers approach the City Council well in advance when they have potential projects, for example building a new care home, and this would be an ideal opportunity for planning and economic development have a role in identifying future trends.
- 3.6 Although it was appreciated that EU law must be followed with regard to tendering large capital projects, Members were concerned that local companies were unable to compete with large national companies and would like to see more agreements and/or sub-contracts which enable the employment of local people.

4. Recommendations

That the Carlisle Economic Partnership look to develop a forum for providers and employers to share and exchange information with regard to skills provision and demand.

That a key contact is established for employers and providers to record potential demand for skills and gaps in provision.

That the Assistant Director (Community Engagement) follow up with Connexions their concerns of communication with the hard to reach 16-18 year olds.

ENVIRONMENT AND ECONOMY PANEL

APPRENTICESHIPS REPORT

1. Introduction

- 1.1 Carlisle City Council had considered introducing an apprenticeship scheme in the past but decided against it for financial and organisational reasons. A different approach was taken in 2011 which did not involve specific numbers of apprentices or identify which areas of the City Council would offer apprenticeships.
- 1.2 In July 2011, the Employment Panel approved the Apprenticeship Scheme Framework which set out the principles and processes for taking on apprentices. The Framework explains what an apprenticeship is, why apprentices would be beneficial to the City Council, how apprentices would be recruited, what they would be paid, what the terms and conditions would be, the responsibilities of managers and sources of support. See Annex A for the Apprenticeship Scheme Framework.

2. Benefits of Apprenticeships

- 2.1 Apprenticeships would benefit the City Council in several ways. These include:
- Supporting succession planning and tackling skills shortages by 'growing our own'
 - Increasing the number of young people working for the City Council
 - Offering high quality employment opportunities for local people
 - Raising skill levels of City Council staff
 - Contributing to key objectives within the Corporate Plan 2011 – 2012, (5) Reduce worklessness and (6) Improve the skills of the workforce

3. How Apprenticeships Can Benefit the Local Economy

- 3.1 Approximately 2000 young people leave Cumbria every year to find better education and employment opportunities and apprenticeships can play a key role in providing high quality jobs with qualifications which could encourage them to stay.
- 3.2 The Corporate Plan recognises the importance of upskilling the local population in order to achieve economic growth. Research by Populus for the first National Apprenticeship Week in 2008 demonstrated that:
- 77% of employers believe apprenticeships make them more competitive
 - 76% say that apprenticeships provide higher overall productivity
 - 80% feel that apprenticeships reduce staff turnover
 - 83% of employers rely on their apprenticeship programmes to provide the skilled workers they need for the future
 - 88% believe that apprenticeships lead to a more motivated and satisfied workforce

- 57% report a high proportion of their apprentices going on to management positions within the company

4. Using Apprenticeships to Grow the Workforce

- 4.1 One of the key objectives in the Organisational Development Plan is to 'Build capacity to address current and future skills gaps' and apprenticeships offer an excellent way to do this. There are apprenticeship programmes available for most areas of City Council work and new ones are regularly being developed.

5. Apprenticeship Qualifications for Existing City Council Staff

- 5.1 Although apprenticeships are traditionally seen as being for young people, apprenticeships are also open to adults and the Government has increased the number of adult apprenticeships which are available. The City Council could use apprenticeship qualifications with existing staff who would remain on their current terms and conditions while benefiting from gaining a relevant qualification.

6. How Apprenticeships Would Work at Carlisle City Council

- 6.1 The Organisational Development Team is responsible for promoting apprenticeships to managers and supporting any that want to take on an apprentice. Managers are responsible for identifying funding and completing the Establishment Change Form. Advice is available from Organisational Development on how to recruit apprentices and they will also find a college or training provider who will deliver the qualifications.
- 6.2 Apprenticeships are available at three levels:
- Intermediate – level 2
 - Advanced – level 3
 - Higher – level 4
- 6.3 Detailed information on contracts and conditions is contained in the Apprenticeship Scheme Framework in Annex A, but in brief, all apprentices would be offered a fixed term contract, two years for level 2 apprentices and three years for level 3.
- 6.4 On 1 April 2012, the Department for Business, Innovation and Skills, announced that from August 2012, all apprenticeships should be for a minimum of twelve months as some apprenticeships were being done in less time which raised concerns about the quality of the training. By offering a two year apprenticeship at level 2, the City Council is ensuring apprentices receive both good quality training from training providers and enough experience in the workplace to be skilled in the relevant vocational area. This is a year more than a number of other local organisations are offering.

- 6.5 Further information on pay for apprentices is contained in the Apprenticeship Scheme Framework in Annex A, but in brief, level 2 apprentices in the first year of an apprenticeship would be paid £110 a week and the age appropriate National Minimum Wage in the second year. Level 3 apprentices would be paid at Grade A on the pay scale chart, point 1 in the first year and point 2 in subsequent years.
- 6.6 Funding for qualifications as part of the apprenticeship for under 19s will be paid by the National Apprenticeship Service. For apprentices over 19, an employer contribution is sometimes needed and this will usually be paid by the Organisational Development Team.
- 6.7 It is hoped that apprentices will continue working for the City Council and gain a permanent or temporary contract at the end of their apprenticeship. They will be able to apply for internal vacancies up to six months before the end of their fixed term contract. Those who have not secured a position three months before the end of the contract will be placed on the redeployment register. If there are no suitable internal positions available or likely to become available in the immediate future, support will be given to apprentices to find employment with other local organisations. The Organisational Development Team will work with Inspira (previously Connexions Cumbria) and Jobcentre Plus to provide this support.

7. Action to Date

- 7.1 In October 2011 a business administration apprentice was recruited to the Organisational Development Team and in December 2011 another one joined the PA Support Team. Both these teams are part of the Chief Executive's Team.
- 7.2 The Local Environment Director proposed recruiting two Green Spaces apprentices in the Transformation Programme of Carlisle City Council report to the Environment and Economy Panel on 22 February 2012 (LE.05/12). The Organisational Development Team has been working with the National Apprenticeship Service to identify training providers who can deliver horticulture apprentices in Cumbria and three have been found. They are Lakes College, Askham Byran College (Newton Rigg) and Myerscough College. The Organisational Development Team would work with Green Spaces to select the best provider and recruit the apprentices.
- 7.3 The apprentices would work towards the Level 2 Diploma in Work-based Horticulture and the exact units chosen would depend on the tasks they would be doing in the workplace. Units could include:
- Establish and maintain effective working relationships
 - Prepare ground for seeding and planting
 - Establishing plants or seeds in soil
 - Construct and maintain paths
- 7.4 Most of the learning would be on-the-job but there may be some classroom study and it would depend on the training provider how much of this there was and where it would take place.

7.5 The Organisational Development Team will continue to promote apprenticeships at the City Council and will work with managers to identify areas where apprentices could add value to the organisation.

Emma Titley
Organisational Development Manager
April 2012

Annex A

CARLISLE CITY COUNCIL

APPRENTICESHIP SCHEME FRAMEWORK

Background

Carlisle City Council has a long history of supporting learning and development opportunities for its staff and promoting learning in the local community.

The City Council, like many other local authorities, has a low proportion of young people working for it. In February 2011, there were no staff aged 19 or under, and only 3% of staff were under 25. In comparison, 38% of staff were over 50 and 10% were over 60. The 2007 workforce profile in the Workforce Development Plan 2006 – 2010, said 34% of staff were over 50 and 5% were under 25. The percentage of staff over 50 has increased since 2007 and the percentage under 25 has decreased which shows the age profile of the City Council workforce is moving upwards.

The high proportion of older workers has implications for future service delivery if a more targeted approach to succession planning is not introduced. The City Council needs to encourage more young people to consider careers in local government and will work with local schools, training providers, Carlisle College and the University of Cumbria to achieve this.

Apprenticeships will be a key part of a new approach to succession planning and will help the City Council to tackle skills shortages by 'growing our own'. They will also contribute to the City Council's Economy priority by offering young people in Carlisle high quality jobs and opportunities to study for relevant national qualifications.

Nationally, apprenticeships are available to people aged over 16 with no upper age limit, and while the key aim of the Carlisle City Council Apprenticeship Scheme will be to increase the number of young people working for the City Council, apprenticeships can also be offered to older people. The apprenticeship frameworks can also be used to benefit existing staff.

Principles

All apprenticeships combine work with qualifications and are available at three levels:

- Intermediate – level 2
- Advanced – level 3
- Higher – level 4

There are many different teams at Carlisle City Council to which apprentices could make a significant contribution. As apprenticeships combine training on the job with relevant industry qualifications, an apprentice would not be able to replace a trained member of staff as they need time to develop their skills and gain experience. However, apprenticeships offer an excellent way to build capacity within teams. Information on the different vocational areas covered by apprenticeship frameworks is available from the Organisational Development Team.

Recruitment

The initial stage of recruiting an apprentice is the same as for any other member of staff. The Establishment Change Form (ES1) should be completed by the relevant manager and passed to Finance and Personnel for comments.

Advice is available from the Organisational Development Team on how to recruit apprentices once the ES1 form has been approved. They will work with managers to find an appropriate college or training provider to deliver the qualifications and will also recommend ways to advertise the apprenticeship in addition to the usual City Council places e.g. National Apprenticeship Service website and Connexions Cumbria (both free).

A training provider or college should be identified before interviews take place for the apprenticeship to ensure that there is an appropriate qualification available. Although there are apprenticeship frameworks covering over 80 vocational areas, not all of them are available in Cumbria due to a lack of providers. Where possible local training providers or colleges will be used, but for some vocational areas a regional or national provider may be needed.

Pay

The National Minimum Wage (NMW) applies to apprenticeships and there are different rates of pay depending on the age of the apprentice and what stage of the apprenticeship they are at. Some organisations which employ apprentices pay the NMW while others choose to pay more. From October 2011, the NMW for apprentices under 19 and for those in the first year of an apprenticeship aged over 19 will be £2.60 per hour.

The amount of pay offered by Carlisle City Council will depend on the level of apprenticeship undertaken. For level 2 apprenticeships, Carlisle City Council will pay above the NMW to young apprentices and apprentices over 21 in the first year of an apprentice, offering £110 per week (equivalent to £2.90 per hour for a 37 hour week). In the second year apprentices will be paid the relevant age specific NMW.

Level 3 apprentices will be paid at Grade A on the pay scale chart, point 1 in the first year and point 2 in subsequent years, £12,489 and £12787 as of April 2011, above the NMW for both apprentices in the 1st year of an apprenticeship and those over 21.

Contracts and conditions

All apprentices will be offered a fixed term contract, two years for level 2 apprenticeships and three years for level 3 apprenticeships.

Apprentices will benefit from the usual Carlisle City Council benefits including annual leave, pension scheme and flexi-time (if appropriate for the role). Apprentices will be encouraged to take up the learning and development opportunities offered by the City Council to its staff.

For most vocational areas, apprentices will be required to attend college or a training provider on a day or block release basis. Apprentices will be given paid time off to attend this and may be given time off for study at additional times depending on the needs of the course.

Funding for qualifications as part of the apprenticeship for under 19s will be paid by the National Apprenticeship Service. For apprentices over 19, an employer contribution is needed for qualifications and this will usually be paid by the Organisational Development Team.

It is hoped that apprentices will continue working for the City Council and gain a permanent or temporary contract at the end of their apprenticeship. They will be able to apply for internal vacancies up to six months before the end of their fixed term contract. Those who have not secured a position three months before the end of the contract will be placed on the redeployment register. If there are no suitable internal positions available or likely to become available in the immediate future, support will be given to apprentices to find employment with other local organisations. The Organisational Development Team will work with Connexions Cumbria to provide this support.

Responsibilities of Managers

Service Managers are responsible for:

- Initial identification of apprenticeship opportunities in their service areas
- Sourcing funding to pay the wages for an apprentice
- Recruitment of apprentices
- Nominating a mentor for the apprentice
- Ensuring the apprentice is given appropriate time to complete the relevant qualifications including paid time off for day or block release

Line Managers/supervisors are responsible for:

- Ensuring the appropriate young person's risk assessment is completed
- Complying with health and safety regulations relating to the area of work and any particular requirements or restrictions on young people
- Providing any necessary equipment or clothing
- Planning an appropriate work programme for the apprentice
- Working with the college or training provider to support the relevant qualification
- Mentoring and supporting the apprentice

Further Information

For further information and support on apprenticeships please contact the Organisational Development Team.

Organisational Development Team
November 2011

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

Date last revised: 11 June 2012



Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan 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
THIS MEETING 21st June 2012														
Economy of Carlisle Jane Meek				✓		Response to recommendations to Carlisle Economic Partnership	✓							
Waste Services Angela Culleton			✓	✓	✓	Annual update	✓							
Performance Monitoring Reports Steven O'Keefe	✓				✓	Monitoring of performance relevant to the remit of Panel	✓		✓		✓		✓	
Events Policy						To consider new Policy	✓							
Botchergate Conservation Area Appraisal						Task Group to look at consultation and feedback to Panel for approval	✓							
TASK AND FINISH GROUPS														
Enterprise Centre			✓			To receive update on position of centre		?						

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

Date last revised: 11 June 2012



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	Performance Management	Forward Plan 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
FUTURE MEETINGS														
Cleaning Up Carlisle							✓							
Core Strategy		✓	✓			To consider report detailing the Preferred Options prior to public consultation								
Dog Fouling Angela Culleton			✓			To receive a update on the Enforcement of Dog Fouling including budget information			✓					
City Centre Partnership Darren Crossley				✓		Update following Ballot for BID		✓						
Environmental Performance of the Council Arup Majhi			✓		✓	Annual Monitoring of performance.					✓			
Budget Peter Mason/Darren Crossley		✓	✓			To consider budget proposals for 2013/14								

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

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	Performance Management	Forward Plan 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
Car Parking Angela Culleton/Keith Poole			✓			To receive update of Car Park use and income following implementation of changes				✓				
Scrutiny Annual Report			✓		✓	Draft report for comment before Chairs Group								✓