

# AGENDA

## Executive

**Wednesday, 02 June 2021 AT 16:00**  
**In the Council Chamber, Civic Centre, Carlisle, CA3 8QG**

### **Apologies for Absence**

To receive apologies for absence.

### **Declarations of Interest**

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

### **Public and Press**

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

## **PART A**

**To be considered when the Public and Press are present**

### **A.1 CARLISLE PLAN 2021-2023**

**7 - 16**

Pursuant to Minute EX.30/21, the Deputy Chief Executive to submit a report presenting for consideration the draft Carlisle Plan 2021-2023. The matter was scrutinised by the Business and Transformation; Health and Wellbeing; and Economic Growth Scrutiny Panels on 1 April, 8 April and 12 April 2021 respectively.

(Copy Report PC.11/21 and Minute Excerpts herewith)

<b>A.2</b>	<b>LOCAL ENVIRONMENTAL CRIME, ACTION AND ENFORCEMENT STRATEGY</b>	<b>17 - 66</b>
	(Key Decision - KD.07/21)	
	The Deputy Chief Executive to submit a report seeking Executive approval of the Local Environmental Crime, Action and Enforcement Strategy. The Health and Wellbeing Scrutiny Panel considered the matter on 8 April 2021. (Copy report CS.23/2 and Minute Excerpt herewith).	
<b>A.3</b>	<b>2020/21 PROVISIONAL OUTTURN REPORTS</b>	<b>67 - 90</b>
	(Key Decision – KD.09/21)	
	<b>(a) Provisional General Fund Revenue Outturn 2020/21</b>	
	The Corporate Director of Finance and Resources to submit a report summarising the 2020/21 provisional outturn for the General Fund revenue budget and giving reasons for variances. (Copy Report RD.05/21 herewith)	
<b>(b)</b>	<b>Provisonal Capital Outturn 2020/21 and Revised Capital Programme 2021/22</b>	<b>91 - 108</b>
	The Corporate Director of Finance and Resources to submit a report summarising the 2020/21 provisional outturn for the capital budget and providing details of the revised Capital Programme for 2021/22.  (Copy Report RD.06/21 herewith)	
<b>(c)</b>	<b>Treasury Management Outturn 2020/21</b>	<b>109 - 126</b>
	The Corporate Director of Finance and Resources to submit a report providing the annual report on Treasury Management, together with the regular report on Treasury Transactions. (Copy Report RD.07/21 herewith)	
<b>(d)</b>	<b>Council Tax Provisional Outturn 2020/21</b>	<b>127 - 136</b>
	The Corporate Director of Finance and Resources to submit a report summarising the 2020/21 provisional outturn and performance position for Council Tax. (Copy Report RD.04/21 herewith)	

**(e) Elected Members' Allowances - Provisional Outturn Report for 2020/21 137 - 142**

The Corporate Director of Finance and Resources to submit a report setting out the amount of allowances paid to Members as part of the Elected Members' Allowances Scheme for 2020/21.  
(Copy Report RD.08/21 herewith)

**A.4 NOTICE OF EXECUTIVE KEY DECISIONS 143 - 154**

(Non Key Decision)

The Notice of Executive Key Decisions, published on 4 May 2021, is submitted for information.

Key Decision – KD.05/21 – the Corporate Director of Economic Development was scheduled to submit a private report concerning the Carlisle Station Gateway – Phase 1. The process of finalising the designs for the scheme continues and the Executive will be asked to give their approval to enter into the agreement with the County Council regarding the City Council's landholdings that are necessary to deliver the scheme once these are completed. The matter is therefore deferred.

Key Decision – KD.09/21 – the Corporate Director of Finance and Resources was scheduled to submit a report regarding National Non-Domestic Rates Provision Outturn. The business rates outturn position has yet to be formalised therefore the matter is deferred.  
(Copy Notice herewith)

**A.5 SCHEDULE OF DECISIONS TAKEN BY OFFICERS 155 - 160**

(Non Key Decision)

A Schedule detailing decisions taken by Officers under delegated powers is attached for information.(Copy Schedule herewith)

Background Papers – as detailed within the Schedule

**A.6 JOINT MANAGEMENT TEAM 161 - 162**

The Minutes of the meeting of the Joint Management Team held on 6 April 2021 are submitted for information.  
(Copy Minutes herewith)

**A.7    AMENDMENT TO CAR PARK SEASON TICKET CHARGES                      163 - 168**  
**2021-22**

(Non Key Decision)

The Deputy Chief Executive to submit a report concerning the amendment of car park season ticket charges.

(Copy Report CS.24/21 herewith)

**A.8    CARLISLE ECONOMIC STRATEGY    169 - 218**

(Non Key Decision)

The Corporate Director of Economic Development to submit a report concerning the Economic Strategy for the Carlisle District. The Economic Growth Scrutiny Panel scrutinised the matter on 21 January 2021.

(Copy Report ED.16/21 and Minute Excerpt herewith)

**A.9    REPRESENTATIVES ON OUTSIDE BODIES                                      219 - 226**

(Non Key Decision)

The Corporate Director of Governance and Regulatory Services to submit a report seeking the nomination of Members to serve on various outside bodies.

(Copy Report GD.36/21 herewith)

Background Papers – Carlisle City Council's Constitution is available on the Council website

**PART B**

**To be considered when the Public and Press are excluded from the meeting**

- NIL -

## **Members of the Executive**

Councillor J Mallinson (Leader's Portfolio)

Councillor G Ellis (Deputy Leader, and Finance, Governance and Resources Portfolio Holder)

Councillor N Christian (Environment and Transport Portfolio Holder)

Councillor S Higgs (Culture, Heritage and Leisure Portfolio Holder)

Councillor Mrs E Mallinson (Communities, Health and Wellbeing Portfolio Holder)

Councillor P Nedved (Economy, Enterprise and Housing Portfolio Holder)

Enquiries, requests for reports, background papers etc to:

Democratic Services Officer - [committeeservices@carlisle.gov.uk](mailto:committeeservices@carlisle.gov.uk)



## Executive

Agenda  
Item:

**A.1**

Meeting Date: 2 June 2021  
Portfolio: Leader  
Key Decision: Yes  
Within Policy and Budget Framework: Yes  
Public / Private: Public

Title: Carlisle Plan 2021-2023  
Report of: Deputy Chief Executive  
Report Number: PC.11/21

### Purpose / Summary:

To progress the adoption of a new Carlisle Plan, which forms part of the Council's Policy Framework.

### Recommendations:

1. That the Executive consider and comment on the feedback on the draft Carlisle Plan.
2. That the Executive agree the outline timetable for scrutiny and public consultation.

### Tracking

Executive:	2 June 2021 31 August 2021
Scrutiny:	Business & Transformation Scrutiny Panel 15 July 2021 Health & Wellbeing Scrutiny Panel 22 July 2021 Economic Growth Scrutiny Panel 29 July 2021
Council:	14 September 2021

## 1. BACKGROUND

- 1.1. The draft Carlisle Plan 2021-23 has completed the round of scrutiny panels, for consideration and comment.
- 1.2. Public consultation is now a possibility, with the increased likelihood of the lifting of the Covid-19 Restrictions in June, as set out in the national roadmap.

## 2. PROPOSALS

- 2.1. The focus of the feedback from the scrutiny panels was on the main document, the Carlisle Plan 2021-23. The proposal is to incorporate the comments and resolutions into a new version for public consultation and further scrutiny. A final draft version for public consultation will be agreed by the Leader.
- 2.2. In the interim, progress on the programmes underpinning the draft Carlisle Plan will be reported in the quarterly performance report, dating from April 2021. This will assist the work to review the current performance report, underway through the Scrutiny Task & Finish Group.
- 2.3. Service planning for 2021/22 has been completed and the Directorate and Corporate Plans will be discussed at Senior Management Team on 15<sup>th</sup> June.

## 3. RISKS

- 3.1. The risks associated with the delivery of the Carlisle Plan will be managed in accordance with the Risk Management Assurance Framework Policy.

## 4. CONSULTATION

- 4.1. Initial consultation with the three scrutiny panels has been completed in April 2021.
- 4.2. Public consultation can now be planned and an outline plan for consultation is presented below:

Activity	Dates
Launch of public consultation	Mid-July
Online consultation webpage and survey	Mid-July to Friday 6 <sup>th</sup> August
Face to face consultation, linked to key projects	To be confirmed
July scrutiny round	15 <sup>th</sup> , 22 <sup>nd</sup> and 29 <sup>th</sup> July
End of public consultation	Friday 6 <sup>th</sup> August

- 4.3. Effective consultation and engagement around the priorities and programme can be achieved by linking this work to the work on the key projects. Wherever possible,



opportunities to promote the consultation on the Carlisle Plan will be linked to the consultation and engagement work on the underpinning programmes.

- 4.4. Informal consultation on the plan will continue with partners engaged in delivering the priorities.

## **5. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 5.1. The commitment of investment in Carlisle and development of clear programmes and strategies now means that it is an appropriate time to update the Carlisle Plan.
- 5.2. The two recommendation are:
1. That the Executive consider and comment on the feedback on the draft Carlisle Plan.
  2. That the Executive agree the outline timetable for scrutiny and public consultation.

## **6 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 6.1 The draft Carlisle Plan sets out the new priorities.

**Contact Officer:**            **STEVEN O'KEEFFE**

**Ext:**    **7258**

**Appendices**            None  
**attached to report:**

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers: None**

### **CORPORATE IMPLICATIONS:**

**LEGAL** - The Carlisle Plan 2021-23 replaces the previous Carlisle Plan 2015-18 and forms part of the Council's Policy Framework. In exercising some statutory powers, the Council must have regard to its approved Plan.

**FINANCE** – There are no specific financial implications of adopting the Carlisle Plan, however the plan will be used to inform future budget processes to align council resources to the priorities contained within it.

**EQUALITY** – None. The equality impacts will be considered within the programmes and projects of the two priorities.

**PROPERTY** – Carlisle City Council has an extensive property portfolio that can assist in delivering the aspirations of the plan.

**INFORMATION GOVERNANCE** – None.

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## EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 1 APRIL 2021

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### BTSP.32/21 CARLISLE PLAN 2021-2023

The Deputy Chief Executive submitted the draft Carlisle Plan 2021-2023 (PC.08/21).

The Policy and Performance Officer reported that the draft Carlisle Plan 2021-2023 brought together an ambitious programme for Carlisle under two priorities, namely Economic Growth and Health and Wellbeing. Those priorities would be supported by the programmes and projects outlined in appendix 1. Appendix 2 contained a summary of the draft plan along with a summary of the Council's Corporate Plan.

The Executive had considered the matter at their meeting on 8 March 2021 (EX.30/21 refers) and referred it to the Panel.

In considering the Carlisle Plan Members raised the following comments and questions:

- Paragraph 2.2. of the report stated “... *prosperity being the most important determinant of health and wellbeing.*” A Member sought further information for the rationale of that statement.

The Deputy Chief Executive responded that the statement sought to emphasise the link between quality homes, employment and standard of living had an impact on the health and wellbeing of a district. It was a symbolic statement which aimed to demonstrate the importance of prosperity as a factor in health and wellbeing.

- A Member expressed concern that the focus on economic growth may come at the cost of work to make the Council more sustainable and meeting its Climate Change targets. He suggested that the term sustainability be defined and reference to it be included in the Plan's vision, priorities and key programmes and projects.

A number of Members welcomed the Plan, however, they felt that the format in which it was presented was not conducive to using the Plan as either a marketing document for the district, nor did it set out clearly for the public or businesses the Council's plans. The following suggestions were made:

- The terminology used in the plan be amended so that it was accessible to a wider audience. The use of shorter, sharper language including “straplines”;
- The Plan's objective be clearly set out;
- That the Plan should operate as the Council's pledge to the residents of the district;
- That the final version of the Plan would be able to be used as a marketing tool;
- The wording in relation to economic growth / business development and growth be strengthened;
- The Plan needed to include clearer reference to tourism as that would be an important factor in the economic growth of the district following the Covid 19 pandemic;
- The Plan should make reference to Carlisle being the capital of Cumbria as well as being a regional capital.

The Finance, Governance and Resources Portfolio Holder thanked the Members for their comments. He was of the view that the Plan needed more visual and narrative content so that those reading it would be able to identify why a particular project or programme of work was being undertaken, what their outcomes and benefits would be. He assured the Panel that the priorities would be easily identifiable in the final version of the Plan.

The Deputy Chief Executive also thanked the Panel for its comments which would be taken on board as part of the ongoing development of the Plan.

RESOLVED – 1) That the Panel had considered and commented on the draft Carlisle Plan 2021-2023 (PC.08/21).

2) The Panel made a series of suggestions (outlined below) for the Executive to consider in the development of the final Plan document:

- The terminology used in the plan be amended so that it was accessible to a wider audience. The use of shorter, sharper language including “straplines”;
- The Plan’s objective be clearly set out;
- That the Plan should operate as the Council’s pledge to the residents of the district;
- That the final version of the Plan would be able to be used as a marketing tool;
- The wording in relation to economic growth / business development and growth be strengthened;
- The Plan needed to include clearer reference to tourism as that would be an important factor in the economic growth of the district following the Covid 19 pandemic;
- The Plan should make reference to Carlisle being the capital of Cumbria as well as being a regional capital;
- That the term sustainability be defined and reference to it be included in the Plan’s vision, priorities and key programmes and projects.

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## **EXCERPT FROM THE MINUTES OF THE HEALTH AND WELLBEING SCRUTINY PANEL HELD ON 8 APRIL 2021**

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### **HWSP.32/21    CARLISLE PLAN 2021 - 2023**

The Policy and Communications Manager presented the draft Carlisle Plan 2021-23 which identified two priorities for Carlisle, namely Economic Growth and Health and Wellbeing; together with a new vision focussing on prosperity as the primary purpose, identifying prosperity as being the most important determinant of health and wellbeing.

The Policy and Communications Manager informed the Panel that the final design document would include graphics and examples once the content of the Plan had been agreed.

The Executive had considered the matter at its meeting on 8 March 2021 (EX.30/21 refers) and had referred it to the Panel.

The Panel scrutinised the Carlisle Plan in some detail and debated the content and priorities set out.

The Panel noted that there were no plans to put the draft Carlisle Plan out to public consultation. The Panel understood that the document was the administration's vision for Carlisle for the next two years, a number of Members felt strongly that it was important for the residents of Carlisle to be included in the vision for the future of their City. The Panel requested that the draft Carlisle Plan be put out for public consultation.

Members further commented that the draft Plan would benefit from restructuring so as to make it a more usable working documents, they also asked that the language in the Plan be reconsidered with a view to making it easier to read and understand for residents.

The Panel acknowledged the various large projects that had commenced or were due to begin in the district, including and the £250m which was being invested in the City. It suggested that the draft Plan include more details on those projects to demonstrate what the Council was undertaking to realise the overall vision.

In discussing the priorities detailed in the Plan the Panel agreed that jobs and growth were important but to be successful they needed to link to an important priority for residents: access to housing. Good access to affordable and low cost housing would also attract people into the area aiding the jobs and growth the Plan aimed to support. It was recommended that the Carlisle Plan highlight the importance of affordable and low cost housing in the delivery of prosperity and good health and wellbeing outcomes.

A Member highlighted the World Health Organisation (WHO) Healthy Cities Network six 'P's: Peace, Planet, Place, People, Participation and Prosperity. She asked that reference to those be included in the Carlisle Plan under the Health and Wellbeing priority.

There was some concern that the Plan prioritised economic growth over health and wellbeing, which may have a detrimental impact on the environment. Therefore, the type of jobs that were created and attracted to the district was important. The proposed Vision did not include any actions that would mitigate the impact of or, ensure change with regard to the climate emergency. A Member requested that climate change and the environmental crisis be included as a priority in the overarching document, stating that jobs would appear and health and wellbeing would increase as a result. The Member also suggested that the Executive read the

recent report which had been produced identifying the potential for green jobs across Cumbria with a view to considering if that may be linked into the Carlisle Plan.

A Member drew the Panel's attention to the Vision set out in the Plan, noting the first paragraph stated "prosperity being the most important determinant of health and wellbeing". She had supporting documentation that showed income inequality was a more important determinant in health and wellbeing. She asked that the word 'most' be removed from the sentence or that the evidence supporting the statement be made available.

In responding to the Panel's comments the Portfolio Holders for Finance, Governance & Resources, Economy, Enterprise & Housing, Communities, Health & Wellbeing, and Environment & Transport clarified the following points:

- The priority of the Executive and Council was jobs and growth at all cost. There was a serious risk of unemployment, therefore there needed to be a focus on growth to recover from the pandemic;
- The Carlisle Plan was an overarching document which set out the Administration's vision for the City and was linked to a suite of Council documents including the Local Plan and the Strategic Housing Assessment, each of which had undergone extensive public consultation;
- It was acknowledged that the Council may need to be clearer with regard to work that was being undertaken regarding housing, but some consideration was needed about the most appropriate place for the information;
- Housing was an important matter and the Council was involved in several projects which impacted on housing;
- The Council had sought feedback from stakeholders on their vision for the city for the future and this had been included in the formulation of the draft Plan;
- Prosperity was a metric widely used in government, local authorities and the NHS. If people had access to good jobs and homes, and the means to support themselves better health and wellbeing was generated, there was a lot of research available on the matter;
- The climate emergency was included throughout the Carlisle Plan and was integral in everything that the Council did, if the City was not prosperous there would be no way to meet the challenge of the climate crisis.

Overall, the Panel felt that the content of the draft Carlisle Plan required developing further and it recommended that the Executive review the document in light of the comments made. The Panel also requested that the draft be resubmitted to Scrutiny prior to its being considered by Full Council.

**RESOLVED** – That in considering the Carlisle Plan 2021-2023 (PC.09/21) the Panel made the following recommendations to the Executive:

- That a public consultation exercise on the draft Carlisle Plan be undertaken.
- That the Carlisle Plan be amended to use more accessible, clear language.
- That the Carlisle Plan should make reference to the World Health Organisation (WHO) Healthy Cities Network six 'P's: Peace, Planet, Place, People, Participation and Prosperity that provide the framework for the City Council's Healthy City work.
- That the Carlisle Plan highlight the importance of affordable housing, or access to low cost home ownership in delivering prosperity and good wellbeing outcomes.
- That the Executive re-consider the wording of the assertion on page 4 of the Plan: "prosperity being the most important determinant of health and wellbeing". If the Executive do not wish to re-phrase the sentence, the Panel would like this assertion to be evidenced.
- The Panel would like an opportunity to comment on a future draft of the Carlisle Plan, before it goes to Council.

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## EXCERPT FROM THE MINUTES OF THE ECONOMIC GROWTH SCRUTINY PANEL HELD ON 12 APRIL 2021

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### EGSP.28/21 CARLISLE PLAN 2021-2023

The Policy and Communications Manager submitted report PC.10/21, the purpose of which being to progress the adoption of a new Carlisle Plan forming part of the Council's Policy Framework.

The Policy and Communications Manager explained that the draft Carlisle Plan comprised a main document containing the detail behind the Plan, together with a summary 'Plan on a Page' listing the Council's vision, principles, priorities and programmes/projects. The two priorities were Economic Growth and Health and Wellbeing. He added that Corporate Plan would be developed over the coming months in parallel to the Carlisle Plan. A further key point of note was that a Performance Reporting Task and Finish Group was underway which would enable preparation of a detailed quarterly performance report from April 2021 onwards.

The Executive had considered the matter at their meeting on 8 March 2021 (EX.30/21) and referred it to the Panel for consultation.

The Policy and Communications Manager concluded by inviting the Panel to consider and comment on the draft Carlisle Plan, with particular reference to the economic growth priority and programme.

The following observations / suggestions were raised during scrutiny of the Carlisle Plan 2021-2023:

- *The Vision – 'To enable Carlisle to grow and prosper as the capital of the Borderlands region, benefitting the health and wellbeing of the people of Carlisle.' was welcomed. However, that statement lacked depth in terms of addressing inequality and poverty. Nor was there any mention of low-cost affordable housing.*  
  
*If the Council was serious about true inclusivity, that meant looking at every area of poverty and inequality. It was requested that further consideration be given to 'The Vision' and that the Carlisle Plan go out to public consultation.*
- *A more creative approach to the wording / terminology and compilation of the document would aide understanding and ensure that it was user friendly for the public.*
- *The Plan needed to include a greater focus on tourism and the Economic Strategy as that would be an important factor in driving change and the prosperity of Carlisle.*
- *The Economic Growth priority stated that "we aim to deliver inclusive and sustainable economic growth, ensuring we provide opportunities for all our communities to prosper", yet no mention was made of the means by which that would be achieved. Similarly, the statements on page 29 concerning the Citadels for example were lacking in detail in terms of the level of investment and how discussions with the University were coming to fruition.*

The Deputy Leader, and Finance, Governance and Resources Portfolio Holder acknowledged that Members were correct in the sense that the key economic growth programmes and projects were referenced within the Carlisle Plan, but there was no real link within the document to state why they were significant if one was not planning or able to go to University in Carlisle; why

moving the University to the Citadel was so important; how many jobs would be brought into the City or how it would help the high street to survive. Further clarity was therefore required.

The Deputy Leader further explained that he was particularly keen on both sustainable and unsustainable growth (unsustainable in terms of new businesses being empowered to start up and try to grow whilst acknowledging that, statistically, a significant number of new businesses do not last more than three years) to deliver a more prosperous society and thus improving standards of living and quality of life. The Plan could be more visual and informative to aide understanding.

- *Referencing the three principles (Clarity, Confidence and Commitment), a Member questioned how much consultation had gone into understanding the needs of Carlisle's residents.*

In response, the Leader stated that COVID-19 had presented somewhat of a bar to consultation. However, now that lockdown measures were easing serious consideration could be given to public consultation.

The Leader further took the Member's point regarding the Citadels which could be better populated as time goes by.

The Economy, Enterprise and Housing Portfolio Holder commented that the draft Economic Strategy was nearing completion and would be coming back to Committee in due course.

Tourism could bring immense scope and potential money into the City and should perhaps be given greater credence within the Carlisle Plan. Projects including the Carlisle Station Gateway and Project Tullie; and improvement of the visitor / night-time economy were of critical importance. Further detail may also be needed as regards housing provision.

The Economy, Enterprise and Housing Portfolio Holder then thanked Members for their most helpful and useful comments.

The Policy and Communications Manager added his thanks to the Panel for their feedback.

A Member sought clarification that the revised draft Carlisle Plan, taking account of the comments raised, would come back through the Scrutiny process.

The Leader replied that Scrutiny was entitled to review the document should they so wish.

RESOLVED – (1) That the Economic Growth Scrutiny Panel had considered and commented upon the draft Carlisle Plan 2021-2023 (PC.10/21).

(2) That the Panel made a series of observations / suggestions (outlined in the bullet points above) for the Executive to consider in the development of the final Plan document.

(3) That the Panel wished to have sight of the revised draft Carlisle Plan at a future meeting.





Meeting Date: 02 June 2021  
Portfolio: Environment and Transport  
Key Decision: KD 27/20  
Within Policy and Budget Framework Yes  
Public / Private Public

Title: Local Environmental Crime, Action and Enforcement Strategy

Report of: The Deputy Chief Executive  
Report Number: CS 23/21

### Purpose / Summary:

The report presents the final draft of the Local Environmental Crime, Action and Enforcement Strategy for comment and approval of Executive. This strategy brings together in a single document how the Council meets its responsibilities for maintaining clean streets and neighbourhoods and highlights the wide-ranging activities of the enforcement team in raising awareness and taking robust enforcement action against those responsible for committing enviro-crimes.

### Recommendations:

Executive is recommended to approve the Local Environmental Crime, Action and Enforcement Strategy.

### Tracking

Executive:	14 December 2020 and 02 June 2021
Overview and Scrutiny:	14 January 2021 and 08 April 2021
Council:	N/A

## **1.0 Introduction**

- 1.1 This report presents the final draft of the Local Environmental Crime, Action and Enforcement Strategy for comment and approval by Executive.
- 1.2 Executive has previously received a report summarising the content of the strategy but has not until now had opportunity to formally approve the final draft which is now presented at appendix one.
- 1.3 The draft strategy has also previously been considered by Health and Wellbeing Scrutiny Panel in January 2021 as part of its wider discussion on the review of the Public Space Protection Order for Carlisle. And, more recently in April 2021 as a separate agenda item where the strategy was welcomed and endorsed.
- 1.4 The strategy presented to Executive has been amended slightly following the discussion at Scrutiny and also now includes an expanded section on the Council's approach to graffiti (section 6.2). This change was reported verbally to Scrutiny in April 2021

## **2.0 The Local Environmental Crime, Action and Enforcement Strategy**

- 2.1 The strategy combines in a single document, the Council's approach to maintaining clean streets and neighbourhoods and outlines how we will work in partnership with residents, businesses and community volunteers to achieve our aims. It also outlines the wide range of activities undertaken by Civil Enforcement Officers from raising awareness of enviro-crime and supporting community based responses, through to investigating offences, issuing fines and preparing cases for prosecution through the courts with the support of colleagues from Legal Services.
- 2.2 The strategy provides an opportunity to highlight best practice and innovative solutions across the service as the teams work to tackle stubborn enviro-crime challenges working with a range of partners and volunteers. Recent examples in this regard include the successful campaigns to target fly-tipping at recycling sites at Christmas and more recently the launch of the enforcement camera van to target roadside litter but also to act as a high-profile deterrent against other enviro-crimes such as fly-tipping and dog-fouling.
- 2.3 The full strategy is presented at appendix one for comment and approval. It is intended to produce a summarised, website friendly version to support awareness raising efforts.

### **3.0 MONITORING AND EVALUATION**

- 3.1 Standards of street cleaning are monitored constantly across the year, but in addition, officers carry out local environmental quality (LEQ) surveys in key areas and streets to assess and report on the standard of appearance / cleanliness using Keep Britain Tidy ratings for cleanliness.
- 3.2 The Council receives and welcomes reports from residents and councillors regularly for example in relation to the standard of street cleanliness or incidence of fly-tipping or dog-fouling. Information is used to target intervention as appropriate. Executive has approved funding to support further work on the development / purchase of a web-based solution of mobile app to improve the reporting of enviro-crime incidents by residents (additional Environmental Clean-up and Enforcement budget 2021/22).
- 3.3 The strategy has been written in a style to avoid the need for frequent updates should legislation and powers change or as the levels of fine / penalties change. Where there is a more fundamental change, the strategy will be revised accordingly.

### **4.0 CONCLUSION AND RECOMMENDATIONS**

- 4.1 The Local Environmental Crime, Action and Enforcement Strategy sits outside of the Council's formal policy framework and does not require formal consultation. The strategy has been welcomed and endorsed by Scrutiny.
- 4.2 Executive is recommended to approve the Local Environmental Crime, Action and Enforcement Strategy.

### **5.0 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 5.1 Maintaining clean, safe and attractive streets, neighbourhoods, villages and towns, cuts across a number of the priorities, as outlined in the strategy.

**Contact Officer:** Darren Crossley

**Ext:** 7120

**Appendices** Appendix 1  
**attached to report:** Local Environmental Crime, Action and Enforcement Strategy

**Note:** in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- **None**

#### **CORPORATE IMPLICATIONS:**

**LEGAL** The proposed Strategy will help and inform the Council's officers in carrying out their duties and ensure that we deliver our enforcement activities in a transparent and consistent manner.

**FINANCE** Any financial implications of implementing and monitoring this Local Environment Crime, Action and Enforcement Strategy can be met from within the existing base budgets under the control of the Community Services Directorate.

**EQUALITY** This report raises no explicit issues relating to the Public Sector Equality Duty.

**INFORMATION GOVERNANCE** Addressed within the strategy

**PROPERTY SERVICES** No property implications

**Working together to keep Carlisle clean:**

## **Local Environmental Crime, Action and Enforcement Strategy**

**(incorporating Litter Strategy)**

# Local Environmental Crime, Action and Enforcement Strategy

## Contents...

- Section 01: Introduction, priorities and aims
- Section 02: Maintaining clean neighbourhoods / tackling litter
- Section 03: Our approach to enforcement
- Section 04: Enviro-crime
- Section 05: Responsible dog ownership
- Section 06: Anti-social behaviour / Public Space Protection Order
- Section 07: Offences by children and young people
- Section 08: Enforcement options
- Section 09: Complaints and appeals
- Section 10: Car parking / vehicle related nuisance
- Section 11: Reporting enviro-crime
- Section 12: General Data Protection Regulations (GDPR)
- Section 13: Further information / notes

## Appendices:

- Appendix 01: Managing litter
- Appendix 02: Litter bin installation criteria

## Section 01: Introduction, priorities and aims

Carlisle City Council is committed to maintaining a clean and safe environment for everyone. This commitment recognises the Council's statutory responsibility to keep the streets and local environment clear of litter, dog fouling, fly-tipping and to deal with other local environmental quality issues including working with a range of partners to tackle anti-social behaviour. This as a shared responsibility that cannot be achieved without the support of the people of Carlisle and visitors in taking responsibility for their own actions. There are many opportunities for people to volunteer in the local community to support litter picking activities, working together to keep Carlisle clean.

This document highlights the Council's approach to maintaining clean streets and neighbourhoods across the district of Carlisle and highlights the work of the Civil Enforcement Officers in raising awareness of environmental crime, including challenging unacceptable behaviour and taking robust enforcement action, when necessary.

### 1.1 Supporting local priorities

Maintaining clean, safe and attractive streets, neighbourhoods, villages and towns, impacts positively on:

- the quality of life for residents with opportunities to enjoy the place where they live, work, visit
- healthy and active lifestyle choices through play, exercise and sport
- building social cohesion and creating a stronger sense of community and civic pride
- local eco-systems and biodiversity
- inward investment and regeneration, creating employment and training opportunities to support the local economy and tourism.

As well as being unsightly, litter can have serious environmental consequences that persist for decades / hundreds of years and longer as different materials take a very long time to decompose and break down. This is not only unsightly but has serious consequences for the local environment as local habitats are damaged with birds and other animals / wildlife at risk of poisoning, choking and trapping. Litter dropped in the street can travel through local water courses and drainage systems into the sea affecting fish and other marine life, potentially getting into the food chain, posing a risk to human health.

### 1.2 Aim of the strategy

The aim is to ensure Carlisle is a clean, safe, healthy and welcoming place to live, work and visit. To meet this aim, staff in the Neighbourhood Services are responsible for keeping the streets, town centres and residential areas clean and litter free. As the behaviour of a small minority of people falls short of acceptable standards, the Council employs a team of Civil Enforcement Officers to prevent, detect and deter enviro-crime...

**Prevent:** To prevent enviro-crime by raising awareness of the problem through education and

\*All information subject to change - correct at time of first publication.

local awareness campaigns targeted at changing people's behaviour

**Detect:** To detect enviro-crime quickly and take swift and robust action with dedicated and responsive enforcement officers using modern technology and working in partnership with other enforcement bodies to ensure activities are intelligence led

**Deter:** To deter enviro-crime by making sure that those who commit crimes are caught, that the action taken is proportionate and through promoting success, to deter others from committing such selfish behaviour / offences



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## **Section 02: Our approach to maintaining clean neighbourhoods**

This document sets out the Council's approach to maintaining clean neighbourhoods and highlights the action to be taken when enforcement becomes necessary. All the issues highlighted in this document are important in maintaining a clean and safe environment. It is recognised, however, that as resources are limited, to ensure that streets and neighbourhoods across the district of Carlisle are maintained to consistent standards, a mix of both programmed and responsive street cleaning, supported by intelligence-led enforcement activity targeted as necessary is vital.

Operational priorities may also change across the year depending upon the season, for example, resources may be diverted towards leaf-fall clearance in autumn or responding to severe weather events (snow clearance / flood clean-up). Resources may also be diverted to targeted activity or campaigns across the year in response to local or national issues.

The clean neighbourhoods team works seven days a week, 365 days a year to keep streets, pavements and town centres clean and litter free across Carlisle, its towns and villages. Resources are allocated to cleaning in response to demand to ensure that all areas of Carlisle are maintained to consistent standards. Some areas may require a light-touch whilst others may require more frequent or intensive input with a mix of manual and mechanical sweeping operations following a programmed approach. Most streets are swept every two weeks in the city / urban areas and every five weeks in the rural villages. The programme may be adjusted in response to changing demands, local incidents, or seasonal pressures.

Street cleaning activity is also coordinated with other neighbourhood services such as refuse and recycling collections, with teams programmed to follow the next day to sweep / pick any litter that may have been spilled during refuse collection.

Dedicated teams also support our city and town centres to ensure Carlisle remains the destination of choice for visitors and shoppers. Our officers will work with planning and regeneration officers, town centre managers and local businesses to remove clutter and ensure our streets and pedestrianised areas flow freely and any traps for litter are removed where possible. Litter and recycling bins are provided in locations based on need with street cleaning teams and civil enforcement officers maintaining a high-profile presence, engaging with members of the public and local businesses, particularly the well-known fast-food outlets. On popular weekends when the night-time economy is extra vibrant, additional temporary bin capacity may be deployed in key locations and removed the next day.

Provision of litter/recycling bins is informed by the guidance produced by WRAP – The Right Bin in the Right Place. The location of litter bins is regularly reviewed to ensure best practical use.

In 2020, the city centre cleaning regime was further enhanced to reduce Covid related risks and included the provision of hand-sanitisation units at key locations. The Council's coordinated response is supported by a team of Covid Marshalls providing a visible presence in the city centre to remind people and businesses of the need to continue to follow the rules and guidance.

### **Infrastructure**

\*All information subject to change - correct at time of first publication.

The team services over 800 litter bins throughout the city and rural areas. Litter bins are allocated on a demand / need basis and their condition and use regularly monitored. Mobile teams will empty the litter bins but also sweep and litter pick the immediate area. Requests for additional or replacement litter bins are considered based on evidenced demand, the amount of litter in the area, the proximity of other litter bins, the frequency of street cleaning services and ease of access. The location, condition, style and number of litter bins is reviewed at least annually.



Consideration is also given to the impact of the bin in the immediate area and a view is taken as to whether the provision of the additional bin will provide the desired solution. Criteria for the allocation of litter bins can be found in Appendix 02.

Our staff also work in partnership with groups such as Parish Councils and community groups to co-ordinate the litter strategy in their local area and to support local volunteer groups with litter picks and provide equipment

To reduce the frequency of collection, improve efficiency and effectiveness across our service and to help target 'hot-spot' or high-profile areas, the Council is working to increase provision of combined litter/recycling 'on the go' street bins in key locations to support the collection of plastic drinks bottles, drinks cans and paper/card. This will be supported with clear signage to reduce contamination and help protect the quality and value of the recycling. Such bins are already in place in our city and town centres, and local parks.



The design and appearance of bins is also a considering factor. Whilst most bins will be of the same 'corporate' appearance, there is scope to introduce a different design of bin, better suited to the local environment, play parks, retail areas, rural village settings etc. Contemporary, modern bins for example may be appropriate in some locations but more traditional, 'classic' style of bins are more suited in some city centre locations to reflect local surroundings and heritage. In all cases the bins will need to meet minimal standards in terms of safety

and durability. The number, size, design and type of bin will be discussed with ward councillors. The provision of litter bins in areas with a busy footfall such as the city centre or at our transport hubs may require a different approach in line with Government guidance to reduce the threat from terrorism. This could see bins removed, relocated, or replaced with an alternative to mitigate such risks. More information on managing our litter and suitable bin types can be found in Appendix 01.

\*All information subject to change - correct at time of first publication.

In areas and routes popular with dog-walkers it may be more appropriate to site litter bins strategically supported by clear signage to encourage responsible dog ownership. Challenging irresponsible dog ownership and dog-fouling is a priority for the Civil Enforcement Team with the approach outlined further in this strategy.

Other waste receptacles may also include smaller bins to help deal with the stubborn problem of chewing gum and smoking related litter backed up by clear signage, education and awareness raising and enforcement where necessary by Enforcement Officers.

Whilst the bulk of street cleaning activity is programmed to ensure consistency in standards across Carlisle district, the team also provides a targeted response service for example to clear fly-tipping, remove offensive graffiti within 24 hours, pick up discarded needles, remove and clean bird droppings, pressure wash pavements, pick up dead animals and clean up animal faeces.

## **Monitoring quality standards**

Standards of street cleaning are monitored constantly across the year but in addition, officers carry out local environmental quality (LEQ) surveys in key areas and streets to assess and report on the standard of appearance / cleanliness assessed against Keep Britain Tidy's standards for cleanliness.

## **Roadside litter**

Activity is also programmed at key dates across the year to remove litter from roadside verges which is not only unsightly, but is harmful for local wildlife and can have lasting, negative impacts on the wider environment should such items enter local water courses, streams and rivers, ultimately spreading across oceans. This activity is time-consuming, expensive and high risk for staff given the risks of working in the highway close to moving traffic. To protect staff and minimise the impact on road users, such work is often carried out very early in the morning with traffic management controls and signage in place.



## **Reporting concerns**

We welcome comments on the standard of street cleaning and invite constructive suggestions as to how we can improve our services for the people of Carlisle. Concerns about the cleanliness of streets can be reported at the Keep Carlisle Clean page at [www.carlisle.gov.uk](http://www.carlisle.gov.uk).

### **2.1 Shared responsibility**

Working together to keep the local area clean helps to establish a sense of pride; it can bring

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neighbours together to tackle loneliness and improve health and well-being, provide safer places for children to play or to just sit and enjoy a 'cuppa' with a neighbour in a clean outdoor space. In the bigger picture, clean streets and attractive gateways, vibrant neighbourhoods, active communities help to support inward investment in the city and attract visitors, growing the local economy.

To help us continue this good work we are looking for people to volunteer to take part in community based clean up events or as a local 'litter champion' to coordinate and lead such activity in your area. The Council will provide all the equipment and material needed to establish a community litter pick event and to coordinate the collection of any litter collected.

More information on being a Litter Champion or how to set up a community litter pick is available from Keep Carlisle Clean page at [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

## 2.2 Local action days / community response

The Council will also support targeted clean-up activity or action days for example organised by community groups, social landlords and businesses to help residents to clear homes, back-yards and gardens of clutter and reduce the risk of such items being fly-tipped as well as improving the overall general appearance of the area.

The Council welcomes the support of volunteers to support community clean-up. Resources, advice and information can be provided to volunteers and local groups across the year to support community-based litter picking activity or to help improve a local area. Typical resources include:

- Litter pickers (adult and children's sizes)
- Hi-visibility vests and gloves (adult and children's sizes)
- Refuse bags
- Risk assessments and safe working guidance
- Promotion material
- Gardening tools
- Vouchers for plants / shrubs / paint materials etc



## 2.3 Community Payback

The Council will work with a range of partners such as the Community Payback team on projects in local areas. Community Payback provides opportunities for low risk offenders, who pose no harm to the public, to carry out unpaid work on projects to improve the local area and help to 'pay back' the community for their crimes. Projects must benefit the local community but should not

\*All information subject to change - correct at time of first publication.

take paid work away from others nor make a profit for anyone. Typical activities may include:

- removing graffiti
- clearing wasteland
- decorating a community centre

## **2.4 Parks and open spaces / cemeteries**

Carlisle's parks and green spaces are open for everyone. Council staff and volunteers work hard to ensure the parks are an enjoyable and attractive place for people to visit and spend time in. The Council aims to keep its parks and green spaces safe, free from litter, dog fouling and anti-social behaviour. Carlisle's cemeteries are also special places to visit, not only to visit graves and take time to remember loved ones but also to walk through to enjoy the gardens and wildlife.

Visitors to parks and cemeteries must:

- Take all litter home or use the bins provided
- Pick up after their dogs
- Respect other park-users
- Keep dogs out of children's play areas and keep them on leads in designated areas
- Keep dogs on a lead at all time in cemeteries
- Behave appropriately and respectfully being sensitive to others particularly if there is a funeral or burial underway
- Respect the graves, memorials and floral tributes.

## **Section 03: Our approach to enforcement**

Good enforcement practice should have clear standards, be carried out in an open, helpful manner, have a proportionate and consistent approach. This approach ensures that we:

- focus on prevention / education rather than enforcement
- provide advice to support businesses and others to meet their legal obligations
- are consistent, fair and equitable in the application of standards to all
- take robust and proportionate action to ensure that those responsible are accountable for their actions

This strategy sets out how we will use these powers to ensure an effective, consistent and clear approach to tackle environmental issues.

### **3.1 Awareness raising, education and advice**

Carlisle City Council recognises the importance of raising awareness, giving advice, encouraging and educating people on positive and responsible behaviour. Officers will work with children and young people in schools, develop local campaigns on key themes and work with volunteer groups and partners in support of local community led action. Recent examples include:

- Keep Carlisle Clean campaign focussing on
  - dog-fouling
  - littering
  - fly-tipping
- Neat Streets Initiative
- Engagement with children and young people in schools
- Work with partners and volunteers on community led clean-up activity
- Engaging with business to ensure responsible commercial waste management
- Working with partners on responsible dog ownership
- Alley gating

Focused campaigns are also developed to highlight local environmental quality problems to a specific group or within a certain area (hot spot). The Strategy will also support national and regional environmental quality campaigns.

### **3.2 The enforcement team**

Carlisle City Council employs a team of Civil Enforcement Officers with responsibility for:

- Providing advice and raising awareness
- Environmental enforcement
- Car parking enforcement

Officers work in shifts, seven days a week, in streets, town centres, parks and car parks across

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Carlisle. The role of an enforcement officer can vary from offering advice and guidance on environmental crime issues, issuing penalty notices for various offences as well as working with others to encourage positive behaviour. They work within the Neighbourhood Services team which is responsible for the delivery of services such as street cleaning, refuse and recycling, fleet management and car parks.

Officers can usually be identified by their formal uniform although they also carry out 'plain-clothes' patrols. Officers will behave in a professional and respectful manner and will always present their official City Council photo-identity badge when challenging those responsible for committing offences such as dropping litter or failing to clean-up after their dog has fouled.

Officers do not accept cash payments and will never ask for any cash payments when dealing with an incident. Fixed penalty notices (fines) or penalty charge notices (parking tickets) include details on how to pay the fine / charge for the offence committed.

Officers will use a range of technology to support enforcement activity. This includes cameras operated from vehicles or fixed cameras mounted at key locations. Clear signage will be displayed to inform people that cameras may be in operation. Images captured may be used to support investigations and enforcement action as well as forming part of an evidence pack to support cases presented to the courts. Civil Enforcement Officers also use body-worn cameras to support our enforcement activity and to reduce health and safety risks.

Civil Enforcement Officers also work with partners such as the Police, Housing associations and support initiatives such as Carlisle 'Shopwatch' sharing information / intelligence as necessary for example in relation to anti-social behaviour in specific areas.

### **3.3 Respect our staff**

The Council will not tolerate threats, intimidation, violence or abuse towards staff at any time. Concerns will be reported to the Police. Verbal or physical abuse of staff could result in prosecution. CCTV evidence, for example from body-worn cameras, may be provided as evidence where appropriate.

### **3.4 Authorised action / powers / legislation**

Civil Enforcement Officers are authorised, qualified and competent for the purpose of exercising any and all the statutory powers related to their role on behalf of the City Council. As new powers emerge or as existing legislation is updated, further training is provided to officers as necessary to confirm competency. The list below should be not definitive.

- Clean Neighbourhoods and Environment Act 2005- Parts 2; 3; 4; 5; and 6
- Environmental Protection Act 1990 (EPA 1990) – Parts 2 and 4
- Anti-social Behaviour Act 2003, Part 6
- Anti-social Behaviour, Crime and Policing Act 2014– Part 4
- The Microchipping of Dogs (England) Regulations 2015
- The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016
- The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regs 2018
- The Environment Act 1995

\*All information subject to change - correct at time of first publication.

Decisions about the most appropriate enforcement action to be taken are based upon professional judgment, legal guidelines, statutory codes of practice and local priorities / factors. Most decisions will be taken by Civil Enforcement Officers with advice from senior officers or Council solicitors when necessary.



## Section 04: Enviro-crime

Enviro-crimes are illegal acts which harm the environment and are liable for prosecution. They can also have serious impacts on our health, wellbeing and our natural environment. There are no acceptable excuses for committing enviro-crimes and no community should have to put up with such irresponsible and selfish behaviour by a small minority of people. Environmental crimes include:

- Littering
- Fly-tipping
- Illegal disposal of household refuse
- Illegal disposal of commercial / business waste
- Dog-fouling
- Abandoned vehicles

### 4.1 Littering

The Environmental Protection Act 1990 (S.87 as amended) states that If any person throws down, drops or otherwise deposits in, into or from any place to which this section applies, and leaves, anything whatsoever in such circumstances as to cause, or contribute to, or tend to lead to, the defacement by litter of any place commits an offence, this also includes smoking related items and chewing gum.

In order to tackle littering, Civil Enforcement Officers will:

- Promote campaigns to encourage behaviour change
- Carry out high profile patrols and utilise technology such as cameras to support enforcement
- Take enforcement action through issuing Fixed Penalty Notices or pursuing cases through the courts as necessary
- Publicise successful prosecutions through the courts, releasing details of the offender and the sentence through the local media to deter others from offending.
- Roadside litter is an increasing problem. Not only does it look unsightly, it is harmful to wildlife and the environment and dangerous and expensive to clean up. The registered keeper of a vehicle is responsible for any littering offences which take place from their vehicle. The Council will pursue enforcement action against those who throw litter from their vehicles. This includes deploying a dedicated camera vehicle to highlight the issue of roadside litter and to support enforcement action by capturing robust video evidence of offences committed. As part of the enforcement process the team will gather information from external agencies including the DVLA.

As the operator of a fleet of vehicles with on-board cameras, the Council may also draw on video footage from its other vehicle cameras where incidents of littering have been observed by Council staff to support enforcement action.

As the use of dash-cam footage extends, the Council welcomes video evidence from other motorists of littering offences committed from vehicles. Video evidence submitted needs to be supported with signed witness statements.

\*All information subject to change - correct at time of first publication.

The Council would typically deal with littering offences through the issue of a fixed penalty notice or fine. Should the matter be referred for prosecution, the courts are able to impose fines up to £2,500\* plus costs.

## **4.2 Litter from Businesses**

It is recognised that commercial businesses do not necessarily have any control or influence over the behaviour of their customers after leaving their premises and items purchased may end up as litter. Businesses are therefore encouraged to consider their wider social responsibilities and recognise the impact of their operations in the local community. The Council aims to work in partnership with businesses to minimise the impact of litter from fast-food outlets and shops, for example encouraging litter pick activities within the community or exploring other options to identify those dropping litter. The Council has the power to issue Community Protection Notices to businesses that contribute on an on-going basis to a litter problem in an area. FPN powers may be used if the conditions of the notice are breached.

## **4.3 Fly-tipping of waste on public and private land**

Fly-tipping is the illegal dumping of waste that can have a detrimental impact on the appearance of the area. The size can vary from one bag of rubbish, a mattress or several bags of builder's rubble and garden waste. At the larger end of the scale fly-tipping can involve several truckloads of construction and demolition waste being tipped.

The Council takes the offence of fly-tipping very seriously and will pursue enforcement action against those responsible. The Council will:

- Encourage people to take responsibility for their own actions and behaviour
- Deploy CCTV and signage in key areas
- Remove fly-tipping as soon as possible after investigation to deter others adding to it
- Take enforcement action through issuing fixed penalty notices
- Pursue cases through the courts where necessary.

The City Council is responsible for clearing fly-tipping on public land within the boundary of Carlisle where it is safe and practical to do so. The Council is not responsible for clearing fly-tipping from private land. Private landowners are responsible for the safe and legal disposal of fly-tipped waste on their land and to meet any costs associated. Where cases are reported to the Council, officers may be able to investigate and use all relevant powers to ensure that those dumping waste on private land are prosecuted and any clear up costs recovered from the offender.

The Environment Agency is responsible for investigating larger scale incidents. Typically, this would be where there is more than 20 cubic metres (or a tipper load), or where it was linked to criminal business activities, or for hazardous waste (greater than 75litres) where there is potential to harm the local environment.

Whilst all incidents of fly-tipping are recorded, it can unfortunately be very difficult in many cases to pursue enforcement action due to the lack of evidence or robust witness statements to identify those responsible.

\*All information subject to change - correct at time of first publication.

To maintain standards of street cleanliness, operatives are empowered to quickly remove fly-tipped items where it is clear there is no evidence to support an investigation. Where there is potential evidence to support further investigation, such staff are empowered to photograph the fly-tipping incidents, including any evidence, before removing the dumped waste, logging the location, date and time. This information is then forwarded to the Enforcement Team.

In some cases, it may be more appropriate to report the incident immediately to the Enforcement Team for investigation in which case there may be a delay in clearing the items, pending any investigation. The items / fly-tipping site will be 'marked' during this time, so residents know the Council is aware of and dealing with the matter. This will also avoid repeated calls to report the same fly-tipping incident to the Council.

#### **4.4 Fixed Penalty Notices (FPNs) and prosecution for fly-tipping**

Civil Enforcement Officers have power to issue a fixed penalty notice for fly-tipping offences as an alternative to prosecution. This is a more efficient and appropriate sanction to deal with incidents of 'low level' fly-tipping. A low-level incident could be described as anything from two black bags, mattresses, sofas etc. up to a van load of dumped waste. Officers may deal with the dumping of a single black bag as a littering offence rather than fly-tipping.

The offence of fly-tipping can be dealt with by issuing a fixed penalty fine of up to £400\*. However, consideration may also be given to prosecution should it be deemed that the Fixed Penalty Notice was not proportionate for the offence committed.

For larger fly-tipping incidents, for example commercial or hazardous waste, prosecution may be the preferred option.

The fly-tipping of waste is a serious criminal offence with the potential for an unlimited fine or up to five years imprisonment.

It is also an offence for owners / occupiers to allow / permit fly-tipping on land / premises that they own or rent.

Illegally dumping items from vehicles is also classed as fly-tipping. The person controlling the use of the vehicle can be prosecuted. It is possible for a prosecution to occur when only the vehicle, not the driver, is identifiable. The police also have the power to seize vehicles used for fly-tipping.

#### **4.5 Fly-tipping hot spots**

As resources are limited, it is vital that enforcement activities are intelligence-led and targeted to priority 'hot-spot' areas, supported by the deployment of modern technology such as fixed and mobile cameras where appropriate. Signs are displayed in the areas being monitored to make it clear that CCTV cameras are in operation and any video evidence gathered may be used for the prevention and detection of crime. Some cameras may be visible in the area, for example mounted on posts or on the side of buildings, but in more rural locations, or as part of a targeted initiative, the cameras may not always be visible. In all cases, signs will however confirm that cameras may be in operation.

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Enforcement Officers may also carry out direct observation in hot-spot areas from vehicles or may be on patrol on foot either in uniform or in some cases, in plain clothes.

Video footage from cameras will be viewed as part of the investigation into a fly-tipping incident. This can be particularly effective in dealing with fly-tipping incidents where vehicles are involved as the registered keeper of the vehicle can be identified and interviewed in relation to the offence. If waste is dumped from a vehicle, the registered keeper can be held legally responsible for the fly-tipping. The Council will work in partnership with external agencies as part of our investigations including the DVLA.

Any decision to deploy cameras needs to be assessed to ensure their use is both proportionate for the intended purpose and appropriate in the location.

#### **4.6 Waste dumped in un-adopted back streets (Neat Streets Initiative)**

Some fly-tipping hotspots are close to residential areas and sometimes the fly-tipping is carried out by those who live in the immediate area. It is often difficult to identify and take enforcement action against those responsible and community-based solutions are often the only option. An example of this, is rubbish dumped on un-adopted back streets where the Council has worked with residents to support the clean-up operation under the Neat Streets Initiative.

There are many rear lanes across Carlisle that are not the responsibility of the City Council to clean. Such responsibility typically rests with the occupiers in the properties adjoining the lane. This does not mean that the Council will not support communities in their efforts to keep the lanes clean and nor does it mean that the poor standards of cleanliness, littering, fly-tipping and general anti-social behaviour in private, unadopted lanes will be tolerated.

Poorly maintained lanes and alleyways can have significant negative knock-on effects in the immediate local area in terms of the visual appearance (bringing the wider area into disrepute); this can increase the risk of arson, crime, anti-social behaviour and provide inviting habitats for rats and other vermin to thrive. Rear lanes, if cared for can become inviting places to support safe-play for children, to encourage neighbours to socialise to help tackle loneliness and isolation and with a few strategically placed planters, can support local bio-diversity and local wildlife, as well as adding to property values as areas become more desirable places to live.

The Neat Streets initiative targets private back lanes and helps occupiers to clear the area to make it a usable, safer place for residents and children to access and to add value to the community.

The initiative encourages responsible behaviour and helps keep back lanes and communal spaces free of rubbish and fly-tipping. Letters are hand delivered to the residents whose properties are connected to the back lane to advise them what is happening, when and how they can help.

The initiative reminds occupiers of their responsibilities and duty of care to ensure that communal areas are kept clean and safe for everyone to use, and they are not an area to dump waste.

The initiative also outlines the support available from the Council to help occupiers to clear their back-lanes and outlines the action the Council will take against those responsible for committing enviro-crimes in the unadopted lanes.

\*All information subject to change - correct at time of first publication.

#### **4.7 Fly-tipping at local recycling sites**

The Council operates recycling sites at places accessible to the local community for example in some car parks, supermarket sites, community centres and schools. The facilities are provided for the convenience of residents to sort their household recycling. The Council will take enforcement action against:

- businesses that use the facility to dispose of their waste or recycling
- people who dispose of refuse / waste / bulky items etc at the site other than those items that can be recycled using the bins and skips provided
- people who drop litter at the site
- people who drop recycling on the ground, on top of or next to bins or leave litter anywhere other than in the designated bins or skips, irrespective as to whether the skip is full or not at the time.

Campaigns at key times of the year, for example Christmas and New Year, may be promoted to encourage responsible use of these community facilities and to highlight the action the Council will take against those committing fly-tipping or littering offences. Clear signage will be deployed at sites and CCTV may also be deployed.

#### **4.8 Seizure of vehicles for suspected waste crime**

The Council has powers to seize a vehicle, trailer or mobile plant and their contents if it is believed it is being, has been or will be used to commit a waste crime such as fly-tipping. Vehicles and their contents can be seized under the Control of Pollution (Amendment) Act 1989 or the Environmental Protection Act 1990.

The Council can only seize a vehicle if it suspects it has been:

- used to illegally dump waste in a way that could cause pollution to the environment or harm to human health
- driven by someone not registered as a waste carrier
- used at a site that is breaking the rules of an environmental permit
- used to transfer waste to someone not registered as a waste carrier.

Having decided a vehicle must be seized, the Council must inform the Chief Constable and ask the Police to stop the vehicle, making sure the vehicle and its contents are stored securely until claimed by the owner.

The Council also has power to destroy a vehicle, if it will “pollute the environment or be a risk to people’s health”. The Council does not need the owner’s consent but must record the reason it was destroyed and inform the owner, the DVLA and the Chief Constable.

#### **4.9 Interview under caution**

As part of an investigation into the offence of fly-tipping, people may be invited to attend an interview under caution when there are grounds to suspect that the person may have committed a

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criminal offence. The interview provides the opportunity for people to provide an explanation of the events that have happened. Evidence gained from the interview may be used to support enforcement action / prosecution. People are informed of their right to be accompanied at the interview by a friend, relative, solicitor / legal adviser in the correspondence sent to them.

#### **4.10 Failure to engage**

The Council will use a range of powers to support its enforcement activity. To encourage people to 'engage with the process' the Council may serve a Section 108 Notice (Environment Act 1995) which compels people to attend the formal interview with a Civil Enforcement Officer. This has proven particularly effective in dealing with fly-tipping incidents where failure to attend the interview may be regarded as an offence and may result in prosecution.

#### **4.11 Household waste**

Households in Carlisle are supplied with a wheeled bin for domestic refuse or a 'sea-gull sack' as an alternative to the wheeled bin. Households are also supplied with a suite of boxes and bags for recycling. Such receptacles remain the property of the Council.

Residents are responsible for their own waste and recycling until it is collected and are asked to present their bins, bags and boxes in line with published service standards, typically:

- Bins, bags and boxes to be placed out on collection day by 07:00 or no sooner than the night before collection.
- Bins, bags and boxes to be taken back in the same day after collection.
- Bins must be presented with the lids closed.
- No additional bags of waste should be put out
  - Bins / bags must not be too heavy and should only contain household waste or recycling sorted appropriately.
  - Items that can be recycled should be sorted and presented in the recycling bags and boxes

To encourage recycling, reduce household waste and to improve the local street scene, Civil Enforcement Officers will work in partnership with refuse and recycling staff to ensure the standards are maintained: For example, the Council will:

- Not empty bins that are overflowing, too heavy or 'contaminated' and offer advice as necessary to avoid future problems
- Not empty recycling containers that are not sorted correctly or if they are contaminated with refuse or other non-recyclable material and offer advice as necessary
- Offer advice and / or take enforcement action for littering / fly-tipping for those not using the correct bins, bags and containers for example, for those placing additional bags of rubbish on the street
- Offer advice and / or take enforcement action against those not taking their bin back on to their property in a timely manner after collection.

#### **4.12 Householder duty of care**

Householders have a duty of care to ensure that only a registered waste carrier removes household, garden or construction waste from their household / property. Civil Enforcement Officers investigating incidents of fly-tipping that can be traced back to an individual property may ask residents to provide evidence in the form of a waste transfer note (paper or electronic) to confirm that the waste was handed over by the resident to a registered waste carrier. To raise awareness of this duty of care, the Council will continue to promote this information through local campaigns.

The Council also provides a comprehensive waste collection service for household refuse, recycling and garden waste and offer a chargeable collection service for household bulky waste items and white goods. Before booking bulky deliveries, residents are asked to consider whether the items they are disposing would be suitable for re-use by a local charity. Residents are also able to access two local household waste and recycling sites in both Carlisle and Brampton to dispose of household waste safely, legally and without charge.

#### **4.13 Accumulation of rubbish in gardens and on private land**

The Council has power under the Anti-social Behaviour (Crime & Policing) Act 2014 to serve Community Protection Notices (CPN) to encourage householders and landowners to keep their property clean, tidy and free of rubbish accumulations. Non-compliance with a CPN is a criminal offence and offenders can be issued with £100 FPN or prosecuted. Fines can be up to £5,000 for householders and £20,000 for businesses.

Where the CPN is not complied with, the Council may seek Remedial Orders (Court Orders) to ensure the notices are complied with and rubbish is cleared from the land or garden. In addition to CPNs, officers will use a range of other legislation to ensure landowners are held responsible for any accumulations of rubbish on land.

#### **4.14 Commercial / trade waste**

All businesses, including those operating from home, have a legal responsibility (duty of care) to safely contain and dispose of any waste that is produced from their business. The law applies to all types of business, no matter how small they are, what type of waste they create or how much. Waste is considered as anything that is no longer required such as:

- Letters / unwanted mail
- Cleaning products
- Food eaten on business premises
- Cardboard, plastics and sweepings
- Damaged goods that cannot be returned.

Businesses must be sure that their waste is transferred to a company licensed by the Environment Agency to collect, transport, recycle or dispose of it safely. This transfer of waste must be officially recorded on a Waste Transfer Note (WTN). Businesses will receive a WTN from their authorised waste company and this record must be kept and stored by the business for two years. Electronic WTNs are acceptable. WTN may need to be presented to Civil Enforcement Officers on request.

\*All information subject to change - correct at time of first publication.

Placing waste from businesses into a household bin or a street litter bin is an offence. It is also an offence to dispose of trade waste at a local recycling site or a household waste recycling centre. Where businesses fail to comply with the Duty of Care, the Council will take firm enforcement action which may include issuing statutory notices, FPNs or prosecution where necessary.



## **Section 05: Responsible dog ownership**

The Council will work with partners to encourage responsible dog ownership and will take formal action against those that do not fulfil their responsibilities. To encourage responsible dog ownership, officers will:

- Support awareness raising campaigns and deploy signs in key locations to highlight the problem of dog fouling and the action the Council will take against those responsible
- Carry out regular high-profile patrols to target dog fouling, out of control dogs and dogs not on leads in the designated areas.
- Continue to work with partners such as the Dogs Trust at roadshows and events to offer free microchipping and advice on how to be a responsible dog owner.
- Advise on legislation and take enforcement action when needed
- Work with partners to tackle nuisance issues caused by dogs / irresponsible owners
- Release information to the local media following successful prosecution through the courts in relation to dog fouling etc to deter others and encourage responsible behaviour.

### **5.1 Dog fouling**

The Council takes the offence of dog fouling very seriously. Not only is dog fouling unpleasant and unsightly, it can be a serious risk to health. It can cause toxocariasis in humans, which is a serious illness and can lead to blindness.

Those in charge of dogs should always be ready to clean up after their dog and carry dog poo bags or other means to pick-up. Any dog fouling should be picked up immediately. The dog-poo bags can be placed in city council street litter bins (not recycling bins). If there are no bins available, then poo-bags should be discarded responsibly later. Bags must not be tied to trees, left lying on the ground or thrown into bushes. Dog poo bags must not be put into bins designated for recycling only.

The person in charge of the dog at the time is responsible for cleaning up after the dog has fouled, and failure to do so may result in a fixed penalty fine being issued. Should the matter be referred for prosecution, offenders could face a fine of up to £1000\* plus costs

### **5.2 Dogs on leads**

Public Space Protection Orders allow enforcement officers to challenge dog owners and to make sure dogs are kept under proper supervision and control in designated areas. A list of designated 'dogs on lead' areas is available from [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

### **5.3 Dogs in restricted areas**

Restrictions on dogs are imposed in enclosed play areas to provide children with a safe place to play and to keep these areas clean. A list of the restricted areas is available from [www.carlisle.gov.uk](http://www.carlisle.gov.uk). There are exceptions for guide dogs and assistance dogs.

\*All information subject to change - correct at time of first publication.

## **5.4 Stray dogs**

The Council provides a 24-hour stray dog service in partnership with a local kennel operator. If a stray dog is contained, the service provider will collect the dog and provide care / kennelling and seek veterinary treatment as necessary until the dog is claimed.

- Owners will be charged fees covering the cost of collection, kennelling and welfare of the dog covering the period from the date picked up to the date returned to the owner (charges are applied per day). The fees are payable to the Council and cover the cost of service prior to the release of the dog back to the owner.
- Additional costs may be charged to cover any urgent treatment that the service provider feels the dog may need from a veterinary practice.
- Additional / enhanced costs are charged for repeat 'offenders' with the aim of encouraging responsible dog ownership.
- Stray dogs will be kennelled for seven clear days after their collection
- If a dog is not claimed, then the Council will make efforts to either re-home the dog or pass it onto an animal welfare charity. The Council will not normally euthanise a healthy dog and will take veterinary advice at all time before making any decisions.
- The Council, and its designated service provider, will report cases to the Police / RSPCA where it believes the dog has been abused, neglected or mistreated.
- Check the website for contact details on how to report a stray dog.
- Dangerous dogs should be reported to the police.

The Council will not disclose the name or location of its service provider for health and safety reasons.

## **5.5 Identification / microchipping**

All dogs must wear a collar and tag that bears the name of the owner and their contact details. Owners are legally required to have their dogs microchipped and to ensure the details are kept up to date. This is one of the best ways to increase a lost dog's chance of getting home quickly and avoiding kennelling fees. Information on microchipping is available from local veterinary practices.

The owner of a dog could be fined if they fail to keep their dog microchipped or ensure the keeper details on the micro-chip are up to date. This is an offence with fines of up to £500.

## **5.6 Local Environmental Awareness of Dogs (LEAD)**

LEAD is designed to offer a co-ordinated approach across partner agencies to deal with irresponsible ownership, welfare and anti-social behaviour relating to dogs. LEAD will address an incident involving a dog or the irresponsible ownership of a dog, including criminal offences. This will include low-level incidents where a dog has caused, or was likely to cause, harassment, alarm or distress to a person or domestic animal or livestock.

\*All information subject to change - correct at time of first publication.

This joint approach ensures that opportunities to prosecute are maximised by increasing the legislative power available to each agency. In partnership with the Police and housing associations, the Council will tackle most incidents involving dogs through the LEAD initiative. In the first instance this may involve the sending of warning letters, where appropriate, before proceeding with more formal action.

## **5.7 Dangerous dogs**

Dogs that may injure people, that are dangerously out of control in a public place, that are believed to be a serious danger to the public or are a prohibited named breed may fall under the definition of a dangerous dog. It is illegal to breed from, sell, abandon or give away a banned dog. There are four types of dogs currently banned in the UK:

- Pit Bull Terrier
- Japanese Tosa
- Dogo Argentino
- Fila Brasileiro.

Most cases involving dangerous dogs will be dealt with by the police who may initiate proceedings through the court. The magistrates may make an order without proof that anyone has been injured. The control order may specify the means of control, namely muzzling, keeping on a lead, exclusion from named places or any other measures of control. (including neutering). A destruction order may also be made, but usually a control order will be made first.

## Section 06: Anti-social behaviour / Public Space Protection Order

Anti-social behaviour is a general term that describes a wide range of unacceptable activity that may cause harm to an individual, to their community or to their environment. This could be an action by someone, or a group, that leads people to feeling alarmed, harassed or distressed. It also includes fear of crime or concern for public safety, public disorder or public nuisance. The Council will work in partnership with the Police and other partners such as housing associations to tackle such behaviour. Examples of anti-social behaviour include:

- Nuisance, rowdy or inconsiderate behaviour
- Vandalism, graffiti and fly-posting
- Environmental damage including littering, fly-tipping and abandonment of vehicles
- Inconsiderate or inappropriate use of vehicles

There is currently a Public Space Protection Order (PSPO) in place that covers the behaviours above. The PSPO provides wide ranging and flexible powers to a council and its partners to help tackle anti-social and nuisance behaviour. The PSPO does not focus on individuals, groups or properties; rather it focusses on the identified problem behaviour in a specific location and impose restrictions on behaviour that apply to everyone in that locality.

The Council may issue a fixed penalty notice against those whose behaviour breaches the conditions of a PSPO. Where appropriate the matter may also be referred to the magistrates' court for prosecution with the potential

### 6.1 Alley gates

To help prevent and reduce crime and anti-social behaviour the Council has installed alley gates in a number of streets through consultation with residents. The gates restrict access to non-residents and help to reduce environmental crimes such as fly-tipping and dog fouling. They are generally suited to terraced houses and allow a safe place for children to play. However, these gated areas will only work with the support and responsible behaviour of the residents living within the gated area. More information on alley gates, including a list of current gated lanes, is available from [www.carlisle.gov.uk](http://www.carlisle.gov.uk).

### 6.2 Graffiti

It is important to recognise the difference between authorised street art and graffiti:

- Street art is an authorised / permitted activity often undertaken in a specified location and restricted to a defined space such as on a board or wall, but very importantly, this is always with the prior, express consent / permission of the property owner.
- Street art must also be of an appropriate standard in terms of quality / content / safety. Images and slogans must be sensitive to the local area and to the potential audience and reflect shared values. Action may be taken to remove / obscure street art if deemed to be:
  - Ageist
  - Anti-faith
  - Homophobic
  - Personal
  - Political
  - Racist
  - Sexist
  - Offensive

\*All information subject to change - correct at time of first publication.

- Graffiti is the illegal or unauthorised defacing of a building, wall, object, or surface by painting or otherwise marking it with words, pictures or symbols
- Street art carried out without prior express consent would be regarded as graffiti

It is illegal to graffiti on any surface without the owner's permission. Graffiti can range from someone's initials written on a wall in pen to a whole painted mural covering the side of a building. This includes “tagging” which often can be seen to be associated with groups or gangs to mark territory. Graffiti can also encourage further anti-social behaviour including fly-posting and fly-tipping.

Reports of graffiti will be categorised as follows:

Category 1:	Considered to be of a racist, homophobic, obscene or inflammatory nature that could offend different sectors of the community or incite hate crime.
Category 2:	General graffiti which is not racist, homophobic or offensive such as tags or unauthorised murals/artwork.

Graffiti can only be removed by the Council where it is safe and practical to do so. In some instances, the graffiti may be painted over to obscure the message / image, pending later removal and / or where removal of the graffiti may require specialist treatment to avoid causing further damage to property.

In most cases, offensive graffiti on both public and private property will be removed or obscured within 24 hours. Offensive graffiti includes any words or images which could be deemed:

- |              |             |             |
|--------------|-------------|-------------|
| • Ageist     | • Personal  | • Sexist    |
| • Anti-faith | • Political | • Offensive |
| • Homophobic | • Racist    |             |

The Council will take action to remove graffiti on council owned property and structures but may need to gain prior permission before removing graffiti from others' land or property. Each case will be assessed individually, and the risks of action balanced. The costs of graffiti removal on private property may be charged to the land / property owner. For category 01 graffiti, the Council may determine it is in the public interest to act in the absence of prior permission from the property owner, depending upon safe access and subject to risk assessment.

In most circumstances, property owners or managing agent will need to provide prior permission before action is taken. This includes signing an indemnity form and agreeing to the fees structure in place as the Council makes a charge for this service to businesses / commercial operations. The removal of category 01 graffiti is carried out free of charge for domestic properties.

The Council will make all reasonable attempts to contact property owners. We will make no charge to homeowners for the removal of category 01 graffiti subject to the signing of the indemnity form within two attempts of asking. Every effort will be made to remove / obscure the

graffiti and avoid causing further damage, but the council is not able to return all surfaces to the previous standard; this remains a matter for the property owner.

The removal of category 02 graffiti will be chargeable in line with the Council's schedule for fees and charges and subject to property owners signing the relevant indemnity forms and safe, practical access. Fees will be payable in advance of any works.

Graffiti can have a lasting, negative impact on the reputation of a local area. The Council will encourage property owners to remove graffiti from private property where this may have a detrimental impact in the local area. Enforcement action may be taken against those property owners who do not recognise their responsibilities in this regard.

### **6.3 Working to change behaviour (Deter)**

The Enforcement Team works closely with the Communications Team to develop campaigns and notices to highlight enviro-crimes and to confirm the action we will take against those responsible. To reinforce this message, successful prosecutions for enviro-crimes may be publicised through the press and social media with the aim of deterring others from doing the same but also to reassure residents that the Council takes its responsibilities in this regard very seriously.

### **6.4 Enforcement options available**

When dealing with enviro-crimes, the options open to the Council include:

- Informal action and advice – written or oral (where appropriate)
- Anti-social Behaviour Contracts: Restorative Justice Options
- Simple Caution
- Formal statutory notice
- Execution of work in default i.e. required by a statutory notice where the recipient has not complied with a notice
- Fixed penalty notice for specific offences
- No action for cases where there is insufficient evidence to pursue action, or where it may not be cost effective to continue of in the public interest
- Prosecution

The method of enforcement used should be balanced and proportionate to achieve the highest reasonable standards of compliance within the least time.

### **6.5 Informal action and advice**

Informal written warnings may be issued to support messages that further breaches will be treated seriously and that these may be subject to formal enforcement action. Written advice on good practice, industry guidance or technical information may be provided where there is a need to assist the person in meeting these requirements. A written warning will

\*All information subject to change - correct at time of first publication.

- clearly state the nature of the problem and may suggest specific remedies or a standard to achieve
- state the actions that may follow if matters do not improve
- designate a named officer as a point of contact
- clearly distinguish between legal requirements and desirable standards
- indicate any follow up action eg. a revisit after 14 days, offer to work with the person(s) responsible in finding a solution if appropriate
- and be robust, clear, formal, unambiguous, polite and helpful

## **6.6 Community Protection Warning (CPW)**

Under the Anti-social Behaviour, Crime and Policing Act 2014, local authorities have powers to deal with a range of behaviours that cause nuisance. As part of the process in dealing with behavioural issues a warning letter is issued to the person / business outlining the behaviour that is causing a nuisance and the steps they are expected to take to change that behaviour. A warning (CPW) is issued prior to a notice being served should there be no improvement.

## **6.7 Formal Enforcement**

Formal enforcement includes legal proceedings through the magistrates' court (or for civil offences the County Court), the issuing of statutory nuisances or the offer of a fixed penalty notice or simple caution. The Council would consider formal enforcement action where the:

- informal approach has already failed
- nature of the offence warrants the offer of a fixed penalty notice
- nature of the offence warrants legal proceedings being implemented

## **6.8 Community Protection Notice**

A Community Protection Notice (CPN) may be used to deal with ongoing problems or nuisance behaviour which is having a detrimental effect on the quality of life within a community by targeting those responsible for the behaviour. A CPN may be issued against an individual aged 16 years or over, a business or an organisation committing anti-social behaviour which impacts negatively on quality of life. A CPN can be issued by:

- Authorised Council officers
- Police officers and Police community support officers (PCSOs) if designated; and
- Social landlords (if designated by the council).

Behaviour must:

- have a detrimental effect on the quality of life of those in the locality
- be of a persistent or continuing nature, and
- be unreasonable.

\*All information subject to change - correct at time of first publication.

A CPN can deal with a range of behaviours that meet the above 'test' and can include such things as noise nuisance and litter on private land. Written warnings will be sent prior to the issue of the CPN outlining the problem behaviour, requesting those responsible to stop / change behaviour and where appropriate to take action to prevent a repeat of the anti-social behaviour in future. The warning letter will also outline the future steps if there is no improvement / compliance.

A CPN may be issued should there be no improvement / change in behaviour.

Where relevant the CPN can allow the Council to carry out works in default on behalf of a 'perpetrator' and to seek to recover costs as appropriate.

## **6.9 Breach of a Community Protection Notice**

Breach of a Community Protection Notice is a criminal offence:

- A fixed penalty notice can be issued of up to £100 if appropriate.
- A fine of up to level 4 (for individuals), or £20,000 for businesses may be imposed should the matter proceed to court.

Where there are rights of appeal against the issue of a notice, the service will, at the time the Council acts, issue clear written advice on how to appeal. Whenever possible, the type of advice or information will be issued with the enforcement notice.



## **Section 07: Offences by children and young people under 18 years**

The Council works in line with Government guidelines for dealing with young offenders. This includes keeping parents / carers involved throughout the process and letting them know as soon as possible when an offence has been committed. Officers will work closely with the Police and schools, including going into schools to talk to groups about littering and dog fouling etc.

### **7.1 Children 15 years or younger**

The Council does not wish to subject young people to criminal proceedings unnecessarily. Fixed Penalty Notices will not therefore be served on young people aged 15 years or under. Instead, the Council will adopt a broader approach to the problem of offending by young people, including work through schools and finding other community-based remedies. Acceptable behaviour contracts may also be drawn up in partnership with the Police and adopting a restorative justice / reparation approach where appropriate.

When dealing with young offenders a warning letter will typically be sent in the first instance to the young person, their parents and potentially to their school should they have been wearing school uniform at the time. A copy of the letter will also be sent to the Police and the Youth Offending Team who may decide to deal with the matter under the "It's Your Choice" programme. Repeat offenders will receive further warning letters with the matter escalated to the Local Problem-Solving Group for further consideration / action.

### **7.2 Young people aged 16 or 17 years**

The Anti-social Behaviour Crime and Policing Act 2014 introduced the Community Protection Notice process. Under this process if an individual's conduct is having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality, and that this conduct is unreasonable, a warning letter can be served. Failure to comply with a warning letter can lead to the issuing of a Community Protection Notice, followed by a fixed penalty notice. This is the preferred process for dealing with young people aged 16 or 17 years for offences such as dog fouling and littering which ordinarily would attract an immediate fixed penalty. The expectation is that the formal warning process will encourage immediate and ongoing positive behaviour change.

## Section 08: Enforcement options

### 8.1 Fixed Penalty Notices

Enviro-crimes dealt with by Civil Enforcement Officers will typically be resolved through the issue of Fixed Penalty Notices (FPN). An FPN may be issued when an authorised officer observes an offence being committed or where there is evidence to confirm that an offence has been committed. The standard of evidence needs to be sufficient to support prosecution through the courts which would be the next step should the FPN not be paid.

The efficient use of FPNs will improve the effectiveness of the enforcement process, resulting in officers being able to focus more detailed attention on more serious cases. The FPN must be paid within 14 days of it being served. If the FPN is not paid, a reminder letter will be issued requesting payment and setting out what action the Council intends to take. If the FPN remains unpaid, following the reminder letter, the case will be prepared for prosecution in the Magistrates' Court.

### 8.2 Levels of Fixed Penalty Fine

The following table contains a list of all the various fixed penalty notices available for use by the Council in relation to Environmental offences:

Offence	Level of fine
Depositing litter	£150
Failure to comply with a Community Protection Notice	£100
Failure to produce authority to transfer waste	£300
Failure to produce waste documents	£300
Failure to comply with a waste receptacle notice	£80
Failure to comply with a Public Space Protection Order	£100
Offence of fly-tipping	£400
Abandoned vehicle	£200
Fly-posting	£80
Graffiti	£80
Distribution of free printed material	£80
Householder Duty of Care	£200

Note: this list is not exhaustive. Legislation / fines are subject to change

### 8.3 Caution

A caution is an admission of guilt, but is not a form of sentence, nor is it a criminal conviction. For a caution to be issued certain criteria must be satisfied:

- evidence sufficient to prove the case must be available
- the offender must admit the offence
- it must be in the public interest to use a simple caution
- the offender must be 18 years or over.

\*All information subject to change - correct at time of first publication.

If the offender commits a further offence, the caution may be a factor in influencing future action. If during the time the caution is in force, the offender pleads guilty to, or is found guilty of, committing another offence anywhere in England and Wales, the caution may be cited in court and this may influence the severity of the sentence that the court imposes.

## **8.4 Formal Notice**

Certain legislation allows notices to be served requiring offenders to take specific actions or cease certain activities. Notices may require activities to cease immediately where the circumstances relating to health, safety, environmental damage or nuisance demand. In other circumstances, the time allowed will be reasonable, and take account of the seriousness of the contravention and the implications of the non-compliance. All notices issued will include details of any applicable appeals procedures. Non-compliance with a Formal Notice will be considered for prosecution. Certain types of notice allow works to be carried out in default. This means that if a notice is not complied with (a breach of the notice) any necessary works to satisfy the requirements of the notice may be carried out by the Council.

Where the law allows, a charge may be levied against the person / business served with the notice for any cost in carrying out the work. Works in default will only be carried out where there is a significant risk to public health. In the majority of cases non-compliance

with a notice will result in prosecution. In the case of a breach of a Community Protection Notice (CPN), upon successful prosecution the Council will make an application for a Remedial Order which requires the defendant to undertake any necessary work as opposed to the Council doing the work and recharging the defendant. Breach of a Remedial Order can result in a significant fine and / or imprisonment.

## **8.5 Criminal Behaviour Order**

Criminal Behaviour Orders (CBO) were introduced under the Anti-social Behaviour, Crime and Policing Act 2014 and replaced the former powers of the court to make orders such as an ASBO or a drinking banning order on conviction.

A CBO is an order designed to tackle the most serious and persistent cases where the anti-social behaviour of individuals has brought them before a criminal court. The anti-social behaviour to be addressed does not need to be connected to the criminal behaviour, or activity which led to the conviction. However, if there is no link the court will need to reflect on the reasons for making the order.

A CBO can deal with a wide range of anti-social behaviour following the offender's conviction, for example threatening violence against others in the community, or persistently being drunk and aggressive in public. However, the order should not be designed to stop reasonable, trivial or benign behaviours that have not caused, or are not likely to cause anti-social behaviour.

Any application for a CBO will be made by the 'prosecution'. Applications are likely therefore to be made by the CPS, either at their own initiative, or at the request of the police. However, it may also be applied for by local councils, providing they are the prosecuting authority in the case.

\*All information subject to change - correct at time of first publication.

## **8.6 Prosecution**

In some cases, the Council will refer cases to the local Magistrates' Court for consideration. Typically, this would be when:

- The 'offender' has not paid the Fixed Penalty Notice issued to them
- The 'offender' has refused to engage with Civil Enforcement Officers, for example failing to attend an interview in relation to an investigation
- Where there may be repeat offences or where the scale of the offence warrants a more serious sanction above FPN limits.

Before any cases are referred for prosecution, Civil Enforcement Officers will seek legal advice to ensure that there is robust evidence base, that all relevant individual circumstances are considered and to assess any public interest arguments.

## **8.7 Income generated through enforcement action**

The Council retains any funds accrued from the serving of FPNs. Payments collected will be used to help offset the costs of the enforcement function by helping fund, for example, surveillance cameras, environmental improvements and relevant educational, operational, and publicity initiatives.

Any income from fines imposed by the courts is retained by the courts. The Council receives income should the court award any costs to be payable as part of the sanction imposed in the form of fees and victim surcharge.

## **Section 09: Complaints and appeals**

There is no obligation for the Council to offer an appeals process to someone that might want to dispute a Fixed Penalty Notice. However, the Council does allow for representation to be made in writing. This is then considered by the appropriate team manager and once a decision has been made the applicant will be notified in writing of the outcome. If the representation is upheld, no further enforcement action will be taken, and the fine will be withdrawn. If the representation is rejected, the outstanding penalty amount needs to be paid within the original timescale set out. It is usual practice for cases to be referred to the court automatically in the event of non-payment and therefore those issued with fines retain the option to present a plea of not guilty that will then be assessed by the court.

The Council has an established process for investigating and responding to complaints against set timescales as part of its complaints policy. It is recognised, however, that due to the nature of enforcement action, some people may seek to use the three-stage complaint process to 'frustrate' the enforcement process. In this regard, any complaints received relating to enforcement action will be reviewed by a Service Manager at Stage One. This will allow a swift decision to be reached, based on the merits of the individual case and without prejudice, as to whether the enforcement action should be paused, pending investigation of the complaint, or revoked, based on the information presented. In all cases, the complainant will be advised accordingly. This action will avoid any delays to any enforcement action, and, will provide a further level of reassurance that the decision to pursue enforcement action, or not, is a reasonable action based on the individual merits of the case, taking account of legal advice as necessary.

## **Section 10: Car parking / vehicle related nuisance**

### **10.1 Car parking enforcement**

Civil Enforcement Officers also patrol the Council's pay and display car parks providing advice to customers and checking for compliance. Officers are authorised to issue Penalty Charge Notices for:

- any vehicle parked without a valid parking ticket on display
- any vehicle parked in a disabled bay without a valid disabled badge on display
- any vehicle in any other restricted bay without the appropriate reason, for example:
  - Non-electric vehicle in a designated electric vehicle bay
  - Electric vehicle in a charging bay but not charging
- inconsiderate parking – eg. a vehicle straddling the white lines (out of bay)
- commercial vehicles, minibuses, campervans, coaches etc that may not be permitted within certain car parks

Penalty charge notices are reduced by 50% to encourage early payment and a speedy resolution. This is illustrated using the 2020 rates as follows:

- £50 penalty, reduced to £25 for early payment
- £70 penalty, reduced to £35 for early payment

### **10.2 Challenging a Penalty Charge Notice**

Penalty Charge Notices issued by Carlisle City Council have a CA pre-fix. These can be challenged online or by post. Challenges cannot be made over the telephone.

- Online, by completing / submitting an online challenge form.
- By post – in writing write to:

Carlisle Parking Services, PO BOX 3584  
Chippenham, Wiltshire, SN15 9EF

Those submitting written challenges through the post are recommended to use recorded / registered delivery options to confirm receipt of the submission.

### **10.3 Payment of Penalty Charge Notice**

Penalty Charge Notices issued by Carlisle City Council have a CA pre-fix. Payment can be made as follows:

- On-line
- Telephone (24hour automated line 0300 111 0077)
- By post, with payment made out to Carlisle City Council Parking Services:

Carlisle Parking Services, PO BOX 3584

\*All information subject to change - correct at time of first publication.

#### **10.4 Abandoned and nuisance vehicles**

The Council has a duty to investigate, remove and dispose of any motor vehicle that has been abandoned on "land, which is open to the air". A vehicle will be considered abandoned if at least one of the following applies:

- it has no keeper on DVLA's database and is untaxed
- it is stationary for a significant amount of time
- it is significantly damaged, run down or unroadworthy - for example, has flat tyres, missing wheels or broken windows
- it is burned out
- a number plate is missing

Civil Enforcement Officers can legally enter land (at a reasonable time) to investigate and remove abandoned vehicles. Action can be taken against those who abandon vehicles or parts of vehicles on roads or land in the open air by either:

- issuing a fixed penalty notice (if the offence is relatively minor)
- prosecution

The Council understands that parking can sometimes be a source of frustration in a community particularly where there may be over-demand for parking spaces and people are not able to park in front of their own property. This does not however mean that there are powers to deal with this.

- Vehicles parked in breach of local parking regulations should be reported to Cumbria County Council.
- Vehicles that may be causing an obstruction or danger should be reported to the Police (101)

#### **10.5 Anti-social behaviour in car parks**

To reduce the incidence of anti-social behaviour in car parks, the Council has taken steps to close three city centre car parks, Caldew Riverside, Castle and West Walls, overnight. Barriers block access in to and out of the car parks. Nuisance and reckless anti-social behaviour, such as that caused by 'boy racers' will not be tolerated, and forms part of the Public Space Protection Order. More information on this can be found [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

#### **10.6 The sale or repair of vehicles from domestic properties**

The offences under the Clean Neighbourhoods and Environment Act 2005 apply only to activity carried out on a public road. There is generally no prohibition on working from home or running a business from home, and this is increasingly common. However, where the property has a material change to enable a business to be operated, then planning consent would normally be required.

A business operating from home may also have to pay business rates on the part of the property used for business, subject to assessment by the relevant agencies. Those considering operating

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a home-based business should speak to the planning department if intending to make to make alterations to the home. Further information is also available from Government in terms of setting up small businesses as well as understanding tax and insurance issues. The Council may take action against those operating a business from home where the activities cause a nuisance to others.

### **10.7 Selling or repairing vehicles on the street**

An offence is committed if two or more motor vehicles are either exposed or advertised for sale and left on a road or roads within 500m of each other by a person acting for the purpose of a business of selling motor vehicles.

This offence is aimed at those selling motor vehicles as a business and park them for long periods of time on the road, which can cause a nuisance to residents. The provision is not aimed at individuals selling cars privately.

Repairing vehicles on a road may be an offence. This is to stop people who use the road as a workshop. Doing so can be a danger to other people and harmful for the local environment, for example through oil spills. It may also take up parking space.

Restricted works to vehicles cannot be carried out on a road if it is during the course of a business or for gain or reward. If neither apply, where this gives reasonable cause for annoyance to people in the vicinity. Restricted works include:

- works for the repair, maintenance, servicing, improvement or dismantling of a motor vehicle or of any part of or accessory to a motor vehicle
- works for the installation, replacement or renewal of any such part or accessory

The only exception is in cases where the repairs are carried out following an accident or break down and where it was necessary to do the repairs on the spot or within 72 hours.

### **10.8 Engine idling**

Idling is the act of leaving a vehicle with its engine running while stationary. Whilst this is often the result of busy traffic, there are some instances, such as waiting for children outside of schools, when idling is not necessary and can be avoided. Not only is this a waste of money, idling increases the amount of exhaust fumes in the air affecting local air quality. The fumes contain a number of harmful gasses including carbon dioxide, which contributes to climate change, as well as a range of other harmful gasses including nitrogen dioxide, carbon monoxide and hydrocarbons which are linked to asthma and other lung diseases.

The issue of engines not being switched off when vehicles are parked is an offence. Rule 123 of The Highway Code concerns 'The Driver and the Environment', stating that drivers must not leave a parked vehicle unattended with the engine running or leave a vehicle engine running unnecessarily while that vehicle is stationary on a public road.

Local authorities have the power to issue fixed penalties, currently £20, for emission offences and stationary idling under The Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002. The fine can only be imposed should the driver refuse to switch off their engine when asked to do so by an authorised person.

\*All information subject to change - correct at time of first publication.



## Section 11: Reporting enviro-crime

All reports of enviro-crime will be treated in confidence and can be reported via:

- email: [enforcement@carlisle.gov.uk](mailto:enforcement@carlisle.gov.uk)
- website: [www.carlisle.gov.uk](http://www.carlisle.gov.uk)
- phone: 01228 817 000

Reports can be submitted anonymously although those reporting incidents are encouraged to provide contact details, in full confidence, should further information be needed to support the investigation.

### 11.1 Reporting fly-tipping

When reporting fly-tipping, people are encouraged to provide as much information as possible, such as the date, time and location of the incident as well as a description of the person/s involved. Other information such as the make, model, colour and registration number of any vehicles involved is also helpful as well as providing a brief description of any waste that has been fly-tipped. Photographic and video evidence is helpful for example from mobile phones or vehicle cameras, but people should not put themselves at risk to obtain such evidence, nor should they put themselves at risk by challenging those committing the offence.

The Council advises residents not to move or touch any dumped waste unless it is blocking access / egress or where it may be presenting an immediate risk to others eg to road users or where it may increase the risk of arson. In doing so, people should not put themselves or others at risk and should be aware that fly-tipped waste may include hazardous / contaminated material and there may be a risk of injury / disease from sharps or needles. Moving the fly-tipping may also disturb the evidence chain and may make it more difficult to achieve a successful outcome after investigation. The Council will take action to investigate and clear fly-tipping or in the case of fly-tipping on private land, to contact the landowner to arrange removal.

### 11.2 Reporting littering / dog fouling

Incidents of dog fouling / littering can be reported anonymously. The Council will look at all complaints received and will advise accordingly of the action we may be able to take. In some cases, to support enforcement action, further information in the form of a witness statement may be needed from residents.

## **Section 12: General Data Protection Regulation (GDPR)**

Data may be collected at times on individuals in order to support enforcement activity. Data could be used to inform decisions in relation to the gathering of intelligence for potential enforcement action or to record the information received. The processing of personal information will be undertaken in line with the Council's Information Governance Framework, associated Policies and Procedures.

More information on the privacy policy available from [www.carlisle.gov.uk/privacypolicy](http://www.carlisle.gov.uk/privacypolicy)

## **Section 13: Further information / notes**

Further information on the work of the Enforcement Team and the latest list of powers and fines is available from [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

### **Sanctions / fines**

The levels of fixed penalty fines referred to in this strategy are correct at time of first publication and are for illustration purposes only. All fine levels are subject to change, up or down. The limits are typically set nationally and reviewed annually as part of the Council's fees and charges process. This process allows for some flexibility to reflect local priorities for example to offer a reduced fine for early settlement if this option is felt to be reasonable and proportionate for offences committed, ensuring that they remain at the right level to continue to serve as a deterrent.

As legislation and sentencing guidelines change it is also possible that the sanctions imposed by courts may change in terms of the level of fine, custodial sentences etc.

\*All information subject to change - correct at time of first publication.

## Appendix 01: Managing litter

The Council is working to reduce the tonnage of non-recyclable litter collected in street litter bins or from litter picking activity through the provision of:

- additional recycling bins at key locations, potentially in trial areas, to support 'on-the-go recycling – with data collected to support monitoring.
- Different resources for street cleaning operatives to enable the sorting of recycling from general waste collected as part of routine street maintenance activities, where practical
- Awareness raising campaigns targeted at reducing litter and encouraging recycling.

Key locations include high streets in our towns and villages, retail parks and play parks and popular recreational green spaces. Different bin options and designs appropriate to the location will be tried and the impact monitored and evaluated.

- Collections crews will record this data on a daily worksheet and feedback to the Operational Team for analysis.
- Recyclable waste collected will be recorded and kept separate from general litter and sent for processing with our contractor.
- Litter bins will be regularly inspected to establish a suitable collection rota. Bins will be checked for cleanliness, contamination, overflowing materials and remedial action taken where necessary. This will encourage maximum use.
- A range of monitoring will be carried out, including; quarterly Local Environmental Quality Surveys, daily data from street cleaning operatives, service complaints, feedback from local businesses, on-street surveys and web surveys (at least one each per financial year).
- New bin installation will follow the scoring criteria and bins will be regularly assessed for their suitability in the current location.
- New bin innovations will be considered to make the service more efficient. Additional 'recycling on the go' bins will be considered in other public open spaces (such as parks) to increase the opportunities for residents to recycle.
- This will be supported through general marketing / awareness raising as well as through more targeted communications in key areas / hot spots.

## Appendix 02: Litter Bin Scoring System

### Requests for new bins

Requests to install additional or replacement bins will typically be received from:

- members of the public
- Parish councils or local councillors
- other interested parties such as the local business community or community groups.

Due to the on-going resource implications associated with the installation and maintenance of any new bin (financial and staffing), consideration will be given to all requests for bins, using a scoring system to determine need and suitability of location. This scoring system is shown below and will be followed for each request for a new bin.

The council welcomes contributions toward the provision and installation of new bins for example from a councillor's annual 'ward budget' or from business groups or voluntary organisations. Although welcome, such contributions do not guarantee that the application will be successful as all requests will still be assessed through the consistent application of the scoring system. This is due to the ongoing costs of servicing and maintaining bins that fall upon the council.

The suitability of location is a key factor (pass or fail). If the Council deems the location to be unsuitable for reasons of safety, such as the lack of a safe location to stop a vehicle to service the bin, proximity to housing, or installation difficulties, the request may be rejected prior to scoring. An alternative location may be suggested.

Areas that may not be suitable include:

- the installation of litter bins in solely residential areas with no mixed usage as this may lead to the dumping of household waste around the litter bins and complaints from residents
- the installation of litter bins in alleyways, back-lanes or excluded locations which may be prone to vandalism, fires and graffiti
- the installation of recycling bins too close to fast food outlets mostly supporting the night-time economy which may lead to significant levels of contamination. In such cases the Council will work with business owners to resolve any litter issues associated with their activities to improve the local street scene, reduce litter and provide practical recycling options.

Should the request be rejected following assessment, it will not be considered again within six months, unless the circumstances have significantly changed with evidenced need. For example, sustained increase in litter in the area for example following the opening of a new and popular walking or cycling route or social space, or the opening of a new fast food retail outlet / drive-through or new local 'attraction'.

## Bin Installation Scoring System

All requests for new bins will be assessed using the following scoring system.

Suitability of location:	Yes	No
<b>Q.1A</b> Is the suggested location easily accessible to support safe collection?	Complete the assessment below	See Q.1B
<b>Q.1B.</b> Is there an alternative location that would be more appropriate and provide safe collection?		Application rejected

No.	Category	Options	Max	Score
<b>2A</b>	Street cleaning zone (covers tourist hotspots and lay-bys)	Zone 1: High intensity of use, such as busy public areas	15	
		Zone 2: Medium intensity of use, such as residential areas	7	
		Zone 3: Low intensity of use, such as rural roads	3	
		Zone 4: Other	3	
<b>2B</b>	Proximity / access to existing bins. eg the bin may be close but do people need to cross a busy road to access it?	> 100 metres to any bins	10	
		< 100 metres to nearest bin	3	
		< 100 metres to nearest bin (capacity or access issues experienced – eg across a busy road)	5	
		< 100 metres to more than 1 bin (no capacity or access issues experienced)	0	
<b>2C</b>	Proximity to facilities	< 100 metres to a school (must be on a walking route)	5	
		< 50 metres to take-away outlets	10	
		< 50 metres to shops	5	
		< 100 metres to sports facilities	5	
		< 50 metres to bus stops	5	
		< 100 metres to parks & play areas	5	
		< 100 metres to other public facilities such as pub, church, community centre, established dog walking routes	5	
<b>2D</b>	Number of 'justified' requests for de-littering received in last six months	1 to 10 (one point per request)	Up to 10	
<b>2E</b>	Other factors	Up to 10 points to recognise unusual or individual factors relating to the request	Up to 10	
Maximum score: 85....				Total score

\*All information subject to change - correct at time of first publication.

**Successful applications:**

A successful application will typically achieve a minimum score of 45 (56%).

But, before the approval is granted, consideration will need to be given to the following questions:

- Is there a sustained demand for a litter bin in this location?
- Will the installation of the additional bin achieve the desired outcome?
- Would alternative actions / measures provide a solution in the short, medium or long term?
- Could consideration be given to the temporary installation of the bin over a shorter trial period to allow time for assessment of its impact in the local area?

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## EXCERPT FROM THE MINUTES OF THE HEALTH AND WELLBEING SCRUTINY PANEL HELD ON 8 APRIL 2021

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### **HWSP.33/21    LOCAL ENVIRONMENTAL CRIME ACTION & ENFORCEMENT STRATEGY**

The Neighbourhood Services Manager presented report CS.21/21 containing the final draft of the Local Environmental Crime, Action and Enforcement Strategy which set out in a single document how the Council would meet its responsibilities for maintaining clean streets and neighbourhoods. The report further highlighted the wide ranging activities of the enforcement team in raising awareness and taking robust enforcement action against those responsible for committing enviro-crimes.

The Team Manager – Parking and Enforcement gave an overview of the changes to the Strategy which related to: the power to issue Fixed Penalty Notices (FPN) for drivers who refused to turn off a vehicle engine that was idling; litter bin scoring system, and response to increasing reports of graffiti, details of which were set out in the report.

In considering the Strategy Members raised the following comments and questions:

- How many prosecutions had the service undertaken in the last six months?

The Team Manager responded that the following FPNs had been issued since April 2020:

- Littering – 60
- Flytipping – 27
- Dog fouling – 4
- Vehicle – 1
- Micro chipping Notices – 50
- Breach of Community Protection Notice – 9
- Duty of Care (Householder) – 2
- Dogs off leads – 2

No court action had been taken as a result of the Covid 19 pandemic restrictions due to pressure on the court system: the Council had 34 cases awaiting prosecution through the Magistrate's Court..

Responding to a further question from a Member regarding the level of charges that were imposed via FPNs, the Team Manager stated that fees imposed for a FPN ranged from £75 to £400.

- Would the enforcement of vehicles idling cover beyond the city centre?

The Team Manager confirmed that enforcement activity on that issue was able to take place more widely in the district than the city centre.

The Member set out an issue regarding HGV's idling in Longtown, which the Team Manager undertook to investigate. The Member further detailed an issue in relation to flytipping which the Team Manager advised she was aware of and work was currently being undertaken with the landowner.

- A Member noted that the Strategy was currently intended as an internal document for use by Council Officers, she suggested that a version be made for the public so that they were aware of the services provided by the team.

The Neighbourhood Services Manager responded that once the Strategy was adopted it was intended that a public version would be made available on the Council's website.

The Member also noted that some of the online links contained in the draft Strategy were not working.

The Neighbourhood Services Manager thanked the Member for bringing the matter to his attention. The maintenance of the website was a large task, therefore should a Member be aware of a link not working in future, it should be reported to the team and it would be addressed.

The Member commented that the priorities within the draft Strategy related to those contained within the previous version of the Carlisle Plan.

The Neighbourhood Services Manager explained that following the adoption of the draft Carlisle Plan, the Strategy would be updated to reflect the new priorities.

- What enforcement actions were Officers able to take in relation to littering caused by businesses as part of their operations?

The Neighbourhood Services Manager responded that the Enforcement Team would liaise with businesses to attempt to minimise littering. Sometimes littering was caused by business customers and Officers were able to advise on step the business could take to reduce that, in addition, other actions such as the erection of signage may be considered. Deploying Officer(s) to an area that had been identified as having a particular problem would minimise littering or the failing to pick up dog fouling the monitoring was being undertaken. Often times when the monitoring stopped the behaviour commenced again, therefore the team also sought to raise awareness with residents. Where preventative and deterrent action did not prove effective, Officers would then consider enforcement action.

- What reduction in the tonnage of non-recyclable waste did the Council hope to achieve?

The Neighbourhood Services Manager undertook to provide a written response regarding the particular percentage reduction. He advised that the figure had been identified as part of a bid for government funding, which had been successful with the Council receiving £25,000.

- A Member expressed support for use of an app for residents to report issues such as dog fouling and asked how far it had been developed.

The Team Manager explained that a variety of options were being considered from bespoke apps to "off the shelf". Were one to be adopted it would use geo location tags which would inform the team of the particular whereabouts of an enviro-crime. An app would also allow data to be collected and then analysed to identify trends and hotspot areas to enable the team's resources to be better deployed.

The Member reiterated her support for the app as she considered that it may increase the reporting of enviro-crimes as people would be able to do so anonymously.

- How effective had the dog poo bag dispensers been and would they be reintroduced to Rickerby Park?

The Team Manager responded that the result of the trial of the dispensers had generated mixed results, some had been used well, others less so and the one in Rickerby Park had been



vandalised a short time after its installation. The dispensers required a lot of resource as they needed to be monitored and replenished. Given the mixed results of the trial it had been decided that they would not be rolled out widely.

Moreover, the Team Manager advised that dog owners needed to take responsibility for animals ensuring they removed faeces and disposed of it appropriately, as failure to do so was a criminal offence.

A Member commented that 4 FPNs in a year for dog fouling was a low number.

The Neighbourhood Services Manager agreed, but noted that it was an increase on the preceding year. He reiterated his earlier comments regarding the impact of monitoring a particular area in reducing incidences of enviro-crimes and the recurrence when monitoring ceased. Were an offence to be witnessed by an Officer enforcement action would be taken, including court action if necessary.

- Did the services participate in national projects such as the Great British Spring Clean and Keep Britain Tidy?

The Neighbourhood Services Manager confirmed that the service did participate in campaigns. He noted that sometimes such schemes excluded local councils, therefore it often may be more appropriate for community groups to sign up to the schemes.

The Neighbourhood Services Manager gave an overview of the litter picking and gardening resources the service had available to loan to groups to help make an area more attractive.

- How much enforcement action had been taken in relation to the selling/repair of vehicles on the roadside?

The Team Manager stated that no action had been taken in the preceding year as no offences had been reported. Enforcement action had been taken in the past and there was a court case pending, such enforcement action required a significant amount of investigation work for a case to be built.

The Member responded that she had not been aware it was an offence and suggested that some public awareness raising activity be undertaken.

The Team Manager agreed to consider some appropriate communications and educational messages.

- How effectively had the on-street recycling bins been used?

The Neighbourhood Services Manager reported that, thus far, the recycling bins had not been well used and that there was a lot of contamination of different materials. There was an increasing demand for the recycling bins, so the service would consider the location of those bins going forward and additional educational messages on how to use them. Furthermore, street cleaners were also picking up an increasing amount of recyclable material on their rounds. It was difficult to sort the material in situ without having an impact on the environment through an increase in the number of journeys made.

A number of Members thanked the Officers for the work undertaken by the team across a range of issues, noting that matters raised were dealt with promptly and efficiently.

The Neighbourhood Services Manager thanked the Members for their comments, advising that they would be passed on to the teams.

RESOLVED – 1) That report CS.21/21 be received.

2) That the Neighbourhood Services Manager circulate to the Panel details of the percentage reduction in the tonnage of non-recyclable waste the Council hoped to achieve from the installation of additional on-street recycling bins.

# Report to Executive

Agenda  
Item:

**A.3 (a)**

Meeting Date: 2<sup>nd</sup> June 2021  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD.09/21  
Within Policy and Budget Framework YES  
Public / Private Public

Title: PROVISIONAL GENERAL FUND REVENUE OUTTURN 2020/21  
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES  
Report Number: RD 05/21

**Purpose / Summary:** This report summarises the 2020/21 provisional outturn for the General Fund revenue budget and gives reasons for the variances. The outturn position will result in returning £186,000 to General fund reserves (as set out in paragraph 6.3).

Requests are made to carry forward committed expenditure of £971,400, net transfers to/from reserves and provisions of £4,905,042 and transfer from the building control reserve of £66,374, which, if approved, will result in an overall net underspend position of £73,463 on Council Services; however it is estimated that additional funding from Business Rates income will be realised (subject to the completion of the NNDR3 return and confirmation of any pooling gains).

It should be noted that the information contained in this report is provisional, subject to the formal audit process. The Draft Statement of Accounts for 2020/21 will be presented to the Audit Committee on 8 July, with final approval of the audited accounts on 24 September (tbc).

## Recommendations:

The Executive is asked to:

- (i) Note the net underspend of £5,949,905 for Council Services as at 31 March 2021;
- (ii) Note the committed expenditure totalling £971,400, to be incurred in 2021/22 which has been approved by the Corporate Director of Finance and Resources under delegated powers, and the release of £971,400 from the General Fund Reserve in 2021/22 as detailed in Appendix D1 of the report for recommendation to Council;

- (iii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £4,914,023, in addition to the transfer from the building control reserve of £66,374 as detailed in paragraphs 6.1 and 6.2 and Appendix D2 of the report for recommendation to Council;
- (iv) Note the transfer from an existing provision of £8,981 as detailed in paragraph 6.1 and Appendix D2 of the report.

### Tracking

Executive:	<b>2 June 2021</b>
Scrutiny:	<b>BTSP 3 June 2021</b>
Audit Committee:	<b>8 July 2021 (for information only)</b>
Council:	<b>20 July 2021</b>

## **1. BACKGROUND**

- 1.1 In accordance with the City Council's Financial Procedure Rules, the Corporate Director of Finance and Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. Further details of virements processed can be found in **Appendix A**. It is the responsibility of individual Directors to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Finance and Resources.
- 1.2 This report shows the provisional outturn position for the General Fund Revenue budgets for 2020/21.
- 1.3 A summary of the overall position is shown in paragraph 2. Further details for each directorate are included in **Appendices B1 – B7** as follows:
- (i) A comparison of the outturn position against the budget.
  - (ii) An analysis of the major variances relating to both income and expenditure, with comments from the Directors.
  - (iii) The items of carry forwards to cover committed expenditure to be expended in line with the original purpose. These requests follow the procedure agreed by Council with every form being signed off by the relevant Director after discussion with the Portfolio holder, and the Corporate Director of Finance and Resources.
  - (iv) Reserves to be established and/or increased to support possible future funding obligations.
- 1.4 Members should note that the information contained in this report is provisional and subject to the formal audit process. The draft Statement of Accounts for 2020/21 will be presented to the Audit Committee on 8 July, with formal approval of the audited accounts on 24 September (tbc). Any significant changes required following the approval of the 2020/21 accounts will, if necessary, be reported to a future Executive meeting.
- 1.5 Please note that throughout this report:
- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
  - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
  - (iii) the term 'overspend' includes both spending above budget and/or reduced income levels.

## 2. SUMMARY REVENUE OUTTURN 2020/21

2.1 The provisional outturn position for the General Fund is summarised below and explanations for the main variances are provided in the appendices. The significant variances and key issues are highlighted in paragraph 3:

Directorate / Appendix	Original Budget £	Net Updated Budget £	Net Spend to Date £	Variance £	Carry Forwards £	Reserves/ Provisions £	Adjusted Variance £
Community Services (B1)	10,263,400	11,396,900	10,864,491	(532,409)	138,300	413,300	19,191
Corporate Support (B2)	1,685,100	138,800	(96,588)	(235,388)	199,000	0	(36,388)
Economic Development (B3)	1,808,900	2,487,800	1,864,152	(623,648)	162,300	522,200	60,852
Finance & Resources (B4)	1,418,300	2,218,800	1,373,475	(845,325)	10,500	359,100	(475,725)
Governance & Regulatory Services (B5)	1,157,900	2,229,100	965,147	(1,263,953)	461,300	485,046	(317,607)
Corporate Management (B6)	(2,491,600)	(1,857,900)	(1,849,420)	8,480	0	0	8,480
<b>Core Service Expenditure</b>	<b>13,842,000</b>	<b>16,613,500</b>	<b>13,121,257</b>	<b>(3,492,243)</b>	<b>971,400</b>	<b>1,779,646</b>	<b>(741,197)</b>
Exceptional Items (B7)	0	464,900	(1,992,762)	(2,457,662)	0	0	(2,457,662)
<b>Service Expenditure</b>	<b>13,842,000</b>	<b>17,078,400</b>	<b>11,128,495</b>	<b>(5,949,905)</b>	<b>971,400</b>	<b>1,779,646</b>	<b>(3,198,859)</b>
Additional Transfers to Reserves (see para 6.1)							3,250,000
Transfer from Reserves and Provisions (see para 6.1)							(124,604)
<b>Net Underspend Position</b>							<b>(73,463)</b>

2.2 The table above details the net Council budget. The Council's original gross budget for 2020/21 was £57.04m and although there are many individual variances as detailed by directorates in **Appendices B1 – B7**, the net underspend equates to 0.13% of this budget. The main variances are summarised in the table below.

Budget Area		Underspend £	Overspend £
Bereavement Services	B1	(229,838)	0
Car Parking Income	B1	0	751,891
Special Events	B1	(84,651)	0
Recycling and Waste Management	B1	(187,368)	0
Development Control Fee Income	B3	0	81,670
Loan Interest (new borrowing)	B4	(623,800)	0
Lanes Rental Income	B5	0	247,484
City Centre Properties Income	B5	0	105,991
Industrial Estates Income	B5	(826,175)	0
Homeless Accommodation	B5	0	244,167
Civic Centre	B5	(85,517)	0
Building Maintenance	B5	0	89,044
Electoral Services	B5	(121,076)	0
Strategic Asset Investment	B5	0	260,046
Salary Turnover Savings	B6	(83,400)	0

### 3. EXPLANATION OF SIGNIFICANT VARIANCES & KEY ISSUES

3.1 The provisional outturn position for 2020/21 is an underspend of £3,198,859 after taking into account carry forward requests of £971,400 as set out in paragraph 5, and transfers to/from earmarked reserves and provisions totalling £1,779,646, as set out in paragraph 6.

3.2 Some of the **significant** service expenditure and income variances are set out below. Many of these have been reported throughout the year in budget monitoring reports and further explanations are provided in the appendices.

- A net underspend in Bereavement Service due to increased cremation fee income received; this may be due partly to Covid-19.
- A shortfall in car parking income from tickets, permits and penalty charge notices due to Covid-19.
- A net underspend on Special Events due to events being cancelled as a result of Covid-19 restrictions.
- A net underspend in Recycling and Waste Services due to reduced transport costs and increased income from plastic and card recycling.
- A shortfall in Development Control fee income due to Covid-19.
- A saving from interest on borrowing due to no new borrowing entered into yet.
- Rental income losses from the Lanes.
- Rental income losses from City Centre Properties.
- Increased rental income as a result of backdated rent reviews.
- An underspend of £52,883 on expenditure on Homeless Accommodation and a shortfall in income of £297,051. This is a direct result of Covid-19 as changes to occupancy and the available provision have had to be made to ensure the health and wellbeing of residents and staff.
- A saving on premises related costs at the Civic Centre.
- A net overspend in Building Maintenance due to a shortfall in trading income as a direct result of Covid-19.
- An underspend on Election costs as a result of the cancellation of the May 2020 elections due to Covid-19 restrictions.
- An overspend in relation to expenditure incurred to provide additional assurance on the valuation methodology of the Council's Asset portfolio. A shortfall of income from the use of capital receipts to fund asset disposal costs. Due to the level of capital receipts received in the year, the maximum allowable credit to General Fund Reserve will be £33,600 (4% of £840,000 capital receipts received in year) against a budget of £112,000.
- Additional salary turnover achieved against the budget.

- 3.3 A subjective analysis of the summarised outturn position is shown in **Appendix C**.
- 3.4 The reallocation of central departments' balances to service areas still has to be carried out, which explains many of the small balances held on some management and support service cost centres. This reallocation will be completed before the Statement of Accounts is prepared but has no impact on the overall out-turn position.
- 3.5 Members are regularly updated on the budget position throughout the year, with quarterly reports being considered by the Executive and scrutinised by Business and Transformation Scrutiny Panel. Many of the variances shown in the Appendices have previously been reported with any necessary steps to mitigate the impact on the future budget position dealt with as part of the 2021/22 budget. However, some pressures may have an ongoing impact which must be addressed during the forthcoming 2022/23 budget process.

#### **4. EXCEPTIONAL ITEMS (COVID-19)**

- 4.1 Emergency funding has been received to support Council services in 2020/21 in terms of additional expenditure and loss of income. Monthly returns have been submitted to the MHCLG to report additional costs and loss of income. The following table provides a summary position of the income and expenditure pressured related to Covid and where they are accounted for within the draft outturn position. Any loss of income from Business Rates and Council Tax will add to this sum.



	Charged to Core Services £	Exceptional Items £	Total £
Losses Reported on Covid Return	0	772,001	772,001
Reopening the High Street	69,773		69,773
Compliance and Enforcement	51,720	0	51,720
RBS New Burdens Spend		58,911	58,911
Sales Fees & Charges Income Shortfalls	1,276,141		1,276,141
Sales Fees & Charges Reduction in Expenditure	(352,997)		(352,997)
Other Income Shortfalls	517,980		517,980
Commercial Income	548,462		548,462
<b>Total Covid Pressures</b>	<b>2,111,079</b>	<b>830,912</b>	<b>2,941,991</b>
Funding Received	(169,733)	(1,748,390)	(1,918,123)
Other Covid Income Received	0	(5,580)	(5,580)
New Burdens Funding	(24,404)	(413,300)	(437,704)
Test and Trace Support Grant Funding	0	(73,762)	(73,762)
Sales Fees and Charges Compensation	0	(554,372)	(554,372)
<b>General Fund Shortfall</b>	<b>1,916,942</b>	<b>(1,964,492)</b>	<b>(47,550)</b>
Delayed Project Costs	1,000,000		1,000,000
Released from General Fund Reserves	0	(528,000)	(528,000)
Funding To be received	(29,240)	0	(29,240)
<b>Revised General Fund Shortfall</b>	<b>2,887,702</b>	<b>(2,492,492)</b>	<b>395,210</b>

## 5. CARRY FORWARD REQUESTS

5.1 In accordance with the Council's Constitution, any net underspending/savings on service estimates under the control of the Director may be carried forward. This is to facilitate the achievement of more strategic five year budgeting which requires greater flexibility of budgets between years as set out in the Medium Term Financial Plan. Approval of carry forwards is subject to the following as contained in the Council's Constitution:

- *the authorisation of the Corporate Director of Finance and Resources where the request relates to a specific committed item of expenditure where, due to external or other factors, the Director has been unable to spend the approved budget by 31 March. The use of the resource will be restricted to the purpose for which the estimate was originally intended. The carry forward will only be approved by the Corporate Director of Finance and Resources if the expenditure is within both the Directorate's and the Authority's budget as approved for that year. Any carry forward which would result in an over-spend for the Authority will require authorisation by the Council.*

- *any overspending on service estimates in total on budgets under the control of the Director must be carried forward to the following year, and will constitute the first call on service budgets in the following year, unless the Council determines otherwise by way of a supplementary estimate. The Corporate Director of Finance and Resources will report the extent of overspending carried forward to the Executive, Business and Transformation Scrutiny Panel and to the Council.*

The delegated power applies only in so far as the carry forwards do not take the Council into an overspend position.

- 5.2 Details of the carry forward requests, which itemise committed expenditure, are contained within **Appendix D1**. The requests have been subject to the scrutiny of the relevant Director and Portfolio Holder prior to formal consideration by SMT and the Corporate Director of Finance and Resources who is satisfied that budgets of £971,400 should be carried forward into 2021/22. Although some Directorates have expended in excess of their budgets or have suffered reduced income as detailed in the individual appendices, once committed expenditure is taken into account there is an overall underspend across the authority.

The relevant Director will be able to give further details of carry forward requests if required at the meeting. **Budget Holders are encouraged to utilise external grants and base budgets prior to funding expenditure from these carry forward requests.**

- 5.3 For information, the table below provides details of the outturn position (excluding funding) and level of carry forward requests over the last five years for illustrative purposes:

	2020/21 Provisional £	2019/20 £	2018/19 £	2017/18 £	2016/17 £
Variance at 31 March	(5,949,905)	(2,390,532)	18,685	(1,539,526)	(1,242,132)
Carry forward requests	971,400	811,000	406,700	663,800	393,000
Final Variance	(4,978,505)	(1,579,532)	425,385	(875,726)	(849,132)
Less Transfers	<u>4,905,042</u>	<u>1,510,437</u>	<u>206,275</u>	<u>1,276,247</u>	<u>407,300</u>
Service Expenditure variance	(73,463)	(69,095)	631,660	400,521	(441,832)
Percentage variance on service expenditure of original gross budget	(0.13)%	(0.12)%	1.15%	0.71%	(0.75)%

## 6. RESERVES AND PROVISIONS

- 6.1 Details of transfers into and from new/existing reserves and provisions requested as part of the outturn process are contained within **Appendix D2** and are summarised below.

	Net Approval Requested £
Council Tax Hardship Grant Reserve (new)	359,100
Apprentice Infrastructure	17,900
Revenue Grants Reserve	1,402,646
<b>Total Additional Transfers to Reserves</b>	<b>1,779,646</b>

The creation of the Council Tax Hardship Grant Reserve is to hold ring-fenced grant funding received from Government.

It is also requested that a further reserves be created due to uncertainty around ongoing Covid-19 pressures and support, potential costs around Local Government Reorganisation/transformation projects, increases to borrowing rates, and to provide balances to fund any unachieved savings on a non-recurring basis. A second additional reserve is requested to support economic recovery for local parishes and urban communities to aid recovery following the Covid-19 pandemic. The following transfers into the reserves are requested:

	Net Approval Requested £
<b>Economic Recovery Reserve</b>	<b>50,000</b>
Covid Pressures	500,000
Treasury Management	600,000
Savings	1,600,000
Local Government Reorganisation	500,000
<b>Operational Risk Reserve</b>	<b>3,200,000</b>

The following transfers out of reserves and provisions are also requested:

	Net Approval Requested £
Revenue Grants Reserve	(115,623)
Working Time Directive Provision	(8,981)
<b>Net Transfers From Reserves and Provisions</b>	<b>(124,604)</b>

- 6.2 In accordance with statutory requirements any surplus or deficit generated by the Building Control function is required to be held as an identified earmarked reserve and can only be utilised for Building Control. In 2020/21 the required amount to be transferred from the Building Control Reserve is £66,374. This is in addition to £9,500 released during 2020/21 to fund eligible costs.
- 6.3 The level of Council reserves was approved by Council in February. Due to the level of underspend identified within this report and if all of the carry forward requests and transfers to/from earmarked reserves are approved, an additional £174,000 will be transferred to the General Fund Reserve as a result of the 2020/21 outturn (subject to the completion of the NNDR3 return and final confirmation of any pooling gains).

	31/03/2021 £'000s	31/03/2022 £'000s	31/03/2023 £'000s	31/03/2024 £'000s	31/03/2025 £'000s	31/03/2026 £'000s
<b>Prudent Level of Reserves</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>	<b>(3,100)</b>
Council Resolution General Fund Reserve	(3,134)	(3,601)	(3,213)	(3,058)	(3,077)	(3,129)
<b>Revised Level of Reserves</b>	<b>(3,134)</b>	<b>(3,601)</b>	<b>(3,213)</b>	<b>(3,058)</b>	<b>(3,077)</b>	<b>(3,129)</b>
Carry Forwards Approved In Year	(750)	750				
Underspend position to be returned to Reserves	(5,950)					
Potential additional Funding from Business Rates	tbv					
<u>Transfer to earmarked reserves: <sup>(1)</sup></u>						
- See paragraph 6.1	1,780					
- See paragraph 6.1	3,250					
- See paragraph 6.2	(66)					
<u>Transfer from earmarked reserves &amp; provisions: <sup>(1)</sup></u>						
- see paragraph 6.1	(125)					
Committed Carry Forwards	0	971	0	0	0	0
Cost of Disposal	(34)					
<b>Revised Reserves Balance</b>	<b>(5,029)</b>	<b>(3,775)</b>	<b>(3,387)</b>	<b>(3,232)</b>	<b>(3,251)</b>	<b>(3,303)</b>

Note 1: Transfers to/(from) earmarked reserves subject to approval

Note 2: The Final Reserves Balance will be dependent on additional transfer as part of the Statement of Accounts including the final position on Business Rates.

- 6.4 The Carry Forward Reserve is retained as a general reserve rather than an earmarked reserve as budgets will be released back into the General Fund Reserve if the expenditure incurred in line with the original requests can be met from within base budgets.

## **7. BAD DEBT PROVISION**

- 7.1 The Council's bad debt provision has been increased in respect of penalty charge notices and reduced in respect of sundry debtors and housing benefit overpayments, and this has been allocated directly to the services. Further details can be found in report RD04/21 elsewhere on the agenda.

## **8. BALANCE SHEET**

- 8.1 In line with suggested best practice, information relating to significant items on the Council's balance sheet has been reported regularly to Members during the course of the year. The Council's balance sheet as at 31 March 2021 forms part of the annual Statement of Accounts that will be considered by the Audit Committee on 8 July, with final approval of the audited accounts on 24 September (tbc).
- 8.2 The VAT partial exemption calculation has been finalised for 2020/21 resulting in 1.69% for the year which is well below the 5% limit set by HMRC. However, this will increase as expenditure is incurred on the capital programme especially on VAT exempt activities i.e. Civic Centre reinstatement.
- 8.3 The 2020/21 Council Tax Collection Fund projected surplus has decreased from £50,781 surplus to £1,202,145 deficit (Council share decreased from £6,197 surplus to £144,909 deficit).
- 8.4 2020/21 is the eighth year of the Business Rate Retention Scheme and the Collection Fund Accounting Regulations and the seventh year the Council has participated in the Cumbria Pooling arrangement.
- 8.5 The detailed figures for Business rates are still to be finalised and further detail is considered elsewhere on the agenda in report RD04/21. The Council budgeted for additional income of £2,400,000 over the baseline level of £3,335,000. Any surplus on the budget will be an additional contribution to General Fund Reserves.

The Council Tax Provisional outturn report provides further details and is considered elsewhere on the agenda (RD04/21).

## **9 RISKS**

- 9.1 Risks to future years' budget and development of ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken. The impact on COVID-19 on the Council's resources is the greatest risk to ensuring that the Medium-Term Financial Plan is able to support service delivery whilst ensuring that reserves are maintained. The completion of the NNDR3 return and final confirmation of any pooling gains is needed before any funding is released to support Council projects.

## **10. CONSULTATION**

- 10.1 Consultation to date.  
Portfolio Holders and SMT have considered the issues raised in this report.
- 10.2 Consultation Proposed.  
Business and Transformation Scrutiny Panel will consider the report on 3 June 2021.

## **11. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 11.1 The Executive is asked to:
- (i) Note the net underspend of £5,949,905 for Council Services as at 31 March 2021;
  - (ii) Note the committed expenditure totalling £971,400, to be incurred in 2021/22 which has been approved by the Corporate Director of Finance and Resources under delegated powers, and the release of £971,400 from the General Fund Reserve in 2021/22 as detailed in Appendix D1 of the report for recommendation to Council;
  - (iii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £4,914,023, in addition to the transfer from the building control reserve of £66,374 as detailed in paragraphs 6.1 and 6.2 and Appendix D2 of the report for recommendation to Council;
  - (iv) Note the transfer from an existing provision of £8,981 as detailed in paragraph 6.1 and Appendix D2 of the report.

## **12. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 12.1 The Council's budget is set in accordance with the priorities of the Carlisle Plan and the 2020/21 outturn shows the delivery of these priorities within budget.

**Contact Officer: Emma Gillespie**

**Ext: 7289**

**Appendices                      A, B1 to B7, C and D1 to D2.**  
**attached to report:**

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

**CORPORATE IMPLICATIONS:**

**LEGAL** – The Council has a fiduciary duty to manage its finances properly and the proper reporting of the outturn figures is part of this process. Approval of full Council is required for the use of revenue reserves to fund expenditure commitments as set out in the report.

**PROPERTY SERVICES** – Property asset implications are contained within the main body of the report.

**FINANCE** – Financial implications are contained within the main body of the report.

**EQUALITY** – This report raises no explicit issues relating to the public sector Equality Duty.

**INFORMATION GOVERNANCE** – There are no information governance implications.

## REVENUE BUDGET MONITORING 2020/21

## VIREMENTS PROCESSED FOR PERIOD JANUARY TO MARCH 2021

Date	Virement Details	Recurring/ Non-recurring	Value	Authorised By
<b>Requested by Officers (under £35,000 or delegated authority)</b>				
22/01/2021 & 23/02/2021	Release of funding from Revenue Grant Reserve for One Public Estate	Non-recurring	9,900	Corporate Director of Finance and Resources
04/02/2021 & 08/03/2021	Release of funding from Revenue Grant Reserve for St Cuthbert's Garden Village	Non-recurring	79,300	Corporate Director of Finance and Resources
04/02/2021 & 08/03/2021 & 23/04/2021	Release of funding from Revenue Grant Reserve for Flexible Homelessness Support & Prevention	Non-recurring	22,000	Corporate Director of Finance and Resources
04/02/2021	Release of funding from Carry Forward Reserve for Festive Lighting	Non-recurring	3,900	Corporate Director of Finance and Resources
08/03/2021	Release of funding from Revenue Grant Reserve for Local Plans	Non-recurring	7,500	Corporate Director of Finance and Resources
08/03/2021	Release of funding from Revenue Grant Reserve for Town's Deal	Non-recurring	34,400	Corporate Director of Finance and Resources
04/03/2021	Revenue contribution towards the capital costs of replacement waste receptacles	Non-recurring	4,700	Neighbourhood Services Manager
26/03/2021	Revenue contribution towards the Civic Centre Redevelopment capital project.	Non-recurring	30,000	Property Services Manager
13/04/2021	Reversal of funding released from Planning Services Reserve for additional staffing resource	Non-recurring	(9,000)	OD.76/20 Corporate Director of Economic Development
14/04/2021	Release of funding from Revenue Grants Reserve for Grazing Land Management	Non-recurring	6,000	Corporate Director of Finance and Resources
15/04/2021	Release of funding from Planning Services Reserve for improvements in Development Management	Non-recurring	36,500	OD.42/21 Town Clerk and Chief Executive
23/04/2021	Release of funding from Revenue Grant Reserve for Supporting People	Non-recurring	100	Corporate Director of Finance and Resources
23/04/2021	Release of funding from Revenue Grant Reserve for Community Neighbours	Non-recurring	1,900	Corporate Director of Finance and Resources
<b>Approved by Executive (£35,000 to £70,000 or delegated authority)</b>				
<b>Approved by Council (over £70,000)</b>				
02/03/2021	Revenue Carry Forwards from 2020/21 into 2021/22	Non-recurring	750,400	Council RD.64/20



## REVENUE BUDGET MONITORING 2020/21

COMMUNITY SERVICES	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	20,981,700	(5,907,900)	(3,676,900)			<b>11,396,900</b>
Budget to date	20,981,700	(5,489,800)	(4,095,000)			<b>11,396,900</b>
Total Actual	20,139,804	(5,308,182)	(3,967,131)			<b>10,864,491</b>
<b>Variance</b>	<b>(841,896)</b>	<b>181,618</b>	<b>127,869</b>			<b>(532,409)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				138,300	413,300	<b>551,600</b>
<b>Adjusted Variance</b>	<b>(841,896)</b>	<b>181,618</b>	<b>127,869</b>	<b>138,300</b>	<b>413,300</b>	<b>19,191</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Car Parking	1	(103,760)	788,589	822	0	0	<b>685,651</b>
Bereavement Services	2	14,649	(278,787)	0	34,300	0	<b>(229,838)</b>
Tourist Information Centre	3	(87,948)	106,022	0	0	0	<b>18,074</b>
Garage Services	4	(64,143)	12,505	109,915	0	0	<b>58,277</b>
Healthy Cities	5	(154,936)	82,467	0	3,400	0	<b>(69,070)</b>
Special Events	6	(139,813)	55,162	0	0	0	<b>(84,651)</b>
Recycling and Waste Services	7	6,362	(196,230)	(9,800)	12,300	0	<b>(187,368)</b>
One Public Estate	8	(70)	(328,300)	0	0	328,300	<b>(70)</b>
Organisational Development	9	(51,889)	(51,089)	28,276	11,100	17,900	<b>(45,701)</b>
Partnerships	10	(3,168)	(51,144)	0	0	51,100	<b>(3,212)</b>
Miscellaneous	11	(257,181)	42,423	(1,345)	77,200	16,000	<b>(122,903)</b>
<b>Total Variance to date</b>		<b>(841,896)</b>	<b>181,618</b>	<b>127,869</b>	<b>138,300</b>	<b>413,300</b>	<b>19,191</b>

Note	Community Services - Comments
1.	Various minor underspends including premises related costs; Shortfall in ticket income, contract income and penalty charge notice income.
2.	Various minor overspends including third party fees; increased cremation fee income.
3.	Underspend on purchase of tickets and goods for resale; shortfall in income from ticket sales and sale of goods.
4.	Various minor underspends including employee related expenses; shortfall in trading income.
5.	An underspend on supplies and services and Artist fees at the Art centre, offset by shortfall in income due to site being closed as a result of Covid-19 restrictions.
6.	Underspend on Special Events supplies and services due to events being cancelled as a result of Covid-19 restrictions; shortfall in income from advertising.
7.	Underspend on transport costs, increased tipping charges for Garden Waste offset by surplus income from Plastic and Card recycling.
8.	External grant received which for accounting purposes is recognised in year but will be transferred into the Revenue Grant Reserve for use in future years for delivery of the One Public Estate project.
9.	Underspend on training provided and Apprentice Infrastructure.
10.	External grant received which for accounting purposes is recognised in year but will be transferred into the Revenue Grant Reserve for use in future years for delivery of specific partnership projects.
11.	Minor underspends, shortfall in income and increased trading income (recharges) across other services within the Directorate.

## REVENUE BUDGET MONITORING 2020/21

CORPORATE SUPPORT	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	3,624,000	(314,400)	(3,170,800)			138,800
Budget to date	3,624,000	(314,400)	(3,170,800)			138,800
Total Actual	3,312,624	(228,731)	(3,180,481)			(96,588)
<b>Variance</b>	<b>(311,376)</b>	<b>85,669</b>	<b>(9,681)</b>			<b>(235,388)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				199,000	0	199,000
<b>Adjusted Variance</b>	<b>(311,376)</b>	<b>85,669</b>	<b>(9,681)</b>	<b>199,000</b>	<b>0</b>	<b>(36,388)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Customer Contact Centre	1	(62,313)	79,400	0	0	0	17,088
ICT Services	2	(239,746)	18,869	(9,681)	199,000	0	(31,559)
Miscellaneous	3	(9,317)	(12,600)	0	0	0	(21,917)
<b>Total Variance to date</b>		<b>(311,376)</b>	<b>85,669</b>	<b>(9,681)</b>	<b>199,000</b>	<b>0</b>	<b>(36,388)</b>

Note	Corporate Support - Comments
1.	Underspends on employee related costs; offset by shortfall in income. The loss of income is factored into the sales, fees & charges compensation claims to Government.
2.	Underspends on employee related costs; shortfall in income.
3.	Minor underspends and increased income across other services within the Directorate.

## REVENUE BUDGET MONITORING 2020/21

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	4,335,100	(1,353,500)	(493,800)			2,487,800
Budget to date	4,335,100	(1,353,500)	(493,800)			2,487,800
Total Actual	4,107,833	(1,749,881)	(493,800)			1,864,152
<b>Variance</b>	<b>(227,267)</b>	<b>(396,381)</b>	<b>0</b>			<b>(623,648)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				162,300	522,200	684,500
<b>Adjusted Variance</b>	<b>(227,267)</b>	<b>(396,381)</b>	<b>0</b>	<b>162,300</b>	<b>522,200</b>	<b>60,852</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Regeneration	1	(19,433)	(65,998)	0	40,000	47,200	1,770
Development Control	2	(45,487)	81,670	0	0	0	36,183
Building Control	3	(36,760)	63,783	0	0	0	27,023
Investment and Policy	4	(127,085)	(475,000)	0	122,300	475,000	(4,785)
Miscellaneous	5	1,498	(837)	0	0	0	662
<b>Total Variance to date</b>		<b>(227,267)</b>	<b>(396,381)</b>	<b>0</b>	<b>162,300</b>	<b>522,200</b>	<b>60,852</b>

Note	Economic Development - Comments
1.	Overspend on monthly running costs of the Business Interaction Centre (this has now been sold) which do not have budgets identified offset by an increase in rental income; underspend on project related costs of which external funding is anticipated or has been received.
2.	Underspend on supplies and services, advertising & consultants fees; shortfall in fee income.
3.	Underspend on employee related salary expenditure; shortfall in fee income received.
4.	Underspend on Carlisle South and additional grant received which is requested to be transferred to the Revenue Grant Reserve.
5.	Minor overspends and increased income across other services within the Directorate.

## REVENUE BUDGET MONITORING 2020/21

FINANCE AND RESOURCES	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	26,864,800	(21,787,700)	(2,858,300)			<b>2,218,800</b>
Budget to date	26,864,800	(21,787,700)	(2,858,300)			<b>2,218,800</b>
Total Actual	26,682,477	(22,465,537)	(2,843,465)			<b>1,373,475</b>
<b>Variance</b>	<b>(182,323)</b>	<b>(677,837)</b>	<b>14,835</b>			<b>(845,325)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				10,500	359,100	<b>369,600</b>
<b>Adjusted Variance</b>	<b>(182,323)</b>	<b>(677,837)</b>	<b>14,835</b>	<b>10,500</b>	<b>359,100</b>	<b>(475,725)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Treasury and Debt Management	1	(615,474)	28,282	14,824	0	0	<b>(572,368)</b>
Revenues and Benefits	2	517,155	(822,612)	(0)	0	359,100	<b>53,643</b>
Benefit Payments and Subsidy	3	(60,354)	116,493	0	0	0	<b>56,138</b>
Miscellaneous	4	(23,650)	0	11	10,500	0	<b>(13,138)</b>
<b>Total Variance to date</b>		<b>(182,323)</b>	<b>(677,837)</b>	<b>14,835</b>	<b>10,500</b>	<b>359,100</b>	<b>(475,725)</b>

Note	Finance and Resources - Comments
1.	Saving on borrowing costs due to no new borrowing arrangements entered into yet and a budget saving against the final stock issue interest payment; lower than expected returns on investments.
2.	Underspends on employee related and supplies and services; additional expenditure for Council Tax Covid Hardship Fund; additional grants received (including Covid-19 Hardship Fund) offset by shortfall in income from recovery. Balance of Covid-19 Hardship Fund to be transferred to an earmarked
3.	Shortfall on Housing Benefit Overpayments following subsidy finalisation & decrease to bad debt provision.
4.	Minor underspends other services within the Directorate.

## REVENUE BUDGET MONITORING 2020/21

GOVERNANCE AND REGULATORY	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	12,255,800	(6,406,700)	(3,620,000)			2,229,100
Budget to date	12,255,800	(6,406,700)	(3,620,000)			2,229,100
Total Actual	11,667,003	(7,191,124)	(3,510,732)			965,147
<b>Variance</b>	<b>(588,797)</b>	<b>(784,424)</b>	<b>109,268</b>			<b>(1,263,953)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				461,300	485,046	946,346
<b>Adjusted Variance</b>	<b>(588,797)</b>	<b>(784,424)</b>	<b>109,268</b>	<b>461,300</b>	<b>485,046</b>	<b>(317,607)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Buildings & Facilities Services	1	(434,706)	(36,050)	110,079	260,900	0	(99,777)
Industrial Estates	2	6,383	(826,175)	0	0	0	(819,791)
The Lanes	3	0	247,484	0	0	0	247,484
City Centre Properties	4	3,969	105,991	0	0	0	109,960
Homeless Accommodation	5	(85,883)	215,515	0	33,000	81,536	244,167
Electoral Services	6	(119,489)	(11,588)	0	0	10,000	(121,076)
Homeless Prevention and Welfare	7	(72,379)	(392,294)	0	69,500	387,571	(7,602)
Regulatory Services	8	(29,702)	(53,128)	(811)	0	5,939	(77,702)
Strategic Asset Investment	9	194,761	(4,815)	(0)	70,100	0	260,046
Miscellaneous	10	(51,750)	(29,365)	0	27,800	0	(53,315)
<b>Total Variance to date</b>		<b>(588,797)</b>	<b>(784,424)</b>	<b>109,268</b>	<b>461,300</b>	<b>485,046</b>	<b>(317,607)</b>

Note	Governance & Regulatory Services - Comments
1.	Underspend on premises expenditure (including Civic Centre); additional rental income received; shortfall in trading income.
2.	Additional income received from backdated rent reviews.
3.	Shortfall in rental income.
4.	Shortfall in rental income.
5.	Underspend on employee related expenditure and supplies and services; shortfall in income as a direct result of Covid-19 as changes to occupancy levels and the available provision have had to be made to ensure the health and wellbeing of residents and staff.
6.	Underspend on election costs as a result of the cancellation of the May 2020 elections due to Covid-19 restrictions.
7.	Underspend on employee related expenditure and grant expenditure; additional grant income received
8.	Underspends on supplies and services; Additional licence income and agency fee income received.
9.	Overspend on consultant fees in relation to asset valuation work; overspend on income target for the use of capital receipts to fund asset disposal costs.
10.	Minor underspends and increased income across other services within the Directorate.

## REVENUE BUDGET MONITORING 2020/21

CORPORATE MANAGEMENT	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	(176,000)	(1,681,900)	0			(1,857,900)
Budget to date	(176,000)	(1,681,900)	0			(1,857,900)
Total Actual	(156,473)	(1,692,947)	0			(1,849,420)
<b>Variance</b>	<b>19,527</b>	<b>(11,047)</b>	<b>0</b>			<b>8,480</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				0	0	0
<b>Adjusted Variance</b>	<b>19,527</b>	<b>(11,047)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,480</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Other Financial Costs	1	(16,756)	(11,046)	0	0	0	(27,802)
Corporate Management	2	62,392	0	0	0	0	62,392
Miscellaneous	3	(26,109)	(1)	0	0	0	(26,110)
<b>Total Variance to date</b>		<b>19,527</b>	<b>(11,047)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,480</b>

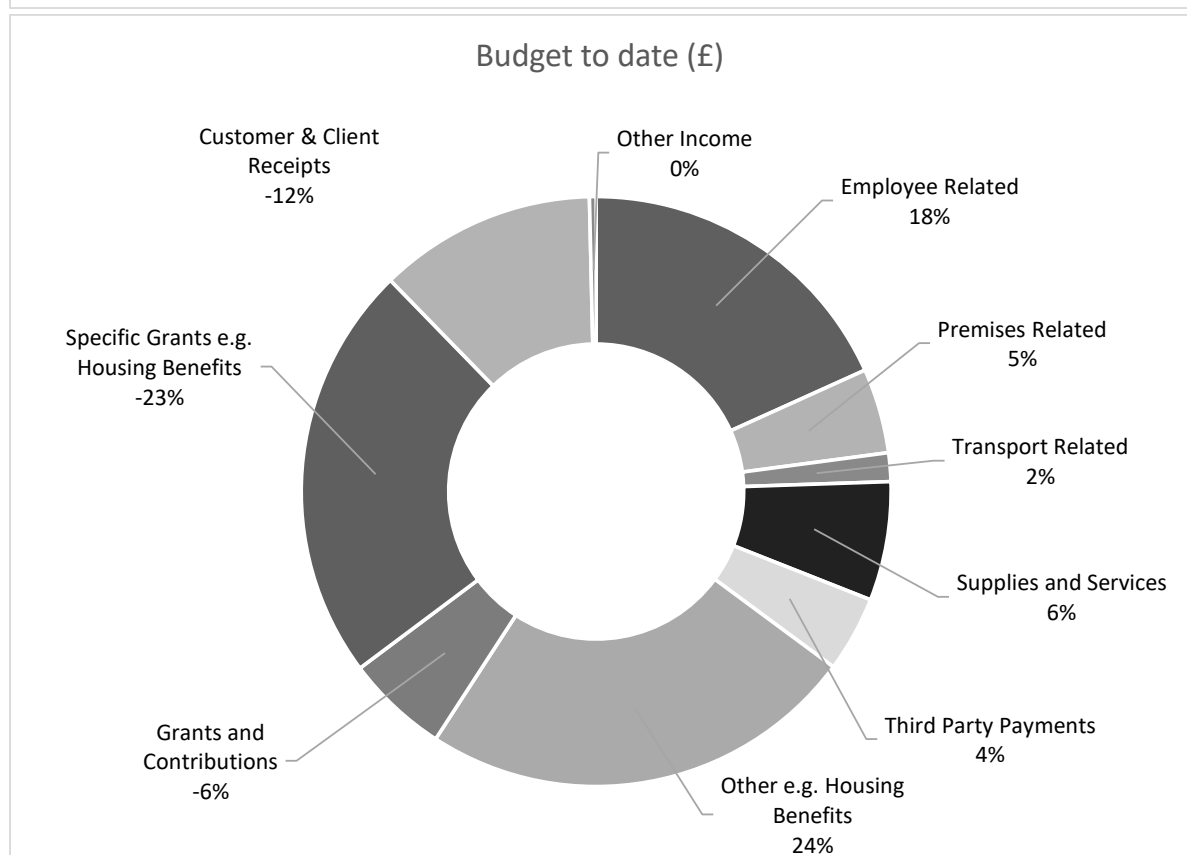
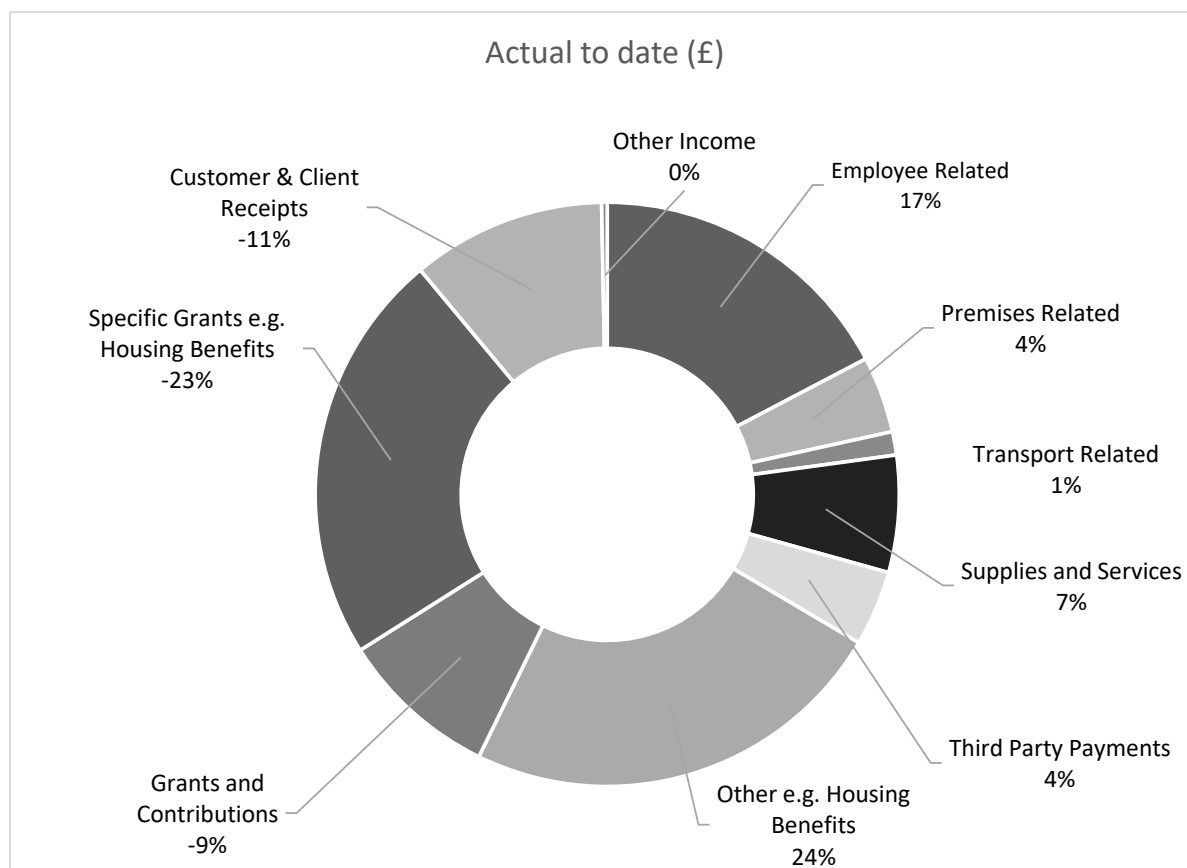
Note	Corporate Management - Comments
1.	Improvements in savings for Salary Turnover (£83,400) and shortfall in inflation savings to be found (£62,800).
2.	Overspend on external audit fees and card charges.
3.	Minor underspends across other services within the Directorate.

## REVENUE BUDGET MONITORING 2020/21

EXCEPTIONAL ITEMS	Gross Expenditure	Gross Income	Recharges	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Total
Position as at 31 March 2021	£	£	£	£	£	£
Annual Budget	45,998,400	(45,533,500)	0			<b>464,900</b>
Budget to date	45,998,400	(45,533,500)	0			<b>464,900</b>
Total Actual	46,331,344	(48,324,106)	0			<b>(1,992,762)</b>
<b>Variance</b>	<b>332,944</b>	<b>(2,790,606)</b>	<b>0</b>			<b>(2,457,662)</b>
<b>Carry Forwards/Reserves &amp; Provisions</b>				0	0	0
<b>Adjusted Variance</b>	<b>332,944</b>	<b>(2,790,606)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,457,662)</b>

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Carry Forwards Awaiting Approval	Reserves / Provisions	Adjusted Variance
Service	Note	£	£	£	£	£	£
Corona Virus	1	286,912	(2,779,404)	0	0	0	<b>(2,492,492)</b>
Flood Recovery	2	49,178	(14,348)	0	0	0	<b>34,830</b>
Miscellaneous		(3,147)	3,146	0	0	0	<b>(0)</b>
<b>Total Variance to date</b>		<b>332,944</b>	<b>(2,790,606)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,457,662)</b>

Note	Exceptional Items - Comments
1.	Overspend of expenditure to date against profiled budget; Government grant income received. Net underspend position but balance will be required to support other pressures/shortfalls in income as a result of Covid-19 that are currently reported against individual service areas e.g. car parking income.
2.	Overspend in relation to uninsured and reinstatement costs as a result of flooding caused by Storm Ciara.

**SUBJECTIVE ANALYSIS**



Directorate/Section	Description	Requests into 2021/22 £
<b>Corporate Support</b>		
ICT Services	To provided additional resources, specialised consultancy and third party support to ensure key security projects are scoped and implemented.	199,000
		<b>199,000</b>
<b>Finance and Resources</b>		
Internal Audit	To provide dedicated support to enable completion of the 2020/21 Internal Audit Plan.	10,500
		<b>10,500</b>
<b>Community Services</b>		
Corporate Training	New training provision for authority - Agile, Autonomous, Accelerated Change (Squad Working).	8,100
Member Training	To support training for the implementation of a Commercial Strategy for the Council.	3,000
HR & Payroll	For iTrent development and additional, temporary staffing resources within HR.	29,500
Small Scale Community Projects	For committed projects at Currock, Botcherby and Denton Holme.	3,400
Bereavement Services	For the replacement of cremator gas analysers which are essential for the functioning of the cremators and to comply with The Environmental Protection Act 1990..	34,300
Environmental Support	This refers to the non-rec £60K additional funding to keep Carlisle Clean and is required to cover a temporary employment contract.	26,000
Health & Wellbeing: Food	This is budget allocated to employee costs for the temporary Sustainable Food Coordinator post.	13,500
Neighbourhood Services - Apprentice	To ensure continuation of the apprentice schemes with the Garage and Technical Team.	12,300
Policy & Communication Staffing Resources	Digital Marketing Officer role extension until April 2021 to March 2022; Data Analyst funding until November 2021	8,200
		<b>138,300</b>
<b>Economic Development</b>		
Carlisle South	To provide dedicated Development Management support to the Garden Village.	10,000
Affordable Housing	Required to fund the Self and Custom Build Housing Grants programme approved by Executive in July 2020.	40,000
St Cuthbert's Garden Village	Required to support delivery of the Local Plan.	72,300
City Centre Business Support	For the establishment of a city centre forum to explore the potential for a Business Improvement District bid and for city centre capital works grants, to support businesses investing in the city centre, including business start ups.	40,000
		<b>162,300</b>
<b>Governance &amp; Regulatory</b>		
Homeless Prevention	The monies are ringfenced to be utilised to support prevention duties and activities; carry out homelessness activities in line with the principles of the Homeless Reduction Act.	28,500
Homeless Prevention	To fund staffing pressures in 2021/22.	74,000
Town Twinning	The Town Twinning Civic Exchange was due to be held in Carlisle in 2020 but has been postponed to 2021.	6,000
Asset Disposal	Reduced staff resources and the impact of Covid on the property market have delayed the programme, however the resources are still required to deliver the project.	70,100
Revenue Element of LED Capital Project	To fund the replacement of 28 additional lighting columns that are corroded. Work is expected to be carried out by July 2021.	21,800
Repair and Maintenance Programme	Outstanding items of work approved in the 3 year maintenance plan that have not been completed due to Covid, planning, weather and significant resources issues. The request represent committed items of work across the operational portfolio where liabilities arise based on owner and occupier arrangements.	260,900
		<b>461,300</b>
<b>Total General Fund Carry Forward Requests</b>		<b>971,400</b>

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2020/21 In to Reserve £	2020/21 Out of Reserve £	Total £
<b>NEW</b> <b>Covid Council Tax Hardship Grant Reserve</b>	A reserve to hold available Covid related Council Tax Hardship Grant.	Management of the Reserve rests with the Corporate Director of Finance and Resources.	Approval to release funds from the reserve can only be given by an Officer Decision Notice by the Corporate Director of Finance and Resources in consultation with the portfolio holder.	359,100	0	359,100
<b>Operational Risk Reserve</b>	To provide funds to support potential ongoing pressures in relation to Covid, Local Government Reorganisation/Transformation projects, treasury management pressures and savings to be achieved.	Management of the Reserve rests with the Corporate Director of Finance and Resources.	Approval to release funds from the reserve can only be given by the Executive of the Council following the advice of the Corporate Director of Finance and Resources.	3,200,000	0	3,200,000
<b>Economic Recovery Reserve</b>	To support economic recovery for local parishes and urban communities as match funding to aid recovery following the COVID pandemic.	Management of the Reserve rests with the Corporate Director of Economic Development once eligibility criteria has been established by the Executive.	Approval to release funds from the reserve can only be given by an Officer Decision Notice by the Corporate Director of Economic Development in consultation with the portfolio holder and Corporate Director of Finance and Resources.	50,000	0	50,000
<b>EXISTING</b> <b>Apprentice Infrastructure</b>	A reserve for the committed balances from the annual Apprentice Infrastructure budget that will be required in future years of the employment contracts.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve can only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.	17,900	0	17,900
<b>Revenue Grants Reserve</b>	A reserve to hold revenue grant funds received by the Council which have not yet been utilised.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve can only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.			1,281,084
Community Services	<b>One Public Estate:</b> One Public Estate			28,300		
Community Services	<b>One Public Estate:</b> One Public Estate - Sustainable Grant Funding			300,000		
Community Services	<b>Health and Wellbeing:</b> Grazing Land Management			16,000		
Community Services	<b>Partnerships:</b> Healthy Communities and Older People			1,200		
Community Services	<b>Partnerships:</b> Place Co-ordinator			49,900		
Economic Development	<b>Investment &amp; Policy:</b> St Cuthberts Garden Village (Garden Community Capacity Fund)			475,000		
Economic	<b>Regeneration:</b> Town Deal Capacity Funding			40,000		
Economic	<b>Regeneration:</b> NLHF Resilience Grant - Hadrian's Wall Partnership			7,200		
Governance & Regulatory Services	<b>Electoral Services:</b> Justification Led Bid			10,000		
Governance & Regulatory Services	<b>Homeless Prevention:</b> Various Miscellaneous Grants				(47,851)	
Governance & Regulatory Services	<b>Homeless Prevention:</b> Homeless Prevention Grant				(50,000)	
Governance & Regulatory Services	<b>Homelessness:</b> Rough Sleeping Initiative			115,322		
Governance & Regulatory Services	<b>Homelessness:</b> Flexible Homelessness Support Grant			87,225		
Governance & Regulatory Services	<b>Homelessness:</b> Homelessness Reduction Act New Burdens Grant			50,184		
Governance & Regulatory Services	<b>Homelessness:</b> Domestic Abuse Grant			134,840		
Governance & Regulatory Services	<b>Homelessness:</b> Housing Related Support (Supporting People) Grant			81,536		
Governance & Regulatory Services	<b>Homelessness:</b> Langley Chase Grant				(3,000)	
Governance & Regulatory Services	<b>Homelife:</b> FILT Gas Safe 2020/21			1,929		
Governance & Regulatory Services	<b>Homelife:</b> Warm Homes Fund			4,010		
Governance & Regulatory Services	<b>Regulatory Services:</b> Rogue Landlords				(1,256)	
Governance & Regulatory Services	<b>Regulatory Services:</b> Homelife Core Funding				(13,516)	
	<b>TOTAL RESERVE REQUESTS</b>			<b>5,029,646</b>	<b>(115,623)</b>	<b>4,908,084</b>
	<b>TOTAL REQUESTS FOR RESERVES</b>			<b>5,029,646</b>	<b>(115,623)</b>	<b>4,908,084</b>

## Report to Executive

Agenda  
Item:

**A.3 (b)**

Meeting Date: 2<sup>nd</sup> June 2021  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD.09/21  
Within Policy and Budget Framework YES  
Public / Private Public

Title: PROVISIONAL CAPITAL OUTTURN 2020/21 AND REVISED CAPITAL PROGRAMME 2021/22  
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES  
Report Number: RD.06/21

### Purpose / Summary:

This report summarises the 2020/21 provisional out-turn for the capital budget and provides details of the revised capital programme for 2021/22. The out-turn shows that the net underspend for Council Services as at 31 March 2021 once committed expenditure totalling £4,454,600 is taken into account is £24,488.

It should be noted that the information contained in this report is provisional subject to the formal audit process. The draft Statement of Accounts for 2020/21 will be presented to the Audit Committee on 8 July, with final approval of the audited accounts on 24 September (tbc).

### Recommendations:

The Executive is asked to:

- (i) Note the net underspend as at 31 March 2021 of £24,488 which includes committed expenditure to be met totalling £4,454,600, which is recommended by the Corporate Director of Finance and Resources for approval to Council;
- (ii) Consider the revised programme for 2021/22, together with the proposed methods of financing and virement request, as detailed at paragraph 5 and Appendix B, for recommendation to Council.

**Tracking**

Executive:	<b>2 June 2021</b>
Scrutiny:	<b>BTSP 3 June 2021</b>
Audit Committee:	<b>8 July 2021 (for information only)</b>
Council:	<b>20 July 2021</b>

## **1. BACKGROUND**

1.1 This report sets out the summarised financial out-turn for the Council's Capital Programme as follows:

- (i) the out-turn for individual schemes for 2020/21, summarised in **Appendix A**
- (ii) the revised programme for 2021/22, and the provisional programme for 2022/23 to 2025/26, summarised in **Appendix B**.

1.2 The report sets out the financial implications arising from the out-turn including the impact on capital resources for 2021/22. Members should note that the information contained in this report is provisional and subject to the formal audit process. Any significant changes required following the approval of the 2020/21 accounts will, if required, be reported to a future Executive meeting.

1.3 Please note that throughout this report the use of brackets indicates a favourable variance i.e. either an underspend or additional income received.

## **2. PROPOSALS**

2.1 The original capital programme of £14,160,600 was approved in February 2020. Since then, a review of the capital programme has been undertaken and the capital funding has been revised. In accordance with proper accounting practices it has been necessary to gross up the expenditure budgets to properly reflect the total cost of the schemes including those fully funded from external grant/contributions.

The revised programme for 2020/21 of £18,621,300 is a result of the following funding streams:

<b>2020/21 Capital Budget</b>	<b>£</b>
<b>Original 2020/21 Programme (approved Feb 2020)</b>	<b>14,160,600</b>
Carry forwards from 2019/20 (RD60/19 Council 03/03/20)	10,952,800
Carry forwards from 2019/20 (RD14/20 Council 14/07/20)	2,568,500
Increase for Civic Centre Development (RD14/20 Council 14/07/20)	2,601,400
Decrease to Programme for Civic Centre Development (RD14/20 Council 14/07/20)	(780,000)
Correction to funding of Civic Centre Development	(20,000)
Additional Disabled Facilities Grant (RD14/20 Council 14/07/20)	432,500
Virement from Planned Improvements of Council Properties to Civic	(20,000)
Grant received for Rough Sleeping Initiative (OD.65/20)	50,000
Reprofiling of Budget for Sands Centre (CS28/20 Council 13/10/2020)	(10,644,100)
S106 contribution towards Affordable Housing (OD.90/20)	50,700
S106 contribution towards Play Area Improvements (OD.84/20)	8,000
External Grant towards Play Area Improvements (OD.84/20)	30,000
Towns Deal Funding for Bitts Park and Caldey Riverside (Executive 14/12/20)	1,000,000
Revenue contribution towards purchase of Waste Receptacles	15,700
Agreed Carry Forwards into 2021/22 (RD65/20 Council 02/03/21)	(3,031,500)
Additional Disabled Facilities Grant (GD12/21 Executive 8/03/21)	255,800
External Grant towards Carlisle Citadels Project (LD.02/21)	879,500
Additional external contribution to Caldey Riverside (OD.31/21)	22,200
Revenue Contribution towards Civic Centre Development	30,000
Additional contributions towards Disabled Facilities Grants	16,100
External grant towards Swifts Wildlife Haven (OD.27/21)	10,000
Bitts Park Water Feature (CS33/20 Executive 14/12/21)	63,100
<b>Revised 2020/21 Capital Programme</b>	<b>18,651,300</b>
Less Capital Reserves to be released by Executive	(30,000)
<b>Revised 2020/21 Capital Programme (released)</b>	<b>18,621,300</b>

2.2 The provisional out-turn position for the 2020/21 capital programme is shown below:

Directorate	Revised Annual Budget	Total Expenditure	Variance	Carry Forwards (Committed)	Revised Variance
	£	£	£	£	£
Community Services	8,601,200	6,962,839	(1,638,361)	1,651,200	<b>12,839</b>
Corporate Support	161,000	98,454	(62,546)	62,400	<b>(146)</b>
Economic Development	1,814,700	942,667	(872,033)	874,700	<b>2,667</b>
Governance & Regulatory Services	7,959,400	6,119,494	(1,839,906)	1,836,300	<b>(3,606)</b>
<b>Total</b>	<b>18,536,300</b>	<b>14,123,454</b>	<b>(4,412,846)</b>	<b>4,424,600</b>	<b>11,754</b>
Capital Exceptional Items	85,000	48,758	(36,242)	0	<b>(36,242)</b>
<b>Total</b>	<b>18,621,300</b>	<b>14,172,212</b>	<b>(4,449,088)</b>	<b>4,424,600</b>	<b>(24,488)</b>
Reserves to be released	30,000	0	(30,000)	30,000	<b>0</b>
<b>Total</b>	<b>18,651,300</b>	<b>14,172,212</b>	<b>(4,479,088)</b>	<b>4,454,600</b>	<b>(24,488)</b>

- 2.3 The position for 2020/21 after committed carry forwards have been taken into account is an underspend of £24,488.
- 2.4 The main variances after carry forwards are summarised below:
- An overspend of £13,568 on the purchase of Waste Receptacles.
  - An underspend of £36,243 on Flood Related Capital projects brought forward from previous years.
- 2.5 Otherwise schemes are progressing within budget, although some schemes have not been completed to the original timescales which has resulted in the request for carry forwards.
- 2.6 Further details for each directorate are included in **Appendices A1-A5**.
- 2.7 The 2020/21 programme has been kept to a level that takes account of the Council's ability to deliver schemes with regard to capacity and available resources. Work has been carried out throughout the year to monitor the profiling of budgets and these have been adjusted to reflect progress in current capital schemes. The year end position for the capital programme is improved from previous years due to the implementation of the corporate reserves procedure and the improved profiling.

### 3. CARRY FORWARD REQUESTS

- 3.1 In accordance with the Council's Constitution, any net underspending/savings on service estimates under the control of the Director may be carried forward. This is to facilitate greater flexibility of budgets between years as set out in the Medium-Term

Financial Plan. Approval of carry forwards is subject to the following as contained in the Council's Constitution:

- *the authorisation of the Corporate Director of Finance and Resources where the request relates to a specific committed item of expenditure where, due to external or other factors, the Director has been unable to spend the approved budget by 31 March. The use of the resource will be restricted to the purpose for which the estimate was originally intended. The carry forward will only be approved by the Corporate Director of Finance and Resources if the expenditure is within both the Directorate's and the Authority's budget as approved for that year. Any carry forward which would result in an over-spend for the Authority will require authorisation by the Council.*
- *any overspending on service estimates in total on budgets under the control of the Director must be carried forward to the following year and will constitute the first call on service budgets in the following year, unless the Council determines otherwise by way of a supplementary estimate. The Corporate Director of Finance and Resources will report the extent of overspending carried forward to the Executive, Business and Transformation Scrutiny Panel and to the Council.*

The delegated power applies only in so far as the carry forwards do not take the Council into an overspend position.

Carry forwards at the end of the year have been analysed to assess the year of potential expenditure to enable better profiling of budgets for future years. Of the committed carry forwards shown in paragraph 2.2, it is estimated that the full £4,454,600 will be spent in 2021/22.

#### **4. FINANCING OF CAPITAL PROGRAMME 2020/21**

- 4.1 Utilisation of resources to fund the 2020/21 Capital Programme in light of the out-turn is provisionally estimated as follows:



	Revised Budget £	Provisional Out-turn £
Capital Programme expenditure in year	<b>18,651,300</b>	<b>14,172,212</b>
<b><u>Financed by:</u></b>		
Capital Receipts (note 1)	1,500,000	1,020,000
Capital Receipts - to fund cost of disposal	(112,000)	(33,600)
Capital Grants		
• Disabled Facilities Grant	2,155,600	2,155,574
• General (note 2)	4,205,400	3,116,734
Reserves & Balances (note 3)		
• Direct Revenue Financing	2,628,100	2,623,052
Contributions from other bodies incl S106 (note 4)	235,200	242,634
Borrowing Requirement (In Year)	8,039,000	5,047,818
<b>Total Financing</b>	<b>18,651,300</b>	<b>14,172,212</b>

Notes:

1. There were no usable capital receipts carried forward from 2019/20. Capital receipts generated during the year amount to £1,020,000 compared to the revised estimate figure of £1,500,000, a decrease of £480,000.

The total sum available, £1,020,000 has been used to fund the Capital Programme in 2020/21, with the balance of funding required (£5,047,818) being financed from a borrowing requirement that is significantly lower than anticipated.

In accordance with Capital Finance Regulations, costs associated with asset disposal totalling £33,600 that are included in the revenue outturn, can be funded from the capital receipt generated. This will result in a decrease to the capital receipts balance reported above at 31st March 2021.

2. Any balance of funding from capital grants has been carried forward into 2021/22 to allow the schemes to complete.
3. The use of capital receipts has been optimised in order to fund 2020/21 capital expenditure. Direct revenue funding, S106 receipts and earmarked reserves and provisions specifically set up to fund capital expenditure have also been used to fund capital expenditure in 2020/21. Capital receipts are the last source of funding applied to finance the capital programme; external funding is always applied first.

4. Additional contributions were received towards DFGs, Play Areas, Open Space Improvements, Caldew Riverside and Sands Centre redevelopment.

## **5. FIVE YEAR CAPITAL PROGRAMME**

- 5.1 A five-year Capital Programme for 2021/22 to 2025/26 is detailed in **Appendices B1-B2**.
- 5.2 The programme for **2021/22** totalling £28,057,900 is based upon the programme as agreed by Council in February 2021 of £19,070,400, the commitments brought forward from 2020/21 as identified above of £4,454,600, the commitments brought forward from 2020/21 already approved of £3,031,500, an increase of £255,800 for additional Disabled Facilities Grant awarded which has recently been advised and totals £2,155,574, and the following additional adjustments:
- An increase of £109,400 for Empty Property Grants as approved by Executive (GD.13/21);
  - An increase of £153,200 from S106 contributions towards Play Area improvements (OD.26/21 and OD.34/21);
  - An increase of £902,500 for Carlisle Citadels project (LD.02/21);
  - An increase of £70,000 for Swifts Wildlife Haven (OD.27/21); and
  - An increase of £10,500 for Bitts Park Water Features as approved by Executive (CS.33/20).
- 5.3 The 2021/22 Capital Programme includes £200,000 savings that need to be identified to provide the required funding for the Civic Centre Reinstatement project. It is proposed to fund this by a virement from the Vehicle and Plant Replacement budget **subject to recommendation by Executive to Council for approval**.
- 5.4 The 2021/22 programme will be continually reviewed to ensure the Council has the capacity to deliver this level of programme.
- 5.5 It is suggested that the revised programme for 2021/22 as detailed in Appendix B1 is financed as follows:

	<u>Original Budget</u> £	<u>Revised Budget</u> £
Original Programme	19,070,400	19,070,400
Add: Carried forward from 2020/21 (in Year)	0	3,031,500
Add: Carried forward from 2020/21 (Year End)	0	4,454,600
Add: Other adjustments to programme	0	1,501,400
<b>Total Expenditure to be financed</b>	<b>19,070,400</b>	<b>28,057,900</b>
<b><u>Financed by:</u></b>		
Capital Grants		
• DFG	1,899,800	2,155,600
• General	0	2,325,600
Capital Receipts	1,011,000	1,491,000
Receipts used to fund resources	(112,000)	(112,000)
Contributions from other bodies	0	159,700
Direct Revenue Financing	1,337,400	2,098,300
Borrowing Requirement (In Year)	14,934,200	19,939,700
<b>Total Financing</b>	<b>19,070,400</b>	<b>28,057,900</b>

5.6 The proposed programme for **2022/23** to **2025/26** as detailed in Appendix B2 is based on the programme agreed by Council in February 2021.

## 6. RISKS

6.1 Individual capital schemes have different risks involved. A risk assessment of the overall capital programme is included in **Appendix C**.

## 7. CONSULTATION

7.1 Consultation to Date.

Portfolio Holders and SMT have considered the issues raised in this report.

7.2 Consultation Proposed.

Business and Transformation Scrutiny Panel will consider the report on 3 June 2021.

## 8. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

8.1 The Executive is asked to:

- (i) Note the net underspend as at 31 March 2021 of £24,488 which includes committed expenditure to be met totalling £4,454,600, which is recommended by the Corporate Director of Finance and Resources for approval to Council;

- (ii) Consider the revised programme for 2021/22, together with the proposed methods of financing and virement request, as detailed at paragraph 5 and Appendix B, for recommendation to Council.

## **9. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

9.1 The Council's capital programme supports the current priorities in the Carlisle Plan.

**Contact Officer:** Emma Gillespie

**Ext:** 7289

**Appendices** A1 to A5 and B1 to B2 and C  
**attached to report:**

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

### **CORPORATE IMPLICATIONS:**

**LEGAL** – The Council has a fiduciary duty to manage its finances properly and the proper reporting of the outturn figures is part of this process. Approval of full Council is required for the use of capital reserves to fund expenditure commitments as set out in the report.

**PROPERTY SERVICES** – Property asset implications are contained within the main body of the report

**FINANCE** – Financial implications are contained within the main body of the report.

**EQUALITY** – This report raises no explicit issues relating to the public sector Equality Duty. It is worth noting that the report includes the increase in funding for the Disabled Facilities Grants (DFGs).

**INFORMATION GOVERNANCE** – There are no information governance implications.

COMMUNITY SERVICES

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Adjusted Variance £	Details of major variance
Vehicles & Plant	1,532,400	750,765	(781,635)	781,600	(35)	Slippage of planned vehicle replacements from 2020/21 into 2021/22. A revised replacement plan for the next 5-10 years has been provided as part of the 2021/22 budget process.
Civic Centre Development	1,461,400	1,550,370	88,970	(89,000)	(30)	Project progressing well, spend is in advance of the budget profiled for 2020/21 but is within the overall budget allocated for this project in future years.
Play Area Developments	84,300	84,004	(296)	0	(296)	Works complete on 3 separate projects in line with expenditure profiles.
Open Space Improvements	80,700	80,414	(286)	0	(286)	Fully funded by Section 106 monies.
Sands Centre Redevelopment	5,335,200	4,349,256	(985,944)	985,900	(44)	Capital expenditure for the enhancement work to Leisure Facilities. Progress is being monitored and a revised expenditure profile has been implemented to take account of delays as a result of Covid-19 restrictions.
Waste Minimisation	60,700	74,268	13,568	0	13,568	Purchase of waste receptacles are overspent against the annual budget.
Skew Bridge Deck	1,500	3,000	1,500	(1,500)	0	Budget earmarked towards this scheme as part of the 2020/21 budget process. Released by Executive 13/01/2021.
Towns Deal - Bitts Park Improvements	35,000	60,755	25,755	(25,800)	(45)	Funding received from the Town Deal Capital Accelerated Fund and presented and approved by Executive 14/12/2020.
Swifts Wildlife Haven	10,000	10,007	7	0	7	Project progressing as per expenditure profile and is due to be completed in 2021/22.
<b>Grand Total</b>	<b>8,601,200</b>	<b>6,962,839</b>	<b>(1,638,361)</b>	<b>1,651,200</b>	<b>12,839</b>	

CORPORATE SUPPORT

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Adjusted Variance £	Details of major variance
ICT Infrastructure	161,000	98,454	(62,546)	62,400	(146)	Part of ICT Strategy Business Case. Implementation has been delayed.
<b>Grand Total</b>	<b>161,000</b>	<b>98,454</b>	<b>(62,546)</b>	<b>62,400</b>	<b>(146)</b>	

ECONOMIC DEVELOPMENT

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Adjusted Variance £	Details of major variance
Central Plaza	12,300	14,940	2,640	0	2,640	Emergency works at Central Plaza.
Affordable Housing	50,700	50,700	0	0	0	S106 funding towards provision of Affordable Homes. Project now complete.
Towns Deal - Caldew Riverside Remediation	872,200	29,697	(842,503)	842,500	(3)	Funding received from the Town Deal Capital Accelerated Fund and presented and approved by Executive 14/12/2020. Slippage into 2021/22.
Carlisle Citadels	879,500	847,330	(32,170)	32,200	30	Project approved as per Leader Decision Notice (LD.02/21) and is due to complete in 2021/22.
<b>Grand Total</b>	<b>1,814,700</b>	<b>942,667</b>	<b>(872,033)</b>	<b>874,700</b>	<b>2,667</b>	

**GOVERNANCE & REGULATORY SERVICES**

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Adjusted Variance £	Details of major variance
Planned Enhancements to Council Property	209,300	142,688	(66,612)	63,000	(3,612)	Some slippage of planned projects into 2021/22.
Rough Sleeping Initiative	50,000	40,000	(10,000)	10,000	0	Capital grant received from MHCLG for the development of the Rough Sleeping Initiative. Slippage into 2021/22.
Gateway 44	4,621,900	3,725,741	(896,159)	896,200	41	Development and Improvement costs associated with the Junction 44 development. Project nearing completion, additional work require to reconfigure remaining units.
Disabled Facilities Grants	2,636,500	1,904,901	(731,599)	731,600	1	Mandatory Grants. Increased grant allocation for 2020/21. The position is being closely monitored. Carry forward required into 2021/22.
Empty Property Grants	23,200	20,200	(3,000)	3,000	0	Discretionary grants to assist getting empty properties back in to use.
On Street Charging Infrastructure	203,700	100,904	(102,796)	102,800	4	To install Electric Vehicle charge points at locations within Carlisle where residents have no access to off-street parking to encourage the uptake of electric vehicles. This project is fully funded by external grant. Slippage into 2021/22.
LED Footway Lighting Installation	214,800	185,060	(29,740)	29,700	(40)	To upgrade Footway Lights to LED lanterns throughout the District resulting in energy savings and increased reliability of the lights which should reduce future maintenance costs. Slippage into 2021/22.
<b>Grand Total</b>	<b>7,959,400</b>	<b>6,119,494</b>	<b>(1,839,906)</b>	<b>1,836,300</b>	<b>(3,606)</b>	



EXCEPTIONAL ITEMS CAPITAL EXPENDITURE

Scheme	Revised Annual Budget £	Expenditure to date £	Variance to date £	Carry Forwards £	Adjusted Variance £	Details of major variance
IC Buildings Flood Capital	21,900	(14,310)	(36,210)	0	(36,210)	Budget in relation to approved expenditure on the reinstatement of Bitts Park. Credit in relation to reversal of outstanding retention no longer due.
IC All Risks Flood Capital	63,100	63,068	(32)	0	(32)	Budget in relation to approved expenditure on the reinstatement of Bitts Park Water Feature.
<b>Grand Total</b>	<b>85,000</b>	<b>48,758</b>	<b>(36,242)</b>	<b>0</b>	<b>(36,242)</b>	

Scheme	Original Capital Programme 2021/22 £	Carry Forwards from 2020/21 £	Carry Forwards from 2020/21 £	Other Adjustments £	Revised Capital Programme 2021/22 £
<b><u>Current non-recurring commitments</u></b>					
Sands Centre Redevelopment	15,236,700	700,000	985,900	0	16,922,600
Civic Centre Development	1,020,600	1,150,000	(89,000)	0	2,081,600
Energy Monitoring System	12,000	0	0	0	12,000
<i>Savings to Fund Civic Centre</i>	<i>(200,000)</i>	<i>0</i>	<i>0</i>	<i>200,000</i>	<i>0</i>
Cemetery Infrastructure	0	5,700	0	0	5,700
Skew Bridge Deck	0	68,500	(1,500)	0	67,000
Towns Deal - Bitts Park Improvements	0	125,000	(25,800)	0	99,200
Planning Software	0	150,000	0	0	150,000
Play Area Improvements	0	36,500	0	153,200	189,700
Carlisle Citadels	0	0	32,200	902,500	934,700
Towns Deal - Caldew Riverside	0	0	842,500	0	842,500
On Street Charging Points Infrastructure	0	0	102,800	0	102,800
Gateway 44	0	0	896,200	0	896,200
LED Footway Lighting Installation	0	0	29,700	0	29,700
Rough Sleeping Initiative	0	0	10,000	0	10,000
Swifts Wildlife Haven	0	0	0	70,000	70,000
IC All Risks - Bitts Park Water Feature	0	0	0	10,500	10,500
	<b>16,069,300</b>	<b>2,235,700</b>	<b>2,783,000</b>	<b>1,336,200</b>	<b>22,424,200</b>
<b><u>Recurring commitments</u></b>					
Planned Enhancements to Council Property	250,000	145,800	63,000	0	458,800
Vehicles, Plant & Equipment	255,000	0	781,600	(200,000)	836,600
Recycling Containers	45,000	0	0	0	45,000
ICT Infrastructure	101,300	150,000	62,400	0	313,700
	<b>651,300</b>	<b>295,800</b>	<b>907,000</b>	<b>(200,000)</b>	<b>1,654,100</b>
<b><u>Housing Related Grants</u></b>					
Private Sector Grants	1,899,800	500,000	731,600	255,800	3,387,200
Empty Property Grants	0	0	3,000	109,400	112,400
	<b>1,899,800</b>	<b>500,000</b>	<b>734,600</b>	<b>365,200</b>	<b>3,499,600</b>
<b>TOTAL</b>	<b>18,620,400</b>	<b>3,031,500</b>	<b>4,424,600</b>	<b>1,501,400</b>	<b>27,577,900</b>
<b><u>Capital Reserves to be released</u></b>					
Crematorium Infrastructure	350,000	0	0	0	350,000
Future High Street Fund - Market Square	100,000	0	0	0	100,000
Cemetery Infrastructure	0	0	30,000	0	30,000
	<b>450,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>480,000</b>
<b>REVISED TOTAL</b>	<b>19,070,400</b>	<b>3,031,500</b>	<b>4,454,600</b>	<b>1,501,400</b>	<b>28,057,900</b>

Scheme	Proposed Capital Programme 2022/23 £	Original Capital Programme 2023/24 £	Original Capital Programme 2024/25 £	Original Capital Programme 2025/26 £
Private Sector Grants	1,899,800	1,899,800	1,899,800	1,899,800
Planned Enhancements to Council Property	250,000	250,000	250,000	250,000
Vehicles, Plant & Equipment	1,220,500	1,771,500	1,680,000	1,166,000
ICT Infrastructure	76,300	131,400	101,400	101,400
Recycling Containers	45,000	45,000	45,000	45,000
Sands Centre Redevelopment	3,450,200	0	0	0
Carlisle Southern Link Road	5,000,000	0	0	0
Crematorium Infrastructure	900,000	0	0	0
Replacement of Flare Data Management System	150,000	0	0	0
Future High Street Fund Market Square	2,670,000	0	0	0
<b>TOTAL</b>	<b>15,661,800</b>	<b>4,097,700</b>	<b>3,976,200</b>	<b>3,462,200</b>

## Capital Programme – Risk Assessment

Risk	Likelihood	Impact	Mitigation
Capital projects are approved without a full appraisal of the project and associated business case.	Remote	High	Strengthen the role of Transformation Sub-Group when considering capital project appraisals, to include consideration of business cases
Full capital and revenue costs of a project not identified.	Remote	High	Capital spending must meet statutory definitions. Financial Services to regularly review spending charged to capital. Appraisals to identify revenue costs, including whole life costs to improve financial planning.
VAT partial exemption rules are not considered.	Remote	High	Reduced impact following the decision to elect to tax land and property. To be considered as part of Project Appraisals and assessed by Financial Services.
Capital projects are not monitored nor reviewed (post contract) to ensure that the original business case assumptions have been achieved	Reasonably probable	Marginal	Better project management skills (including contract monitoring) have been introduced through PRINCE 2. Project managers to take more ownership and responsibility for the delivery of projects, including post contract reviews.
Capital projects are not delivered to time	Reasonably Probable	High	Significant slippage in the current capital programme. Better project management skills to be introduced through PRINCE 2. Project managers to take more ownership and responsibility for the delivery of projects. The review of the capital programme currently underway will address some of these issues.
Capital projects are not delivered to budget. Major variations in spending impact on the resources of the Council.	Reasonably Probable	High	Improved capital programme monitoring through PRINCE 2 and monthly financial monitoring. Corrective action to be put in place where necessary.
Assumptions on external funding for capital projects are unrealistic	Remote	High	Potential shortfalls arising from changes to external funding have to be met from other Council resources, so assumptions need to be backed by firm offers of funding before projects are submitted for appraisal. Risk increased due to uncertainty around funding, e.g. MHCLG grants
Spending subject to specific grant approvals e.g. housing improvement grants, disabled persons adaptations varies from budget	Remote	Marginal	Specific grants are generally cash limited so variations in projects supported by funding of this nature will be monitored closely to ensure target spend is achieved to avoid loss of grant or restrictions on subsequent years grant funding.
Shortfall in level of capital resources generated from Capital Receipts	Probable	High	Economic downturn will impact - early warning so as not to over commit capital resources.

# Report to Executive

Agenda  
Item:

**A.3 (c)**

Meeting Date: 02 June 2021  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD.09/21  
Within Policy and Budget Framework YES  
Public / Private Public

Title: TREASURY MANAGEMENT OUTTURN 2020/21  
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES  
Report Number: RD 07/21

## Purpose / Summary:

This report provides the annual report on Treasury Management (Appendix A), as required under both the Financial Procedure rules and the CIPFA Code of Practice on Treasury Management. Also included is the regular report on Treasury Transactions (Appendix B).

## Recommendations:

That this report be received and recommended to Council for approval.

## Tracking

Executive:	<b>02 June 2021</b>
Scrutiny:	<b>BTSP 03 June 2021</b>
Audit Committee:	<b>08 July 2021 (for information only)</b>
Council:	<b>20 July 2021</b>

## **1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members on various Treasury Management issues.
- 1.2 **Appendix A1** to this report sets out a final report on Treasury Management in 2020/21 as required by the CIPFA Code of Practice on Treasury Management. **Appendix A2** highlights some performance measures and **Appendix A3** shows the final prudential indicators for 2020/21.
- 1.3 **Appendices B1-B3** details the schedule of Treasury Transactions for the period 1 January 2021 – 31 March 2021.

## **2. RISKS**

- 2.1 The Council's Treasury Management function is responsible for investing the Council's surplus cash balances and managing cash flows appropriately. The Treasury Management Strategy Statement and the Treasury Management Practices are completed and approved in line with the CIPFA Code and include appropriate mechanisms for dealing with the Council's investments and borrowing needs.

## **3. CONSULTATION**

- 3.1 Business and Transformation Scrutiny Panel will consider the report on 03 June 2021 and the Audit Committee will do so on 08 July 2021.

## **4. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 4.1 That this report be received and recommended to Council for approval.

## **5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 5.1 To ensure that the Council's investments are in line with appropriate policies including the Treasury Management Strategy Statement.

**Contact Officer:** Emma Gillespie

**Ext:** 7289

**Appendices attached to report:**

- Appendix A1 – Treasury Management 2020/2021**
- Appendix A2 – Performance Statistics**
- Appendix A3 – Prudential Code and Prudential Borrowing**
- Appendix B1 – Treasury Transactions**
- Appendix B2 – Investment Transactions**
- Appendix B3 – Outstanding Investments**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- None

## **CORPORATE IMPLICATIONS:**

**Legal** – Treasury Management activities are delegated to the Corporate Director of Finance and Resources and Financial Procedure Rule 3.19 requires that she prepare an annual report on the topic. This Report fulfils that obligation.

**Property Services** – Not applicable

**Finance** – Included in the report

**Equality** - This report raises no explicit issues relating to the public sector Equality Duty

**Information Governance** – No implications

## TREASURY MANAGEMENT 2020/21

### 1. INTRODUCTION

- 1.1 The CIPFA Code of Practice on Treasury Management (2020) requires that full Council should receive both a mid-term and an annual report on treasury management activities during the year. This report on the treasury function during 2020/21, while being first presented to the Executive, is therefore required to have the approval of full Council in order to comply with the CIPFA Code.
- 1.2 Regular reports on treasury transactions are presented to the Executive while an interim report on treasury management in 2020/21 was presented in November 2020 (RD34/20). The purpose of this report is to complete the process of accounting for the treasury function in the last financial year in compliance with the Code. Any funding and other financing transactions are detailed and placed in the context of money market conditions in 2020/21 while the City Council's investment activities are also discussed.

Separate papers (**A2** and **A3**) provide information on performance in 2020/21 and on the Prudential Code on local authority borrowing.

### 2. MONEY MARKET CONDITIONS

- 2.1 The following table sets out the levels of bank base rate in 2020/21.

	%	
1 April 2020 – 31 March 2021	0.10	Average = 0.10%

- 2.2 Base rate has remained constant at 0.10% throughout the 2020/21 financial year.
- 2.3 The pattern of long-term borrowing rates in 2020/21 can be gauged by the following table of Public Works Loans Board (PWLB) fixed rate maturity loans during the year. These are the rates cited in the regular Treasury Transactions reports and relate to the type of loan that historically has most usually been taken up by the City Council.



	1 Yr %	10 Yr %	25 Yr %
1 April 2020	2.09	2.30	2.78
31 March 2021	0.99	1.91	2.39
Highest Rate in 2020/21	2.14	2.48	3.06
Lowest Rate in 2020/21	0.85	1.20	1.73
Span of Rates	1.29	1.28	1.33

### 3. LONG TERM FUNDING

3.1 The Prudential Code on local authority borrowing came into operation on 1 April 2004. The principal effect of the Code was to abolish most central government control of local authority borrowing, a principle that has been a cornerstone of local government finance for over a century. Instead, authorities must follow the guidance laid down in the Code and they will be expected to comply with its requirements. These cover not just borrowing but any decision that determines whether the capital investment plans of an authority are affordable, prudent and sustainable. The Code is discussed in more detail in **Appendix A3**.

3.2 The City Council did not draw down any external long-term loans in 2020/21. The capital programme was funded internally from borrowing undertaken in 2019/20, by drawing from the authority's own resources, and from external grants and contributions.

### 4. DEBT RESCHEDULING

4.1 The City Council's long-term loans portfolio at the end of March 2021 consisted of two PWLB loans taken out at £9m and £5m (both taken out in 2019/20). Principal on both loans will be repaid each year with final repayments due in 2059 & 2039 respectively.

### 5. LOANS OUTSTANDING

5.1 Set out below is a schedule of outstanding external loans as at 31 March 2021.

	£
Public Works Loans Board (PWLB)	13,287,500
Short Term Loans	<u>12,800</u>
Total Loans Outstanding	<u>£13,300,300</u>

## 6. INVESTMENT TRANSACTIONS

- 6.1 As is apparent from the regular 'Treasury Transactions' reports, the City Council continues to be a frequent investor in the short-term money market and the interest earned from these transactions makes a valuable contribution to the overall level of the Council's revenue budget. Investments are placed only with the institutions that fall within the guidelines of the Council's approved Investment Strategy and a full schedule of investments at 31 March 2021 is set out in **Appendix B3**.
- 6.2 The total at that date (£14.289m) can be compared with an average figure in 2020/21 of over £23.884m and a peak amount of over £34.403m. The closing balance in 2019/20 was £30.403m (due to receipt of COVID related grants).
- 6.3 The Investment Strategy for 2020/21 embraced a mixture of longer-term investments and monies lent out for shorter periods to meet anticipated cash flow needs e.g. grant and precept payment dates. There were no changes made to counter party limits in 2020/21.
- 6.4 Investment income in 2020/21 at £236,918 was below the original estimate of £265,200. Actual investment rates obtained from banks and building society investments in 2020/21 were generally below expectations when the budget was set. The average yield on the Council's investments held including the property fund in 2020/21 was 1.15%. This is still a favourable return considering the position of bank base rates and compares well against other local authorities. This performance was assisted by a significant proportion of investments being placed for longer terms of up to a year and the use of deposit accounts for shorter dated cash requirements.
- 6.5 At 31 March the investment in the CCLA Property Fund was yielding a return of 4.30%. Dividends received in 2020/21 totalled £144,536.59. The investment has also grown in capital value since the investment was placed in July 2014 from £2,836,893 (after entry costs of £163,107) to £3,289,358 (an increase of £476,465). The capital value for 2020/21 decreased by £23,637. The overall increase in value offsets the initial entry costs but is still subject to fluctuations in the overall performance of the fund. However, the fund is continuing to grow with more local authorities taking the decision to invest.

## 7. INVESTMENT STRATEGY 2021/22

- 7.1 The Investment Strategy must be agreed before the start of each financial year and the 2021/22 Strategy was approved by Council on 2 February 2021. While the principles of the Strategy remain fundamentally sound, any amendments to the current schedule of investments, if agreed by the Executive, must be approved by Council.

## 8. PERFORMANCE MANAGEMENT

8.1 The CIPFA Code places an increased emphasis on performance monitoring in an attempt to measure the efficiency of the treasury function. With treasury management, the difficulty in assessing performance arises from the very different circumstances of each authority and the fact that, for example, a long-term borrowing decision can affect an authority's measured performance for many years to come. Borrowing decisions invariably impact on investment decisions since, in cash flow terms, one can be the mirror image of the other.

8.2 **Appendix A2** sets out some performance indicators in respect of both loans and investments outturn for 2020/21 and 2019/20.

## 9. TREASURY CONSULTANCY SERVICE (TCS)

9.1 The City Council continues to employ Link Asset Services as its treasury management consultants. Link provide daily bulletins on both borrowing and investment issues and this helps advise both the investment and funding decisions that are taken by the Council.

## 10 CONCLUSIONS

10.1 At the end of March 2021, the City Council has substantial long-term PWLB borrowing of £13.287m. The loans will be paid back in equal instalments of principal over the lifetime of the loan. The Medium-Term Financial Plan anticipates external borrowing to support the Council's capital programme in 2021/22 and this will be further assessed during future planning of the MTFP during the course of this year. The focus of the authority's treasury management activities also remains very much on the investment aspect of the function.

10.2 Investment conditions were very similar to as they were in 2019/20. The City Council's investment interest was significantly lower than the previous year, however the performance achieved was slightly better than bank base rate levels. For this authority, as indeed for most others, reduction in investment income poses a very significant financial challenge. This has been alleviated somewhat by the decision to invest in the CCLA property fund which has performed well since initial investment.

10.3 The outlook for interest rates in the UK remains uncertain but there is a general expectation that bank base rates will not start to rise again until 2022.

CITY OF CARLISLEPERFORMANCE MEASUREMENT STATISTICS1. LOANS MANAGEMENT

	2020/21 %	2019/20 %
Average External Debt Rate - Carlisle	2.64	6.17

Comment

Average loan debt statistics tend to reflect borrowing decisions taken over a period of many years.

2. INVESTMENT MANAGEMENT (Inc. Property Fund)

	2020/21 %	2019/20 %
Average Return in Year - Carlisle	1.15	1.31
Average Bank Base Rate in Year	0.10	0.72

Comment

The City Council's rate of return in 2020/21 on its investments was below that obtained in 2019/20; this was in line with expectations when the budget was originally set.

## THE PRUDENTIAL CODE AND PRUDENTIAL BORROWING

### 1. Introduction

- 1.1 The Local Government Act 2003 brought about a new borrowing system for local authorities known as the Prudential Code (the Code). This gives to Councils much greater freedom and flexibility to borrow without government consent so long as they can afford to repay the amount borrowed.
- 1.2 The aim of the Code is to support local authorities when making capital investment decisions. These decisions should also be in line with the objectives and priorities as set out in the Council's Corporate Plan.
- 1.3 The key objectives of the Code are to ensure, within a clear framework, that the capital investment plans of the Council are affordable, prudent and sustainable, or if appropriate to demonstrate that they may not be. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. These objectives are consistent with and support local strategic planning, local asset management planning and proper option appraisal. They also encourage sound treasury management decisions.

### 2. Prudential Indicators

- 2.1 To demonstrate that the Council has fulfilled these objectives, the Code sets out indicators that must be used. It is for the Council itself to set any indicative limits or ratios. It is also important to note that these indicators are not designed to be comparative performance figures indicators but to support and record the Council's decision-making process.
- 2.2 The final performance indicators for the current year, as compared to those reported in during the budget cycle are set out below. The compilation and monitoring of these indicators is central to the operation of the Code.

### 3 Supported and Unsupported (or Prudential) Borrowing

- 3.1 Local authorities have always funded a substantial element of their capital programme via borrowing. This continues to be the case but until the introduction of the Prudential Code any local authority borrowing was essentially based upon a government 'permission to borrow'. This was deemed to be supported borrowing as credit limits were supported through funding from Revenue Support Grant. Following the introduction of the Prudential Code in 2003, the permission to borrow was essentially withdrawn and Councils were given greater freedom to borrow so long as they can demonstrate that the revenue

consequences of such borrowing (i.e. the cost of the debt) are sustainable, affordable and prudent in the medium to long term.

	2020/21 Provisional Outturn £	2020/21 Revised Estimate £
<b>(i) Capital Expenditure</b>	14,172,212	18,651,300
<b>(ii) Financing Costs</b>		
Interest Payable - Re Borrowing	410,476	1,036,100
Investment Income	(236,917)	(265,200)
<b>Total Financing Costs</b>	<b>173,559</b>	<b>770,900</b>
<b>(iii) Net Revenue Stream</b>		
Funding from Govt Grants/Local Taxpayers*	14,074,100	14,074,100
<b>(iv) Ratio of Financing Costs to Net Revenue Stream</b>	1.23%	5.48%
The figures monitor financing costs as a proportion of the total revenue stream from government grants and local taxpayers. The increase in the ratio of financing costs is mainly attributable to the forecast reduction in investment income.		
<b>(v) Incremental Impact on Council Tax</b>	0.00	0.00
This indicator allows the effect of the totality of the Council's capital investment decisions to be considered at budget setting time.		
<b>(vi) Authorised Borrowing Limit</b>	44,100,000	44,100,000
Maximum Level of Borrowing and Other Long term Liabilities	13,300,300	13,300,300
The authorised borrowing limit is determined by Council prior to the start of the financial year. The limit must not be altered without agreement by Council and should not be exceeded under any foreseeable circumstances.		

\* Business Rates Outturn still to be confirmed

	2020/21 Provisional Outturn £	2020/21 Revised Estimate £
<b>(vii) Operational Borrowing Limit</b> Maximum Level of Borrowing and Other Long term Liabilities The operational borrowing limit is also determined by Council prior to the start of the financial year. Unlike the authorised limit, it may be breached temporarily due to cashflow variations but it should not be exceeded on a regular basis.	39,100,000 13,300,300	39,100,000 13,300,300
<b>(viii) Capital Financing Requirement (CFR)</b> As at 31 March The CFR is a measure of the underlying borrowing requirement of the authority for capital purposes.	21,151,091	24,676,000

**(a) Prudence and Sustainability**

	2020/21 £
<b>(i) Target New Borrowing to Date</b> Long Term Borrowing taken in 2020/21	7,000,000 0
<b>(ii) Target Percentage of Fixed Rate Long Term Borrowing</b> Actual as at 31 March 2021	100% 100%
<b>(iii) Target Percentage of Variable Rate Long Term Borrowing</b> Actual as at 31 March 2021 Prudent limits for both fixed and variable rate exposure have been set at 100%. This is due to the limited flexibility available to the authority in the context of its overall outstanding borrowing requirement.	100% 0%
<b>(iv) Target Minimum Level of Investments Classified as Specified</b> Actual Level of Specified Investments as at 31 March 2021  As part of the Investment Strategy for 2020/21, the Council set a minimum level of 50% for its specified as opposed to non specified investments. The two categories of investment were defined as part of the Strategy but for the City Council non specified investments will presently refer mainly to either investments of over one year in duration or investments placed with building societies that do not possess an appropriate credit rating. These tend to be the smaller building societies.	50.00% 100.00%

TREASURY TRANSACTIONS  
1 JANUARY 2021 TO 31 MARCH 2021

1. LOANS (DEBT)

1.1 Transactions 1 January 2021 to 31 March 2021

	Raised		Repaid	
	£	%	£	%
P.W.L.B	0	0	112,500	1.80
P.W.L.B	0	0	125,000	1.33
Short Term Loans	0	0	0	0
Overnight Borrowing	0	0	0	0
	<b>0</b>		<b>237,500</b>	

This provides a summary of loans that have been raised or repaid, analysed by type, since the previous report.

1.2 Loans (Debt) Outstanding at 31 March 2021

	£
P.W.L.B	13,287,500
Short Term Loans	12,800
	<b>13,300,300</b>

1.3 Loans Due for Repayment

	PWLB £	Total £
Short Term Debt at 31 March 2021	475,000	475,000
		<b>475,000</b>

1.4 Interest Rates

Both Link Group and Capital Economics have made no change to their interest rate forecasts. Bank Rate is forecast to remain unchanged at 0.10% throughout 2021.



## 2. INVESTMENTS

	Made		Repaid	
	£	%	£	%
Short Term Investments	5,000,000	0.01-0.01	13,000,000	0.01-0.1
	<b>5,000,000</b>		<b>13,000,000</b>	

A full schedule of investment transactions is set out in **Appendix B2**. **Appendix B3** shows outstanding investments at 31 March 2021.

## 3. REVENUES COLLECTED

	Collected £	% of Amount Collectable %
Council Tax	63,686,663	95.67
NNDR	20,375,547	94.34
<b>2020/21</b>	<b>84,062,210</b>	<b>95.34</b>
Council Tax	62,143,990	97.12
NNDR	43,138,152	97.38
<b>2019/20</b>	<b>105,282,142</b>	<b>97.22</b>
Council Tax	58,790,993	97.36
NNDR	43,904,416	98.42
<b>2018/19</b>	<b>102,695,410</b>	<b>97.80</b>

Final collection levels were very similar to those of the previous two years.

## 4. BANK BALANCE

At 31 March 2021 the bank balance was £441,907 in credit.

This simply records the Council's bank balance at the end of the last day covered by the report.

5. OUTTURN ON TREASURY MANAGEMENT IN 2020/21

	Revised Estimate £000	Actual £000	Variance £000
Interest Receivable	(265)	(237)	28
Interest Payable	1,036	410	(626)
Less Rechargeable	(18)	(3)	15
	<b>1,018</b>	<b>407</b>	<b>(611)</b>
Debt Management	12	23	11
<b>NET BALANCE</b>	<b>765</b>	<b>193</b>	<b>(572)</b>

INVESTMENT TRANSACTIONS 1 JANUARY 2021 TO 31 MARCH 2021

INVESTMENTS MADE			INVESTMENTS REPAYED	
	£			£
HSBC	3,000,000.00		HSBC	9,000,000.00
HSBC	2,000,000.00		Federated	4,000,000.00
<b>TOTAL</b>	<b>5,000,000</b>			<b>13,000,000</b>
			Bfwd	22,221,135
			Paid	5,000,000
			Repaid	13,000,000
			CCLAdedcrease	68,223
				.
			<b>Total</b>	<b>14,289,358</b>

## Outstanding Investments as at 31 March 2021

Appendix B3

Category	Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Current Days to Maturity	Days to maturity at execution	Total Interest Expected (£)
	HSBC	6,000,000	0.01%		Call1			0
	Bank of Scotland PLC	5,000,000	0.58%		Call180			0
	<b>Total Investments</b>	<b>£11,000,000</b>	<b>0.27%</b>					<b>£0</b>
	CCLA Property Fund	3,289,358	4.30%	31/07/2014	3,000,000	(163,107)	2,836,893	289,358

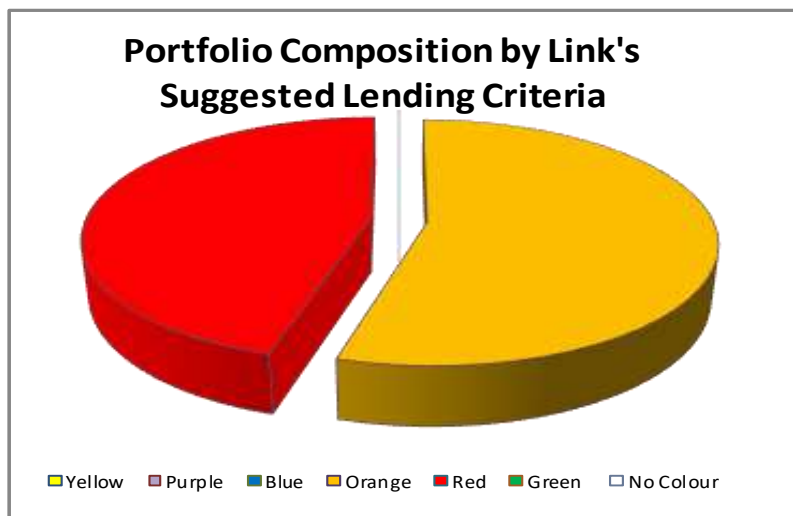
1. Entry Costs were charged against Treasury Management Budget in 2014/15

N.B Interest is recognised in the appropriate financial year in which it is due. The category colour represents the duration of investment recommended by Link Asset Services, the Council's Treasury Advisors. Those investments with No colour, are still within the Council's investment Strategy and are therefore deemed suitable for investing.

## Investments Summary Sheet

	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	Weighted Average Rate of Return WARoR	Weighted Average Days to Maturity WAM	Weighted Average Days to Maturity from Execution WAM at Execution
Yellow	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Purple	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Blue	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Orange	54.55%	6,000,000	100.00%	6,000,000	54.55%	0.01%	0	0
Red	45.45%	5,000,000	100.00%	5,000,000	45.45%	0.58%	180	180
Green	0.00%	-	0.00%	-	0.00%	0.00%	0	0
No Colour	0.00%	-	0.00%	-	0.00%	0.00%	0	0
	<b>100.00%</b>	<b>11,000,000</b>	<b>100.00%</b>	<b>11,000,000</b>	<b>100.00%</b>	<b>0.27%</b>	<b>82</b>	<b>82</b>

Weighted Average Risk				
Risk Score for Colour (1 = Low, 7 = High)	Mar 2021	Dec 2020	Sep 2020	Jun 2020
1	0.0	0.2	0.2	0.04
2	0.0	0.0	0.0	0.0
3	0.0	0.0	0.0	0.0
4	2.2	2.1	1.9	2.7
5	2.3	1.3	1.5	1.4
6	0.0	0.0	0.0	0.0
7	0.0	0.0	0.0	0.0
	<b>4.5</b>	<b>3.6</b>	<b>3.6</b>	<b>4.1</b>



	Link's Suggested Criteria
Y	Up to 5 Years
P	Up to 2 Years
B	Up to 1 Year
O	Up to 1 Year
R	Up to 6 months
G	Up to 3 months
N/C	No Colour

Normal' Risk Score	3.5	3.5	3.5	3.5
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# Report to Executive

Agenda  
Item:

**A.3(d)**

Meeting Date: 2 June 2021  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD09/21  
Within Policy and Budget Framework YES  
Public / Private Public

Title: COUNCIL TAX PROVISIONAL OUTTURN 2020/21  
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES  
Report Number: RD04/21

## Purpose / Summary:

This report summarises the 2020/21 provisional outturn and performance position for Council Tax.

## Recommendations:

The Executive is asked to:

- (i) note the provisional outturn position at 31 March 2021 for Council Tax and also note the position with regard to business rates and to write offs and bad debt trends;
- (ii) note that these figures, as presented, are subject to change pending the completion of the NNDR3 return and final confirmation of any business rates pooling gains for 2020/21;
- (iii) Approve the creation of a new earmarked reserves of £69,048 for the income received for the Tax Income Guarantee scheme as detailed at 2.1.5 for recommendation to Council.

## Tracking

Executive:	<b>2 June 2021</b>
Scrutiny:	<b>BTSP 3 June 2021</b>
Council:	<b>20 July 2021</b>

## **1. BACKGROUND**

1.1 The aim of this report is to:

- i) Advise Members of the current position on the 2020/21 Council Tax and Business Rates Accounts i.e. the total value of accounts raised and how much has been collected in the 2020/21 financial year.
- ii) Highlight and explain any variances against the expected (or budgeted) position.

## **2. COUNCIL TAX PROVISIONAL OUTTURN AS AT 31 MARCH 2021**

### **2.1 Collection Fund (Council Tax)**

2.1.1 The Council Tax Collection Fund records all the entries in relation to income and expenditure in relation to Council Tax. For budgeting purposes, the Collection Fund position is estimated on 15<sup>th</sup> January each year and it is this figure that forms the basis of the following year's budget.

2.1.2 In setting the budget for 2020/21, the position on the collection fund was estimated to a surplus of £238,653, with the Council's share being £29,438.

2.1.3 When the final position was calculated at the end of 2019/20 the surplus on the Council Tax Collection Fund was actually £50,781 of which the Council's share was £6,197. This decrease in the surplus is then taken into account and redistributed in the budgeted estimate for 2021/22.

2.1.4 The actual collection fund position for 2020/21 has been calculated and the surplus has decreased and is now a deficit, now standing at £1,202,144.91 with the Council's share being £144,909.44. This worsening position is as a result of the effects of the COVID-19 pandemic and the Council's ability to recover Council Tax debt. Legislation has been passed that will allow the Council to spread this deficit position over the following three years (2021/22 – 2023/24) to ease the impact on the General Fund and allow time for arrears to be recovered. In January 2021, the estimated collection fund position was £1,204,081. The current position on the Council Tax Collection Fund is shown below:



Carlisle City Council	£000
Balance Brought Forward (Surplus)	(50)
Council Tax Income (Net)	(66,884)
Precepts from Major Preceptors	
Cumbria County Council	49,654
Police & Crime Commissioner for Cumbria	9,154
Carlisle City Council	8,175
Impairment of Debts / Bad Debt Provision	914
<b>In Year Deficit</b>	<b>1,013</b>
Contribution towards previous years surplus	239
<b>Total Carried Forward Deficit</b>	<b>1,202</b>
<b>Distributed to preceptors:</b>	
Cumbria County Council	895
Police & Crime Commissioner for Cumbria	162
Carlisle City Council	145

The Council's share of the deficit on the Collection fund is carried forward on the Balance Sheet and will be distributed as part of the budget process in 2022/23. The in-year deficit is as a result of an increase in the bad debt provision and a decrease in income collected, particularly due to the effects of COVID. The Government announced in December 2020 that local authorities would be able to spread any exceptional in-year deficits over the following 3-year period so as not to have an adverse effect on any single year. They also announced that any loss of taxation income would be compensated by a one-off grant covering 75% of losses. These losses are measured slightly differently to the calculation of any deficit position on the Collection Fund.

#### 2.1.5 Tax Income Guarantee Scheme

The Tax Income Guarantee Scheme covers losses of council tax income measured by comparing an authority's council tax requirement for 2020/21 with its share of the adjusted 'Net Collectable Debit' for 2020/21. The calculation for the Council is set out below.

Outturn Net Collectable Debit	£ 66,569,542.00	
Collection Rate	98.5%	
Adjusted Net Collectible Debit	65,544,371.05	
Gross up for S13A1C Discretionary Reliefs	684,667.00	
<b>Outturn for Income Compensation</b>	<b>66,229,038.05</b>	
<b>Estimated Net Collectable Council Tax at start of year</b>		
Cumbria County Council	49,654,101.00	74%
Police & Crime Commissioners	9,154,518.00	14%
Carlisle City Council	8,174,780.00	12%
	<b>66,983,399.00</b>	
2020/21 Total Income Compensation	<b>754,360.95</b>	
Grant @ 75%	<b>565,770.71</b>	
<b>Grant applicable to preceptors</b>		
Cumbria County Council	419,399.98	
Police & Crime Commissioners	77,323.01	
Carlisle City Council	69,047.72	

It is recommended that this grant £69,047.72 be set aside in an earmarked reserve and used to offset the deficit spreading amounts included in the budget.

### 3. COUNCIL TAX COLLECTION PERFORMANCE

- 3.1 The Council's Council Tax collection performance for 2020/21 was 95.67% (2019/20 - 97.1%).

### 4. NNDR PROVISIONAL OUTTURN AS AT 31 MARCH 2021

#### 4.3 2020/21 Outturn

It should be noted though that due to the ongoing effects of responding to the COVID-19 pandemic and the distribution of Business Grants, the Business Rates Outturn has been delayed along with completion of the annual return to Government (NNDR3). The deadline for this form to be submitted has been delayed until 30 June. Therefore, it is not possible at this time to report the outturn position and the impact on both the Collection Fund and General Fund.

Once the final outturn is known and the NNDR3 completed, the Business Rates Outturn position will be reported to a future Executive meeting and the impact will be included in the Statement of Accounts including the impact on the Cumbria Business Rates Pool.

Due to the pandemic, Government announced that there would be expanded relief given to the retail, leisure and hospitality sector. This relief was 100% of business rates for those businesses in the qualifying groups. As the Council would not collect Business Rates from these businesses, the Government provided compensation to local authorities in the form of a Section 31 Grant. The Council has therefore received £23m to date in respect of expanded retail relief. However, this compensation has been paid gross, i.e. the 50% local share and the 50% central government share. Therefore, until the final outturn is known it is not possible to properly account for the amount of grant to recognise.

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

- 5.1 In accordance with Constitution, the Corporate Director of Finance and Resources is delegated with authority for the write-off of outstanding debts, without limit, and the Executive is asked to note that debts totalling £85,592.18 have been written off for the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> March 2021; such bad debts are summarised for the Executive's information in Table 1 of this report. The total amount written off in 2020/21 of £630,397.33 compares to total write-offs in 2019/20 of £550,644.49.
- 5.2 The write-ons itemised in Table 1 totalling £4,083.27 are in respect of balances originally written off that have since been paid and credit write-offs for the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> March 2021.
- 5.3 Also noted in Table 1 are the cumulative write offs and write-ons 1<sup>st</sup> April 2020- 31<sup>st</sup> March 2021. Total write-ons for 2020/21 were £15,549.36 compared to £27,700.93 in 2019/20.

**Table 1**

<u>Type of Debt</u>	Write offs 01/04/20 - 30/06/20 Quarter 1				Write offs 01/07/20 - 30/09/20 Quarter 2				Write offs 01/10/20 - 31/12/20 Quarters 3				Write offs 01/01/21 - 31/03/21 Quarter 4				Total Write offs 2020/21			
	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons	No	Write Offs	No	Write Ons
<b>NNDR</b>	6		7	325.13	52		6		8	124,378.31	7	915.87	20	45,246.26	7	249.06	86	475,790.16	27	1,735.50
<b>NNDR ( PSC)</b>		139,623.25				166,542.34		245.44									0	0.00	0	0.00
<b>Council Tax</b>	33		12	2066.03	41		18	3895.63	116		15		54		18		244	136,156.53	63	13,788.42
		29,326.16				24,955.08				46,629.04		3,994.55		35,246.25		3,832.21	0	0.00	0	0.00
<b>Debtors</b>																	0	0.00	0	0.00
<b>Private</b>																	0	0.00	0	0.00
<b>Tenants</b>	20				4				14		1	13.19	8				46	14,034.97	1	13.19
<b>Housing</b>		7,406.28				1,997.56				1,672.64				2,958.49			0	0.00	0	0.00
<b>Benefit</b>																	51	3,925.67	7	12.25
<b>Overpayments</b>	7		3	6.77	7				19		2	3.48	18		2	2.00	0	0.00	0	0.00
<b>General Fund</b>		61.06				13.88				1,958.55				1892.18			0	0.00	0	0.00
<b>Penalty</b>																	0	0.00	0	0.00
<b>Charge</b>																	0	0.00	0	0.00
<b>Notices</b>																	0	0.00	0	0.00
<b>On Street 16</b>																	0	0.00	0	0.00
<b>Off Street 3</b>	2				1								3	249.00			6	490.00	0	0.00
		166.00				75.00											0	0.00	0	0.00
<b>TOTAL</b>	<b>68</b>	<b>176,582.75</b>	<b>22</b>	<b>2,397.93</b>	<b>105</b>	<b>193,583.86</b>	<b>24</b>	<b>4,141.07</b>	<b>157</b>	<b>174,638.54</b>	<b>25.00</b>	<b>4,927.09</b>	<b>103</b>	<b>85,592.18</b>	<b>27</b>	<b>4,083.27</b>	<b>433</b>	<b>630,397.33</b>	<b>98</b>	<b>15,549.36</b>

## 6. OUTTURN POSITION, WRITE OFFS/WRITE ONS VIA DEBTOR TYPE

6.1 The outturn position in respect of 2020/210 on a cumulative basis by fund indicates total debts written off amount to £630,397.33.

6.2 Write offs were debited as follows:

	£
Council Tax (Collection Fund	136,156.53
NNDR	475,790.16
General Fund	18,450.64
<b>Total</b>	<b>630,397.33</b>

6.3 Write-ons were credited as follows:

	£
Council Tax (Collection Fund	13,788.42
NNDR	1,735.50
General Fund	25.44
<b>Total</b>	<b>15,549.36</b>

6.4 In the case of General Fund, the write-offs will be charged against provisions made for bad debts (except for PCN's which are accounted for on a cash basis). However, VAT which has been separately identified will be recouped in future VAT returns. Write-off/Write on of Council Tax will fall against the Collection Fund provisions within those accounts. Any Council Tax Court Costs written off will be charged against the costs 'Bad Debt' provision within the General Fund.

	General Fund	Council Tax	NNDR	Total
Opening Bad Debt Provision	1,424,558	1,920,580	262,939	3,102,940
<b>Closing Bad Debt Provision</b>	<b>1,326,728</b>	<b>2,711,505</b>	<b>tbc</b>	<b>4,038,233</b>

N.B. The Bad Debt provision for NNDR is still to be calculated.

## 7. RISKS

With the implementation of Business Rate Retention, the Council relies on Business Rate income to support its service delivery. Any significant loss of income would have a significant impact on the Council's Medium-Term Financial Plan.

## **8. CONSULTATION**

- 8.1 Business and Transformation Scrutiny Panel will consider the report on 3 June 2021.

## **9. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 9.1 The provisional outturn position and comments on performance will feed into the overall Revenue accounts for 2020/21.
- 9.2 The Executive is asked to:
- (i) note the provisional outturn position at 31 March 2021 for Council Tax and also note the position with regard business rates and to write offs and bad debt trends.
  - (ii) note that these figures, as presented, are subject to change pending the completion of the NNDR3 return and final confirmation of any business rates pooling gains for 2020/21.
  - (iii) Approve the creation of a new earmarked reserves of £69,048 for the income received for the Tax Income Guarantee scheme as detailed at 2.1.5 for recommendation to Council.

## **10. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

- 10.1 The collection of Council Tax and NNDR directly affects all residents receiving services from Carlisle City Council.

**Contact Officer: Steven Tickner**

**Ext: 7280**

**Appendices  
attached to report:**

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- None

### **CORPORATE IMPLICATIONS:**

**Legal** – The Council has a statutory obligation to collect Council Tax (Local Government Finance Act 1992 and Council Tax (Administration and Enforcement) Regulations 1992 and NNDR (Local Government Finance Act 1988).

**Property** – No implications

**Finance** – Included within this report

**Equality** – This report raises no explicit issues relating to the public sector Equality Duty

**Information Governance** - No Implications





## Report to Executive

**Agenda  
Item:**  
  
A.3(e)

Meeting Date: 2<sup>nd</sup> June 2021  
Portfolio: Finance, Governance and Resources  
Key Decision: Yes: Recorded in the Notice Ref: KD.09/21  
Within Policy and Budget Framework: Yes  
Public / Private: Public

Title: ELECTED MEMBERS' ALLOWANCES - PROVISIONAL  
OUTTURN REPORT FOR 2020/21  
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES  
Report Number: RD08/21

### **Purpose / Summary:**

This report sets out the amount of allowances paid to Members as part of the Elected Members' Allowances Scheme for 2020/21.

### **Recommendations:**

The Executive is asked to receive the report and note the overall underspend of £20,535 on allowances for 2020/21.

### **Tracking**

Executive:	<b>2 June 2021</b>
Scrutiny:	<b>BTSP 3 June 2021</b>
Council:	<b>Not applicable</b>

## 1. BACKGROUND

- 1.1 Set out in the attached **Appendix 1** are the amounts paid directly to individual Members as part of the Elected Members' Allowances Scheme for 2020/21 as required under paragraph 15 of the Local Authority (Members Allowances) (England) regulations 2003.

## 2. PROPOSALS

- 2.1 The detail in respect of Travel and Subsistence for Members collectively is provided in paragraph 2.6.
- 2.2 The overall position is summarised as follows:

	Budget £	Outturn £	Variance £
Basic Allowance	191,000	185,049	(5,951)
Special Responsibility allowance	88,700	84,527	(4,173)
Dependent Carers' Allowance	0	0	0
Travel	8,700	189	(8,511)
Subsistence	1,900	0	(1,900)
<b>Total</b>	<b>290,300</b>	<b>269,765</b>	<b>(20,535)</b>

- 2.3 There is an underspend overall of £20,535.
- 2.4 The Basic Allowance budget is under-spent because budgets are allocated for a full year from April and there were vacancies on the Council for some part of the year.
- 2.5 The Special Responsibility Allowance budget is slightly under-spent. This is partly due to committees not sitting until later in the year and therefore allowances only being paid for part of the year. In addition, Members are only entitled to receive one Special Responsibility Allowance and therefore if they hold two positions that attract an allowance only one will be paid.

## 2.6 Details of Travel and Subsistence:

	<b>Budget £</b>	<b>Outturn £</b>
<b>Public Transport</b>		
• Public transport costs in respect of attendance at committee meetings and other approved duties	<b>1,900</b>	<b>0</b>
• Planning Site visits and other approved duties	<b>1,000</b>	<b>0</b>
	<b>2,900</b>	<b>0</b>
<b>Mileage Expenses</b>		
Mileage costs in respect of attendance at committee meetings and other approved duties	<b>5,800</b>	<b>189</b>
<b>Subsistence Expenses</b>		
Subsistence costs in respect of attendance at committee meetings and other approved duties	<b>1,900</b>	<b>0</b>

Please note that subsistence covers items such as:

- Accommodation
- Car parking charges
- Out of pocket expenses
- Meals

## 3. RISKS

3.1 There are no risks associated with the Members outturn report.

## 4. CONSULTATION

4.1 The report will be considered by Business and Transformation Scrutiny Panel on 3 June 2021.

## 5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

5.1 The Executive is asked to receive the report and note the overall under-spend of £20,535 with the Members' Allowances Scheme for 2020/21.

## 6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 Members allowances form part of the Council's revenue budget and there is a requirement to report the outturn against the budget as part of the overall Council outturn position.

**Contact Officer:** Alison Taylor

**Ext:** 7290

**Appendices attached to report:** Appendix 1 – Members' Allowances Summary 2020/21

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:**

- **None**

**CORPORATE IMPLICATIONS:**

**LEGAL** - As stated within the body of the Report, the details herein are required to be reported by virtue of Regulation 15 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

**PROPERTY SERVICES** – not applicable

**FINANCE** – Financial implications are contained within the main body of the report.

**EQUALITY** – not applicable

**INFORMATION GOVERNANCE** – not applicable

## MEMBERS' ALLOWANCES SUMMARY 2020/21

## APPENDIX 1

Init	Surname	Basic	Became a councillor	Ceased to be a councillor	SRA	Travel	Subsistence	Notes
Ruth	Alcroft	4,887.00						
Trevor	Allison	4,887.00						
Louise	Atkinson	4,887.00						
James	Bainbridge	4,887.00			4,497.00			
Robert	Betton	4,887.00						
Pamela	Birks	4,887.00						
Jeffrey	Bomford	4,887.00			435.19			SRA ceased wef 05/05/20
Marilyn	Bowman	4,887.00			293.80			SRA wef 02/02/21
Lisa	Brown	4,887.00			4,497.00			
Nigel	Christian	4,887.00			6,735.00			
John	Collier	4,887.00						
Helen	Davison	4,887.00			345.68			SRA wef 11/12/20
John	Denholm	4,887.00						
Gareth	Ellis	4,887.00			11,229.00			
Chirstine	Finlayson	4,887.00						
Anne	Glendinning	4,887.00						
Colin	Glover	4,887.00			3,749.00			SRA reduced wef 01/08/20 due reduction in members
Stephen	Higgs	4,887.00			6,735.00			
Elizabeth	Mallinson	4,887.00			6,735.00			
John	Mallinson	4,887.00			17,967.00			
Ann	McKerrell	4,887.00						
Niall	McNulty	4,887.00		23/03/2021	503.35			SRA ceased wef 23/03/21
Keith	Meller	4,887.00			3,022.18			SRA wef 30/07/20
Michael	Mitchelson	4,887.00						
David	Morton	4,887.00						
Nigel	Nedved	4,887.00			6,735.00			
John	Paton	4,887.00			4,497.00			
Lucy	Patrick	4,887.00						
Christopher	Robinson	1,418.81		15/07/2020	109.16			SRA ceased wef 05/05/20
Fiona	Robson	4,887.00						
Calvin	Rodgers	2,811.34		28/10/2020				
David	Shepherd	4,887.00				189.20		Mileage for 2019/20 but paid in May 20
Lee	Sherriff	4,887.00						
Christopher John	Southward	4,887.00						
Valerie	Tarbit	4,887.00						
Les	Tickner	4,887.00						
Raymond	Tinnion	4,887.00			4,303.58			SRA wef 22/05/20
Jeanette	Whelan	4,887.00						
Jo-Anne	Williams	4,887.00			1,128.00			
STANDARDS COMMITTEE					1,010.04			
PLANNING VISITS								
	<b>Sum:</b>	<b>185,049.15</b>			<b>84,526.98</b>	<b>189.20</b>	<b>0.00</b>	

Note: subsistence covers items such as accommodation, car parking charges, out of pocket expenses and meals.



# **NOTICE**

## **OF**

### **EXECUTIVE**

### **KEY DECISIONS**

**4 May 2021**

## Notice of Key Decisions

This document provides information on the 'key decisions' to be taken by the Executive within the next 28 days. The Notice will be updated on a monthly basis and sets out:

- Details of the key decisions which are to be taken;
- Dates of the Executive meetings at which decisions will be taken;
- Details of who will be consulted and dates for consultation;
- Reports and background papers which will be considered during the decision making process;
- Details of who to contact if further information is required
- Details of where the document can be inspected
- Details of items which the public may be excluded from the meeting under regulation 4(2) and the reason why
- Details of documents relating to the decision which need not, because of regulation 20(3) be disclosed to the public and the reason why.

The dates on which each new Notice will be published are set below:

### Publication Dates

4 May 2021

Key decisions are taken by the City Council's Executive and these are usually open to the public. Agendas and reports and any other documents relevant to the decision which may be submitted can be viewed in the Customer Contact Centre at the Civic Centre, Carlisle or on the City Council's website ([www.carlisle.gov.uk](http://www.carlisle.gov.uk)). Agendas and reports are published one week ahead of the meeting.

A Key Decision is an Executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant\* having regard to the local authority's budget for the service or function to which the decision relates;
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

\*significant expenditure or savings to the authority in excess of £70,000

The City Council's Executive Members are:

- Councillor J Mallinson (Leader / Chairman)
- Councillor G Ellis (Deputy Leader, and Finance, Governance and Resources Portfolio Holder)
- Councillor N Christian (Environment and Transport Portfolio Holder)
- Councillor S Higgs (Culture, Heritage and Leisure Portfolio Holder)
- Councillor Mrs Mallinson (Communities, Health and Wellbeing Portfolio Holder)
- Councillor P Nedved (Economy, Enterprise and Housing Portfolio Holder)

Should you wish to make any representations in relation to the items being held in private or If you require further information regarding this notice please contact Democratic Services on 01228 817039 or [committeeservices@carlisle.gov.uk](mailto:committeeservices@carlisle.gov.uk).



## **Index of Active Key Decisions**

		Date Decision to be considered:	Date Decision to be taken:
KD.01/21	Carlisle Plan	8 March 2021 consultation period to include Overview and Scrutiny as appropriate (EX.30/21)	2 June 2021
KD.05/21	Carlisle Station Gateway – Phase 1		2 June 2021
KD.07/21	Local Environmental Crime, Action and Enforcement Strategy		2 June 2021
KD.08/21	Medium Term Financial Plan and Capital Investment Strategy	2 August 2021 consultation period to include Overview and Scrutiny as appropriate	31 August 2021
KD.09/21	2020/21 Provisional Outturn Reports		2 June 2021
KD.10/21	Budget Process 2022/23 – 2026/27	22 November 2021, 13 December 2021, 20 December 2021 consultation period to include Overview and Scrutiny as appropriate	19 January 2022

### **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.01/21
Type of Decision:	Executive
Decision Title:	Carlisle Plan
Decision to be taken:	The Executive will be asked to recommend the new Carlisle Plan to Council for adoption.
Date Decision to be considered:	8 March 2021 consultation period to include Overview and Scrutiny as appropriate (EX.30/21)
Date Decision to be taken:	2 June 2021
Is the Decision Public or Private?:	The decision will be taken in public.
Documents submitted for consideration in relation to the Decision:	Report PC.07/21 - Carlisle Plan 2021-23 on 8 March 2021
Contact Officer for this Decision:	Deputy Chief Executive, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Leader
Relevant or Lead Overview and Scrutiny Panel:	Business & Transformation Scrutiny Panel, Health & Wellbeing Scrutiny Panel, Economic Growth Scrutiny Panel,

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.

## **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.05/21
Type of Decision:	Executive
Decision Title:	Carlisle Station Gateway – Phase 1
Decision to be taken:	The Executive will be asked to note the Business case for the Carlisle Station project and give their approval to enter into an agreement with the County Council regarding the City Councils landholdings that are necessary to deliver the scheme.
Date Decision to be considered:	
Date Decision to be taken:	2 June 2021
Is the Decision Public or Private?:	The decision will be taken in private. The report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information)
Documents submitted for consideration in relation to the Decision:	The report of the Corporate Director of Economic Development will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Economic Development, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Leader
Relevant or Lead Overview and Scrutiny Panel:	Economic Growth Scrutiny Panel

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.

## **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.07/21
Type of Decision:	Executive
Decision Title:	Local Environmental Crime, Action and Enforcement Strategy
Decision to be taken:	Executive will be recommended to approve the Local Environmental Crime, Action and Enforcement Strategy. This outlines the Council's approach to maintaining clean streets and neighbourhoods, raising awareness of environmental crime and reinforces the commitment to take robust enforcement action against those responsible.
Date Decision to be considered:	
Date Decision to be taken:	2 June 2021
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 Deputy Chief Executive will be available five working days before the meeting
Contact Officer for this Decision:	Deputy Chief Executive, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Environment and Transport (Councillor Christian)
Relevant or Lead Overview and Scrutiny Panel:	Health and Wellbeing Scrutiny Panel

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.

### **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.08/21
Type of Decision:	Executive
Decision Title:	Medium Term Financial Plan and Capital Investment Strategy
Decision to be taken:	The Executive will be asked to consider the Medium -Term Financial Plan 2022/23 – 2026/27 and Capital Investment Strategy reports and make recommendations to Council on 14th September 2021.
Date Decision to be considered:	2 August 2021 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	31 August 2021
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 Corporate Director of Finance and Resources will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Finance and Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Ellis)
Relevant or Lead Overview and Scrutiny Panel:	Business and Transformation Scrutiny Panel

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.

## **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.09/21
Type of Decision:	Executive
Decision Title:	2020/21 Provisional Outturn Reports
Decision to be taken:	<p>The Executive will be asked: to consider and approve the 2020/21 Provisional Outturn reports and make recommendations on any carry forward requests to Council on 20th July 2021</p> <ul style="list-style-type: none"> <li>• Provisional Revenue Outturn</li> <li>• Provisional Capital Outturn</li> <li>• Elected Members Allowances – Provisional Outturn</li> <li>• Council Tax and National Non-Domestic Rates – Provisional Outturn</li> <li>• Treasury Management Provisional Outturn</li> </ul>
Date Decision to be considered:	
Date Decision to be taken:	2 June 2021
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 Corporate Director of Finance and Resources will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Finance and Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Ellis)
Relevant or Lead Overview and Scrutiny Panel:	Business and Transformation Scrutiny Panel

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.

## **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.10/21
Type of Decision:	Executive
Decision Title:	Budget Process 2022/23 – 2026/27
Decision to be taken:	<p>The Executive will be asked to:</p> <p>Consider strategic financial issues arising from the budget setting process:</p> <ul style="list-style-type: none"> <li>(a) Revenue Estimates including spending pressures, bids and savings (22nd November 2021)</li> <li>(b) Individual Charges Reviews (22nd November 2021)</li> <li>(c) Provisional Capital Programme including new spending proposals (22nd November 2021)</li> <li>(d) Corporate Assets – Repair and Maintenance Programme (22nd November 2021)</li> <li>(e) Treasury Management Base Estimates (22nd November 2021)</li> <li>(f) Local Taxation (including CTRS) (22nd November 2021)</li> <li>(g) Consideration of Scrutiny Consultation feedback (13th December 2021)</li> <li>(h) Draft Revenue Settlement Figures (if available) (20th December 2021)</li> <li>(i) Summary Revenue Budget (including decision on Business Rate Pooling) (20th December 2021)</li> <li>(j) Summary Capital Programme (if required) (20th December 2021)</li> <li>(k) Draft Treasury Management and Investment Strategy including MRP Strategy (20th December 2021)</li> <li>(l) Executive Draft Budget Proposals for consultation (20th December 2021)</li> <li>(m) Consideration of Final Budget Consultation (19th January 2022)</li> <li>(n) Draft Revenue Settlement Figures (if available) (19th January 2022)</li> <li>(o) Final Revenue Budget Summary (19th January 2022)</li> <li>(p) Provisional Capital Programme (19th January 2022)</li> <li>(q) Treasury Management and Investment Strategy including MRP Strategy (19th January 2022)</li> <li>(r) Executive's Final Budget Proposals (19th January 2022)</li> </ul>
Date Decision to be considered:	22 November 2021, 13 December 2021, 20 December 2021 consultation period to include Overview and Scrutiny as appropriate
Date Decision to be taken:	19 January 2022
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 Corporate Director of Finance and Resources will be available five working days before the meeting
Contact Officer for this Decision:	Corporate Director of Finance and Resources, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
Relevant Portfolio Area:	Finance, Governance and Resources (Councillor Ellis)
Relevant or Lead Overview and Scrutiny Panel:	Health and Wellbeing Scrutiny Panel - 22 November 2021, Economic Growth Scrutiny Panel - 2 December 2021, Business and Transformation Scrutiny 7 December 2021 and 6 January 2022

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.



Notice prepared by Councillor John Mallinson,  
Leader of Carlisle City Council

Date: 4 May 2021



## Officer Decisions

A.5

Below is a list of decisions taken by Officers which they have classed as significant, full details and supporting background documents can be viewed on the Council's website [www.carlisle.gov.uk/CMIS/](http://www.carlisle.gov.uk/CMIS/)

Decision Ref No	Title: Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:	Decision Maker:
OD.29/21	Landlord's consent to a lease variation. To grant Landlord's consent to a lease variation of lease of civic centre rooftop, Civic Centre, Carlisle.	None	23 March 2021	Property Services Manager
OD.30/21	Elected Member Training Councillor Birks to attend APSE Developing and Delivering a Commercial Strategy event (virtual) on 13 <sup>th</sup> and 14 <sup>th</sup> April at a cost of £249	N/A	25 March 2021	Deputy Chief Executive
OD.31/21	Caldew Riverside Project The Ministry of Housing, Communities and Local Government (MHCLG) is supporting the City Council to progress the redevelopment of the Caldew Riverside site and has provided funding of £850,000 through the Towns Fund Accelerated Fund for remediation works. Approval to proceed with the development and delivery of the remediation works was given by the Executive on 14 December 2020 (ED49/20). The City Council has contracted with Arcadis (UK) Ltd to undertake the site investigation / characterisation works, produce a remediation specification and carry out the remediation works. This contract has been agreed through a direct award through the ESPO Framework. The contract will be fully funded using the Towns Fund Accelerated Fund. The City Council has also signed a Supplemental Deed with Homes England that secures a contribution of £22,159 in 2020-21 and £30,000 in 2021-22 to the remediation works.	None	30 March 2021	Corporate Director of Economic Development
OD.32/21	Award of contract: collection, storage and disposal of abandoned vehicles Award of contract for the collection, storage and disposal of abandoned vehicles.	None	01 April 2021	Neighbourhood Services Manager

OD.33/21	Re-opening of West Walls Car Park after temporary closure Re-opening of the West Walls Car Park on 12 <sup>th</sup> April 2021	None	01 April 2021	Neighbourhood Services Manager
OD.34/21	<p>Release of S106 Funds to Capital Programme, 11029 96/0830 - Carleton Grange, Garlands</p> <ul style="list-style-type: none"> <li>A sum of £112,837 was received from Barratt Homes on 10/03/2011 as part of a Section 106 (developer contribution) agreement for a residential development off Garlands Road, Carlisle.</li> <li>The agreement states that the funds were to be utilised for maintenance of open spaces within the Carleton Grange estate and for the play area located off Hunters Crescent.</li> <li>The funds have been used by the council on a phased basis over the past ten years for routine maintenance and the Healthy City Team now propose to allocate the remaining balance to deliver a small package of improvement works to the open space and play area.</li> <li>The balance of £33,174 requires releasing to the capital programme for 2021/22 to allow the following projects to progress: <ul style="list-style-type: none"> <li>Construction of new footpath, following desire line across grassed area between Hunters Crescent and Longholme Road.</li> <li>Replacement of end of life swings, seesaw and spring rockers in play area.</li> <li>Replacement of end of life safer surfacing in play area.</li> <li>Repairs/upgrades to retained play equipment.</li> <li>Purchase of tree cradles and planting of trees across the site to replace failed/vandalised individuals.</li> </ul> </li> </ul>	None	12 April 2021	Deputy Chief Executive
OD.35/21	<p>The Bridge Inn, Penton</p> <p>The decision is to de-list The Bridge Inn, Penton, Carlisle, CA6 5QB, as a community asset under the Localism Act 2011. With reference to map CU63268, this is the land and buildings outlined in red, including the public house, car park, access and yard area, annex building and grassland opposite the pub building.</p> <p style="text-align: right;">Page 156 of 226</p>	PC 15/14 – Community Right to Bid report at Executive 15/12/14 Application form for Community Right to Bid - Private * Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of	14 April 2021	Chief Executive

		the Local Government Act 1972		
OD.37/21	<p>Homeless Prevention and Accommodation Services</p> <p>The Homeless Prevention and Accommodation Service team managers of Carlisle City Council have made the attached decisions 1 January to 31 March 2021, under the express authorisation delegated to relevant officers in accordance with the Council's policy requirements.</p>	<p>Individual assessments of need and vulnerability are considered on a case by case basis to inform decision making; these include personal sensitive information. The assessments are not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>	19 April 2021	Homelessness Prevention and Accommodation Manager
OD.38/21	<p>Landlord's Consent to a Lease Renewal and to Alterations</p> <p>To grant Landlord's consent to the grant of lease renewals of units 12, 13, 19 and 44 and consent to vary the lease of unit 76.</p>	None	27 April 2021	Property Services Manager
OD.39/21	<p>Discretionary Disabled Facility Grants (DFG) Repayment</p> <p>To waive the repayment of a Disabled Facilities Grant (DFG) in the sum of £7500 (Ref number CL-001992).</p>	<p>Housing Renewal and Assistance Policy 2018 (paragraph 4.2)</p> <p>Email from home-owner stating the reasons why he has to sell and move. The owner did not have any intention to move when they applied for the grant but now has had to sell their home and to relocate to be close to their support</p> <p>- Private - *Not for</p>	27 April 2021	Corporate Director of Governance and Regulatory Services

		<p>publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972</p> <p>The policy is that a charge may be placed on properties subject to a Grant where it is considered that the works add value to the property. The solicitor and estate agent have confirmed that the measures have not increased the value of the property.</p> <p>The decision has also been made taking into consideration the extent to which the recipient would suffer financial hardship if the grant were reclaimed. The solicitor has confirmed the price paid for the property and the agreed selling price.</p>		
OD.40/21	<p>Allotment Land, Little Corby</p> <p>The decision is to de-list Allotment Land, Little Corby, CA4 8QQ as a community asset under the Localism Act 2011.</p>	<p>PC 15/14 – Community Right to Bid report at Executive 15/12/14</p> <p>Application form for Community Right to Bid - Private * Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972</p>	28 April 2021	Town Clerk and Chief Executive

OD.41/21	Licensing decisions taken between 1 April and 30 April 2021 The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website <a href="http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx">http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx</a> )	Applications for various licences. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	04 May 2021	Licensing Manager
OD.42/21	Transfer of funds from Planning Reserve to Development Management Operational Budget To transfer £36,500 to cover a series of in-year improvements to the operation of Development Management to improve efficiency of service delivery and staff training/resources for the following budget areas: Salary Costs £15,500 Training Fees £2,700 Reference Materials £8,600 Legal Fees - £9,700	N/A	15 April 2021	Town Clerk and Chief Executive





## JOINT MANAGEMENT TEAM

### MINUTES – 6<sup>th</sup> April 2021

<b>Attendees</b>	Leader; Deputy Leader; PH Economy, Enterprise & Housing; PH Environment & Transport; PH Culture, Heritage & Leisure; Chief Executive; Corporate Director of Governance & Regulatory Services; Corporate Director of Finance & Resources; Neighbourhood Services Manager; Head of Planning Policy
<b>Apologies</b>	PH Communities, Health & Wellbeing; Deputy Chief Executive; Corporate Director of Economic Development

<b>Agenda Item 1 – Minutes of Meeting 8<sup>th</sup> March 2021</b>	<b>Action</b>
Noted and agreed	
<b>Agenda Item 2 - Updates on Borderlands; St Cuthbert's Garden Village; Central Plaza</b>	
The Head of Planning Policy delivered the current update on the respective areas	
<b>Agenda Item 3 – Future Items for Notice of Executive Key Decisions</b>	
Noted and agreed	
<b>Agenda Item 4 - JMT Forward Plan</b>	
Meeting dates for next Civic Year 2021 / 2022 noted	



Meeting Date: 02 June 2021  
Portfolio: Environment and Transport  
Key Decision:  
Within Policy and  
Budget Framework Yes  
Public / Private Public

Title: AMENDMENT TO CAR PARK SEASON TICKET CHARGES  
2021-22  
Report of: The Deputy Chief Executive  
Report Number: CS.24/21

## Purpose / Summary:

The Council agreed its scheme of fees and charges for car parking as part of the 2021-22 budget setting process. This introduced a new formula for calculating the cost of car park season tickets which unfortunately created some unintended, disproportionate price increases in some car parks. Temporary steps have been taken to correct this, but formal approval is now required from Executive to formalise this.

The report also confirms the intention of Executive to freeze the charges for car parking at Talkin Tarn Country Park at the 2020 rates.

## Recommendations:

Executive is recommended to approve the amendments as outlined in the report.

## Tracking

Executive:	02 June 2021
Overview and Scrutiny:	
Council:	

## **1.0 Introduction**

- 1.1 As part of its annual budget setting process, Council agreed its scheme of fees and charges for 2021-22. This included the schedule of charges for car parking, including pay + display and season ticket / permit options. As part of these discussions, a revised model was presented for calculating the price of season tickets.
- 1.2 Two issues were subsequently identified: Firstly, in relation to the charges for car parking at Talkin Tarn, and secondly, in relation to the disproportionate impact of the formula on the price of season tickets in some other pay + display car parks. This report updates Executive on the action taken to address this and seeks approval to formalise the changes.

## **2.0 Car Parking Charges at Talkin Tarn Country Park**

- 2.1 Customers have the option of purchasing a permit (season ticket) to park at Talkin Tarn or to purchase a pay + display ticket. The number of permits available at this car park is restricted. The Council agreed to freeze the permit charges for parking at Talkin Tarn at the 2020-21 rates, a decision which was subsequently implemented. Pay + display charges were however increased in line with inflation consistent with the increase applied across all other Council car parks. However, it later became clear that it was the Council's intention to freeze all the parking charges at this car park, not just the permit prices, and this needed to be reversed.
- 2.2 All charges were therefore frozen at 2020-21 levels for parking at Talkin Tarn. This change was implemented prior to any price increase being applied so no-one was negatively affected by this.
- 2.3 Subject to approval by Executive, a formal notice will be issued to confirm this change. All parking charges at Talkin Tarn will be reviewed again for 2022 - 23.

## **3.0 Amendment to Car Park Season Ticket Charges**

- 3.1 Customers have the option of purchasing season tickets which provide a saving against the cost of purchasing a pay + display ticket each day. Different packages are offered covering five, six or seven-day parking, from one to 12 months.
- 3.2 It was recognised that the season ticket prices had not been reviewed for some time and there was a need to apply a more consistent model that would continue to incentivise customers to take up this offer. The new model proposed a 10% discount compared against paying each day but also passed on the transaction fee to the customer; this fee was currently being paid by the Council for each transaction.

- 3.3 The model was agreed, and the formal notices issued with the new charges implemented from April 2021. Unfortunately, it became apparent that the new formula had created some unintended and disproportionate increases on the price of season tickets in some car parks which needed urgent action.
- 3.4 Following discussion with the Portfolio Holder and Leader of the Council, all season ticket charges were immediately frozen at 2020-21 rates across all car parks, pending review. Nine people had purchased season ticket at the wrong rates; all were contacted within a few days, most within 24 hours, and all have been offered a refund, an explanation and apology. Pending approval of Executive, and the issuing of formal notices, the correctly adjusted rates for season tickets will be implemented from Monday 05 July 2021.
- 3.5 The new rate will apply an uplift of 3% consistently across all 2020 permit charges but will retain the decision to pass on the transaction fee of £0.98p to the customer which was previously paid by the council. For example, a customer buying 3 x 1 monthly permits will pay 3 x £0.98p. However, if they purchase a three-month permit in a single transaction, the transaction fee would be 1 x £0.98p. Previously these fees would be paid by the council.
- 3.6 This is illustrated as follows:

<b>Monday to Friday One-month permit</b>	<b>2020 rate</b>	<b>2021 rate</b>	
Caldew riverside	£27.00	£28.79	2020 rate + 3% + fee (£0.98)
Castle	£25.00	£26.73	
Paddy's Market	£25.00	£26.73	
Viaduct	£45.00	£47.33	
Sands/Swifts	£52.00	£54.54	

**Note:** The transaction fee is paid, at cost, to an external contractor.  
It is not additional income for the Council – helps to reduce costs of service.

## 4.0 Conclusion and Recommendations

- 4.1 It is important to recognise that as soon as this error came to light, officers took swift and timely action to put it right, contacting the small number of customers affected immediately. Nevertheless, it is clear, that this was avoidable, and apologies are extended accordingly for this. Executive can be confident that appropriate measures will be implemented to avoid a future repeat with the full impact of any proposed

changes robustly assessed before being presented to elected members for consideration.

- 4.2 Executive is recommended to extend the 'freezing' of all car park charges at Talkin Tarn Country Park at the 2020 rates. The rates will be reviewed for 2022-23.
- 4.3 Executive is recommended to approve the uplift of the season ticket prices across all other car parks by 3% from the 2020-21 rate plus the transaction fee of £0.98p. Subject to formal notices, the new rates will come into effect from Monday 05 July 2021.
- 4.4 It is clear, that the pricing structure for car parking season tickets require further review for 2022 onwards. Options in this regard will be developed for future discussion.

## **5.0 Contribution to The Carlisle Plan Priorities**

- 5.1 Car parking supports the local economy, providing access to shopping, leisure, hospitality, employment, training and education for local people, commuters and visitors. Income generated from car parking supports the delivery of key services for the people of Carlisle.

**Contact Officer:** Darren Crossley

**Ext:** 7120

### **Appendices attached to report:**

**Note:** in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- **None**

### **CORPORATE IMPLICATIONS:**

**LEGAL** - The changes set out in the report can be approved by Executive. Legal Services will thereafter prepare Notice of the changes for advertisement in line with statutory requirements.

**FINANCE** - The changes proposed to the existing charges detailed in this report will have little impact on the anticipated level of income for the service. Any impact will however need to be absorbed by the service.

**EQUALITY** - This report raises no explicit issues relating to the Public Sector Equality Duty.

**INFORMATION GOVERNANCE** – N/A

**PROPERTY SERVICES** - No property implications





# Report to Executive

Agenda  
Item:

**A.8**

Meeting Date: 2 June 2021  
Portfolio: Economy, Enterprise & Housing  
Key Decision: No  
Policy and Budget Framework: Yes  
Public / Private: Public

Title: Carlisle Economic Strategy  
Report of: Corporate Director of Economic Development  
Report Number: ED16/21

## Purpose / Summary:

This report provides an overview of the updated draft economic strategy for the Carlisle District, which is included as Appendix 1. The Strategy sets out the Council's priorities, objectives and actions to drive economic growth and recovery from the Covid-19 pandemic for the next five years. The Strategy has been developed in consultation with members of the Executive, the Economic Growth Scrutiny Panel and the Senior Management Team.

## Recommendations:

It is recommended that the Executive:

1. Note the contents of the Strategy in terms of the challenges, opportunities, strategic priorities and objectives articulated.
2. Note the framework and context for the production of the updated economic strategy, particularly the impacts of Covid-19 and Brexit.
3. To approve the Strategy, for recommendation to Council, subject to any final necessary amendments.

## Tracking

Executive:	<b>20 July 2020</b> <b>2 June 2021</b>
Scrutiny:	<b>21 January 2021</b>
Council:	

## **1. INTRODUCTION**

- 1.1 The production of the updated economic strategy has very much been evidence-led in order to ensure that it is developed to respond to local needs and opportunities. Up-to-date data has been used to ensure that the approach is pertinent to the current economic climate and challenges.
- 1.2 The Strategy also takes account of existing economic development strategies developed on a wider geographical scale relevant to the District including the Borderlands Inclusive Growth Deal and the Cumbria Local Industrial Strategy. The recently produced Carlisle Town Investment Plan has also informed the approach.

## **2. BACKGROUND**

- 2.1 The first stage in the production of the Strategy involved the collation of a comprehensive evidence base document. This included data on the entire district of Carlisle (as well as, where relevant exploring differences between the rural and urban areas) under the following headings:
  - Population
  - Economy
  - Place
  - Transport
  - Digital Infrastructure and connectivity
  - Environmental sustainability and low carbon
- 2.2 Members will also be aware of the COVID-19 economic impact study that has recently been commissioned. This has had a major bearing on the development of the Strategy in terms of the emergent challenge of driving the recovery and renewal of the local economy.

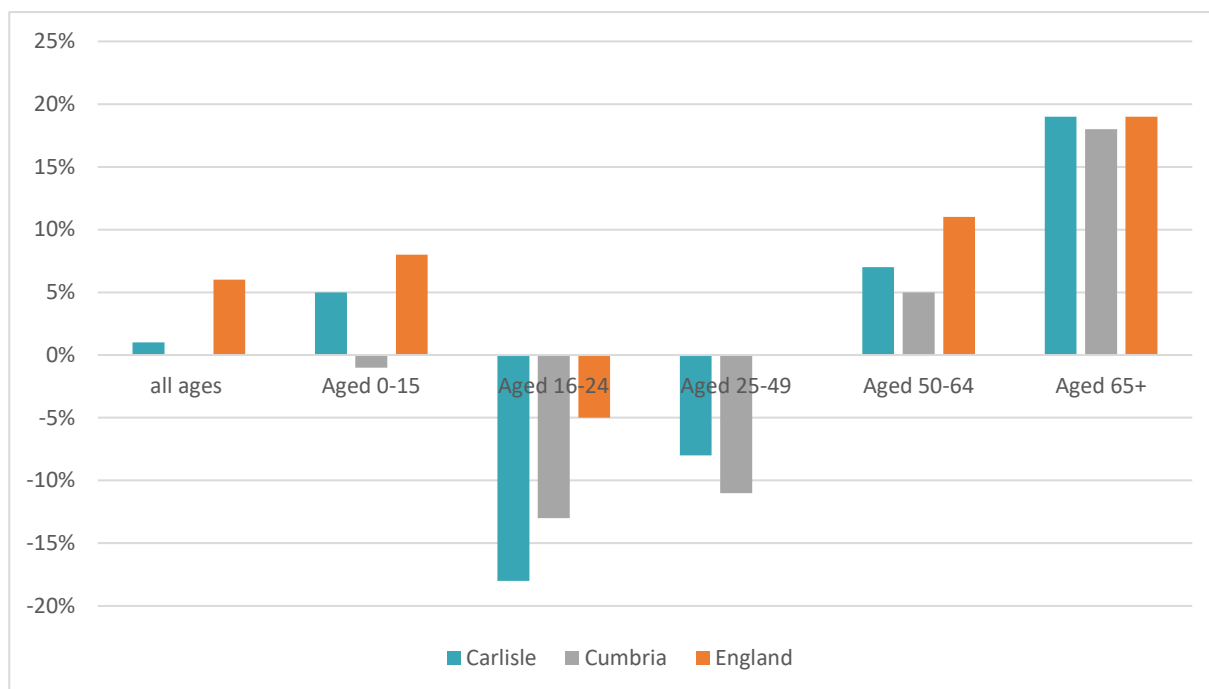
## **3. STRATEGY – CHALLENGES FACING CARLISLE**

### **3.1 CHALLENGE 1 - DECLINING WORKING AGE POPULATION**

- 3.1.1 Carlisle in line with Cumbria and the wider Borderlands area has a declining working age population. Figure 1 shows the 16-24 age group has seen a decline -18%, and the 25-49 group, -8% between 2011-2019. Coupled with an increasing retirement

population of 19%, Carlisle has a high old age dependency ratio of 36.35, compared to 29.5 in England<sup>1</sup>.

**Figure 1: Population change in Carlisle, Cumbria and England among age groups, 2011-2019**



Source: ONS: Population estimates based by single year of age 2019

3.1.2 These statistics indicate that there is a need to improve the offer for young people in the City. Carlisle's position as a university city is key to this. The University of Cumbria enrolled 6300 full-time equivalent students in 2019<sup>2</sup>, however many graduates tend to move on elsewhere to continue their post graduate careers. Evidence suggests that Carlisle lacks strength in key sectors, such as creative and digital sectors, which account for only 2% of employment in Carlisle, to retain graduates, particularly given the strengths of the university in such sectors<sup>3</sup>.

3.1.3 If this trend continues, it will have significant impacts on the provision of services and the local economy: creating dual problems of a lack of available and skilled labour force and an increased number of people reliant on key services including health and social care.

<sup>1</sup> Based on ONS population estimates 2019

<sup>2</sup> Access and Participation Plan 2019-20, University of Cumbria

<sup>3</sup> Identification of future growth opportunities: Carlisle, Regeneris Consulting 2017

### 3.2 CHALLENGE 2 - LOW SKILL LOW WAGE ECONOMY

- 3.2.1 Carlisle has a high number of people concentrated in low skilled low wage sectors, such as retail (making up nearly 1/5 of employment)

**Table 1: Qualification levels by adult population (%) in Carlisle, Cumbria and England**

Qualification level	Carlisle	Cumbria	England
NVQ4+	28	32.5	40
NVQ3+	51.7	55.4	58.5
NVQ2+	67.7	74.3	75.7
NVQ1+	85.2	89.4	85.8
Other Qualifications	8.4	5.2	6.7
No Qualifications	6.4	5.4	7.5

Source: APS, ONS 2019

- 3.2.1 As the table above indicates, Carlisle has a relatively low skilled population- with 12% holding NVQ4+ qualifications than the England average (4.5% less than Cumbrian average).
- 3.2.2 Alongside this, Earnings in Carlisle are below that of both Cumbria and England, with a median annual salary of £20,929, compared with £24,003 and £25,118 for Cumbria and England respectively<sup>4</sup>.
- 3.2.3 This influences the low productivity of the city, with the average GVA per worker in Carlisle 90% of England average, 92% of North West average<sup>5</sup>. Low productivity and low skills base results in difficulty attracting high value sector employers to invest in Carlisle, while local employers regularly cite difficulty in recruiting skilled workers in the city. This is a significant impediment to local economic and business growth.

### 3.3 CHALLENGE 3 - LACK OF CITY CENTRE VIBRANCY

- 3.3.1 While the city centre has a strong sense of place, there is evidence that it lacks the vibrancy necessary to perform to its full potential as a regional hub.

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<sup>4</sup> ASHE, ONS: 2019

<sup>5</sup> Sub regional productivity, ONS 2018

- 3.3.2 The city centre economy currently relies heavily on its retail offer and this makes Carlisle highly vulnerable to fluctuations and further contraction of the retail sector – exemplified by the closure of Debenhams. Only 8% of businesses in the city centre retail core contribute to the evening economy<sup>6</sup>. This means that city centre vibrancy is significantly reduced after 5pm.
- 3.3.3 Only 4,250 people live in the city centre area. The ‘offer’ of housing in the city centre is generally perceived to be low and particularly unsuitable for young professionals, the largest market for city centre living in the country<sup>7</sup>. The absence of a strong city centre residential community contributes significantly to the lack of evening activity. Increasing city centre living will also help create a greater demand for the city centre evening economy.
- 3.3.4 Carlisle has a relatively weak visitor sector when compared to other small cathedral cities, such as York, Norwich and Lincoln. Between Carlisle 241,000 visitor trips, against 356,000 in Lincoln, 633,000 in Norwich and 1.24 million in York<sup>8</sup>. Despite its beautiful location and strong heritage offer, Carlisle is clearly underperforming as a visitor destination.
- 3.3.5 Improving vitality and viability of the city centre - through the diversification of uses and improving the residential, leisure and culture offer - is therefore a priority. A focussed strategy and intervention is necessary to avoid an accelerated decline in footfall and increased vacancy rates. A poorly-performing city centre would have a significant impact on the Carlisle’s role as a regional economic hub, the strength of the local economy – and income to the Council via business rates.
- 3.4 CHALLENGE 4 - INCONSISTENT PROVISION OF GOOD DIGITAL AND TRANSPORT CONNECTIVITY
- 3.4.1 Public transport provision throughout the district is generally considered (as with many rural districts) inconsistent, with infrequent bus services to the city, particularly in remote rural areas. Bus journeys are also consistently longer than comparative journeys by car, and most junctions prioritise motor vehicles above both pedestrians and cyclists. Consequently, over 60% of travel-to-work journeys to Carlisle city centre are made by car<sup>9</sup>. This makes Carlisle’s transport emissions high and discourages healthy and active lifestyles.

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<sup>6</sup> Carlisle city centre Health Check, 2019

<sup>7</sup>BBC (2018) ‘The UK’s rapid return to city centre living’ available at: <https://www.bbc.co.uk/news/uk-44482291> [accessed 27.02.2020]

<sup>8</sup> Mott Macdonald, 2020

<sup>9</sup> Mott Macdonald, Carlisle City Centre Transport and Movement Plan 2020

- 3.4.2 There is a lack of integrated walking and cycling routes into and out of the city, and particularly a lack of cycle routes into the city centre, which further entrenches vehicular dominance. Encouraging and facilitating active travel is one of the key ways in which Carlisle City Council can contribute and support the city's transition to a net-zero carbon city, through working in partnership with Cumbria County Council as the Highways Authority.
- 3.4.3 Only 46.2% of people have access to superfast broadband in Carlisle, compared to 95% nationally<sup>10</sup>, indicating that the city has a lack of digital infrastructure. There is now widespread recognition that digital infrastructure is central to supporting local economies. Connectivity is one of the most significant barriers to growing the population and economy of Carlisle. The District is perceived as a peripheral location, but with improved digital connectivity perceptions of remoteness can be changed.
- 3.4.4 Poor digital and transport connectivity holds our city back: The dominance of vehicles on highways impacts on the health, wellbeing of our communities and the local environment. Meanwhile the lack of good digital infrastructure and connectivity makes the businesses, residents and education centres across Carlisle less resilient to the shocks caused by the COVID 19 pandemic.

## **4 STRATEGY – OPPORTUNITIES FOR CARLISLE**

### **4.1 OPPORTUNITY 1 - HIGH QUALITY OF LIFE OFFER**

- 4.1.1 Carlisle is an affordable place to live- with an average house price of 136,721, significantly lower than the England average of £248,083<sup>11</sup>. This makes Carlisle potentially attractive for first time buyers. Carlisle unsurprisingly has high levels of home ownership, 6% above the national average at 68%<sup>12</sup>.
- 4.1.2 The city is set in beautiful rural surroundings and acts as a gateway to two UNESCO world heritage sites and is home to two Areas of Outstanding Natural Beauty (Solway Coast and North Pennines). Carlisle's beautiful natural heritage helps make it an attractive place to live.
- 4.1.3 Together the affordability and unrivalled natural capital give Carlisle a strong quality of life offer, which can make the city an attractive place to live in and invest in. Changes in lifestyle after COVID19 make living in Carlisle a more realistic offer for

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<sup>10</sup> Connected nations update: Spring 2019 dashboard, Ofcom 2019

<sup>11</sup> UKHPI December 2019

<sup>12</sup> Census 2011

more people, as proximity to workplace becomes important, and flexible working arrangements are likely to become more commonplace.

#### 4.2 Opportunity 2 – Carlisle as the regional capital of the borderlands

4.2.1 As the only city and the largest settlement of both Cumbria and the wider Borderlands region, Carlisle acts as a regional capital of the Borderlands.

4.2.2 Carlisle is the economic driver of Cumbria and the Borderlands, generating £2.83 billion of GVA per year- making up a quarter of the total Cumbrian GVA<sup>13</sup>. The city is the regional centre for the Borderlands area, acting as a hub for 1.1 million (10% of the UK landmass). This context makes Carlisle both regionally and nationally strategically important.

4.2.3 Carlisle acts as a civic hub for the area- and hosts a number of key public services and institutions, including Cumbria County Council, NHS, and the University of Cumbria.

**Table 1: Employment rate (%) for Carlisle, Cumbria and England (as of March 2020)**

	Carlisle	Cumbria	England
Males aged 16-64	82.8	82.5	80.2
Females aged 16-64	79.8	75.4	72.3
All persons aged 16-64	81.3	78.9	76.2

Source: DWP, 2020

4.2.4 Due to its role as a sub-regional hub, Carlisle has a high level of employment and economic activity. 81% of adults in the city are in employment. Carlisle has historically had high levels of employment, and despite the impacts of coronavirus, which has led to an increase in unemployment across the UK, Carlisle's level remains below the national average<sup>14</sup>.

4.2.5 This role and these assets give Carlisle a weighted importance above similarly sized comparable settlements. There is an opportunity to capitalise on Carlisle's role as a strategic location for housing, employment and commercial growth – given its size and connectivity.

<sup>13</sup> Sub regional productivity, ONS 2018

<sup>14</sup> DWP 2020

### 4.3 OPPORTUNITY 3 - EXCELLENT STRATEGIC CONNECTIVITY

- 4.3.1 As well as being the geographical centre of the Borderlands region, Carlisle forms part of the geographical centre of the UK. This makes the city well connected to the rest of the UK.
- 4.3.2 Carlisle is situated on the West Coast Mainline and has good rail connectivity: approximately 1 hour from Glasgow and Edinburgh, 2 hours from Manchester, 3 hours from London and Birmingham by rail. Local rail links such as the Cumbrian Coastline and the Glasgow and South West Line makes the city well connected to other regional centres and act as an interchange for South West Scotland and West Cumbria.
- 4.3.3 Situated on the M6 corridor, Carlisle is equally well served by road- well connected to Scotland via the A/M74, the south of England via the M6 and Newcastle and the North East via the A69.
- 4.3.4 This makes the Carlisle easily accessible from most parts of the UK, reversing misconceptions of isolation, and instead putting the city at the heart of the UK, and a significant link between the Scottish and English economies.

### 4.4 OPPORTUNITY 4 - GROWTH POTENTIAL

- 4.4.1 Carlisle has significant growth potential and is already embarking on a significant growth journey. Carlisle is set to grow its population with the development of 10,000 new homes through St. Cuthbert's Garden Village. This development will help provide over 9,000 new jobs and support the reversal of the declining working age population.
- 4.4.2 Carlisle also has clear potential to support business growth. There is good availability of employment land across the district (80Has)<sup>15</sup>. The city is home to Kingmoor Park Enterprise Zone, the only Enterprise Zone in Cumbria, with over 30 Has of development land available, and new developments already underway such as the ModVillage.
- 4.4.3 Carlisle is a base for both manufacturing and transport and logistic industries, scoring highly on the index of specialisation. Manufacturing accounts for around 12% of employment. Meanwhile, transport and storage accounts for 7.9% of employment compared with Cumbrian and England averages of 4.7%<sup>16</sup>. Building on the

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<sup>15</sup> Annual Monitoring Study, 2019

<sup>16</sup> BRES, ONS, 2018



specialisms of the University, Carlisle has the potential to grow its creative and digital sector, a growing high value sector across the country.

- 4.4.4 Carlisle can grow in a way that no other area in the Borderlands region can. And as the only city, and a service centre for 1.1 million, the success of our growth agenda is critical to the growth of the wider Borderlands area.

## **5 IDENTIFICATION OF PRIORITIES**

- 5.1 The overarching corporate economic development objective is growth – both population and employment. In order to achieve this, there are five key building blocks:
1. Housing offer – quality, mix and affordability
  2. Business space – quality / flexible that caters for a broad range of sectors
  3. Connectivity – excellent / reliable digital and transport infrastructure
  4. Environment – high quality built / natural environment
  5. City Centre – a vibrant city centre that provides range of uses / experience
- 5.2 In order to achieve our growth agenda and meet our climate change obligations, this growth (and the five key building blocks) must be delivered in a way that is clean, inclusive and sustainable. These three principles have been woven into the strategy as three key cross-cutting themes and presented as strategic priorities that form the ‘golden threads. The intention is to establish and embed them as critical success factors that will inform our future corporate decision-making and appraisal of projects and activities.
- 5.3 Carlisle City Council recognises the impacts of climate change locally. Climate change has caused more extreme weather more often, locally this has been felt with serious flooding events in Carlisle in recent years. In 2019 Carlisle City Council declared a climate change emergency and have produced a Climate Change Strategy, which prioritises investment to support clean green growth and highlights the opportunity for climate change interventions to drive the growth of the local economy. The strategy sets out a number of objectives to reduce the carbon footprint for the whole of Carlisle and achieve a goal of net zero emissions by 2037. Therefore, it is important that the actions of the Economic Strategy are aligned to and support the achievement of this target.
- 5.4 It is recognised that there are inequalities across the District, in terms of pay, employment and education. Some communities have been ‘left behind’ and it is vital

that the future growth and recovery creates opportunities and increases prosperity for all. This Strategy reinforces the commitment of the Council to deliver inclusive growth and ensure that our activities provide meaningful outcomes for all communities - from creating new jobs, delivering new homes, providing greater training opportunities, promoting health and wellbeing and improving the leisure and cultural offer.

- 5.5 Additionally, a further priority is to respond the challenges presented by the Covid-19 pandemic and plan for the recovery and renewal of the local economy. COVID-19 has exacerbated the trends in the retail industry. Trading restrictions and reduced footfall have pushed many businesses into permanent closure. This highlights the need for Carlisle city centre to adapt to changing behaviours to maintain vitality and viability. There are opportunities that have arisen as a result of the pandemic that could accelerate development of the Carlisle economy, the most obvious being the positive environmental impacts brought about by the general reduction in travel and much greater prevalence of home working.
- 5.6 Drawing on the evidence of needs, challenges assets and opportunities, the following six priorities have been identified for the Economic Strategy, along with key actions for delivery.
- 5.7 PRIORITY 1- DRIVING HOUSING AND POPULATION GROWTH
- 5.7.1 A strategy of driving housing and population growth will address the shift in the age distribution of the population and increase the working-age population in the District. This will support economic growth by creating an available and skilled labour force and reducing the number of people reliant on key services including health and social care.
- 5.7.2 It is imperative that this growth is delivered in a way that is clean, inclusive and sustainable. Therefore, careful consideration must be given to the climate change credentials of new developments.
- 5.7.3 Key Actions:
- 1 **Production a Local Plan for St Cuthbert's Garden Village** – Develop and adopt the Local Plan that will provide the planning framework to support the planned delivery of 10,000 new homes and over 9,000 jobs to the south of city
  - 2 **Review of the Carlisle Local Plan** – undertake a review of the Local Plan, which was adopted in 2015, to ensure an adequate supply of deliverable housing and employment land.

- 3 **Remediation of the Caldew Riverside site** – Undertake detailed site investigation works and remediation of the site to enable the delivery a city centre living scheme to increase the city centre population to be progressed
- 4 **Development and delivery of ‘Start with the Park’** – Develop and deliver the project to improve cycling and walking connectivity to the Garden Village and the creation green infrastructure for the communities of Carlisle and future residents of the Garden Village

## 5.8 PRIORITY 2 – GROW OUR TARGET EMPLOYMENT SECTORS AND LEVEL UP OUR SKILLS BASE AND PRODUCTIVITY

5.8.1 Carlisle must not only grow our local economy but increase its reliance. Therefore, the focus must be on consolidating our strengths in areas such as advance manufacturing and logistics, but also growing smaller and formative sectors such as professional services and digital and creative.

5.8.2 It is clear that there are inequalities across our communities and therefore this strategy must address this by ‘levelling up’ and ensuring all our residents are able and encouraged to access training and learning opportunities. There is a need up upskill our local workforce and improve productivity to make Carlisle a more attractive place to invest and attract higher value sectors and employers.

### 5.8.3 Key Actions:

- 1 **Supporting the redevelopment of the Citadels site** – support the delivery of the scheme Deal to create a new campus for the University of Cumbria, to attract greater student numbers and boost the number of HE learners and graduates in Carlisle
- 2 **Supporting the delivery of a Business Innovation Hub in the City Centre** - support the delivery of the project to create a new business hub for the creative and digital sector, to support the growth of an emerging high value sector in the city to boost productivity
- 3 **Supporting the delivery of Digital and Community Learning Hub** - support the delivery of the project to create new learning hubs in the city centre and local centres, to improve digital access and skills.
- 4 **Facilitating the continued growth of Kingmoor Park Enterprise Zone** – Continue to support Enterprise Zone to grow and develop key employment sectors such as manufacturing and logistics

## 5.9 PRIORITY 3 - INCREASING CITY CENTRE VIBRANCY

5.9.1 For the strategy of driving housing and population growth to succeed, Carlisle needs to be an attractive place to live, work and visit and the city centre plays a key role in that overall offer. A vibrant city centre that functions as a hub for cultural, leisure and economic activity is a prerequisite for a younger demographic and therefore, key to increasing the working age population.

5.9.2 Increasing the mix of uses in the city centre will generate different kinds of footfall through the day and into the evening and increase the perception of vibrancy. The shift from a retail centre to a multifunctional hub will enhance the overall experience of the city centre and reposition it as a visitor destination.

5.9.3 Key actions:

- 1 **Creation of a new events space at the Greenmarket** – Upgrading of the area and the installation of infrastructure to create a focal point for the hosting of events in the city centre
- 3 **Redevelopment of the Sands Centre** – Investment in Sand Centre to improve the offer and experience and enhance the cultural and leisure offer in the city
- 3 **Improvements to the Market Hall** – Investment in the Market Hall, to improve the offer and experience, support local businesses and enhance the cultural and leisure offer in the city
- 4 **Progressing the redevelopment of the Central Plaza site** – progress the redevelopment of the site to support the businesses on Victoria Viaduct and the regeneration of the wider Station Gateway area.

## 5.10 PRIORITY 4 - ENHANCING DIGITAL AND TRANSPORT CONNECTIVITY

5.10.1 To ensure our local communities and businesses are not left behind and that growth is clean and sustainable, Carlisle needs to improve both transport and digital connectivity.

5.10.2 The lack of good digital infrastructure and connectivity makes the area less attractive to potential investors. The COVID-19 crisis has also increased the strategic importance of digital infrastructure to allow effective remote working through access to digital applications, services, and data.

#### 5.10.3 Key actions:

- 1 **Supporting the delivery of Carlisle Station Gateway project** – support delivery of the scheme to upgrade the station, increase passenger usage and prepare it for HS2
- 2 **Supporting the delivery of the Southern Link Road and Gateway projects** - support delivery of the schemes to create a new connection to Junction 42 of the M6 and improve the highway network and streetscape within the city centre
- 4 **Supporting the production of a Carlisle Local Cycling and Walking Infrastructure Plan** – support production of a LCWIP that sets out a strategic approach to identifying improvements required in the City, to identify projects to improve the local cycling and walking networks.
- 5 **Supporting the development of the Borderlands Digital Programme** – Contribute to the development of a 4G mobile infrastructure in-fill programme to improve digital connectivity across the District.

### 5.11 PRIORITY 5 - SUPPORTING RURAL DEVELOPMENT AND INNOVATION

5.11.1 Carlisle has a large rural hinterland, whose communities account for around 30% of the total population of the District. The agricultural sector is very important to the local economy and the strength of the associated supply chain further increases its significance.

5.11.2 A key priority is to improve productivity whilst supporting natural capital. In areas of high quality land can be turned over to more productive uses that are compatible with local natural capital. The growing market for energy, fibre, pharmaceutical and industrial crops is an opportunity. Poorer land that cannot show a margin could be taken out of arable production and planted to trees or wildlife habitat to enhance local natural capital. There are substantial opportunities, as companies are now seeking carbon or biodiversity offsetting.

#### 5.11.3 Key actions:

- 1 **Produce a Place Plan for Longtown** - Working with local businesses and communities in Longtown to develop and produce develop a Place Plan, to access funding for capital regeneration projects from the Borderlands Inclusive Growth Deal
- 2 **Produce a Rural Strategy** – Develop and produce a rural strategy to identify new priorities and actions, to support the development of the rural economy and respond to the challenges and opportunities presented by Brexit.
- 3 **Secure investment in the western route of Hadrian's Wall** - Working with the Hadrian Wall Partnership, develop and produce a strategy for investment

in the section of the wall that runs through the Carlisle District, to access funding from the Borderlands Growth Deal to improve the experience and boost visitor numbers

- 4 **Support the development of Natural Capital Innovation Zone** - Contribute to the development of natural capital investment programme funded through the Borderlands Growth Deal, to develop trials and sector strategies to capture the benefits of the region's natural capital.

## 5.12 PRIORITY 6: PROMOTING CARLISLE AS A PLACE TO LIVE, WORK AND VISIT

5.12.1 To realise our growth strategy and grow our target employment sectors and attract investment, we must raise the profile of Carlisle as a place to invest and do business in and to live, work and visit.

5.12.2 This requires a multifaceted approach encompassing marketing and promotional activity, capitalising on our networks and activities with local, regional and national partners and working with government departments.

5.12.3 Key actions:

- 1 **Produce an investment prospectus** - Develop and produce an investment prospectus that can be used to market Carlisle to national and international investors and developers.
- 2 **Capitalise on the opportunities presented by the England's Originals consortia** – Develop and deliver the suite of augmented reality products to promote the District and grow domestic and international visitor numbers.
- 3 **Develop a marketing strategy for the City** – Explore new and innovative ideas to promote a strong and coherent image of Carlisle to a national and international audience.
- 4 **Support and strengthen the Carlisle Ambassadors network** - Continue to support the activities of the Ambassadors network and expand activity into business support and mentoring, to increase entrepreneurial activity and new business start-ups in the District.

## 6 CONSULTATION

6.1 A report outlining the key challenges economic challenges presented by Covid-19 pandemic and the implications for the national and local economy was considered by the Executive in July 2020. The also report set out the emerging thinking regarding the role of the Council's emerging economic strategy in the recovery and renewal

process. Feedback from the Executive was that the strategy should be evidence-led in order to ensure that it responds to local needs and opportunities

- 6.2 A workshop was held with the Economic Growth Scrutiny Panel on 30 November, where an evidence base document was presented and considered by Members. The session focussed on agreeing what were the key needs / challenges facing the District from an economic growth perspective, then then opportunities / strengths that should be capitalised upon and finally, the priorities upon which the Strategy should focus.
- 6.3 An updated draft of the strategy was taken to the Economic Growth Scrutiny Panel on the 21 January 2021. Members of the Panel recommended that narrative around the Strategy delivering inclusive growth and ensuring that that activities and investments generate benefits for all communities should be strengthened. Further refinement of the Strategy and in particular, strengthening of Strategic Priority 3 (delivering clean green growth) and Objective 5 (supporting rural development and innovation) and Objective 6 (promoting Carlisle as a place to live, work and visit) were key outcomes.

## **7 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 7.1 This Strategy sets out a framework - based on a clear rationale, reflecting analysis of the key issues, challenges and opportunities - to drive clean, inclusive and sustainable urban and rural growth within the Carlisle District.
- 7.2 The production of Strategy has very much been evidence-led in order to ensure that it is developed to respond to local needs and opportunities. Up-to-date data has been used to ensure that the approach is pertinent to the current economic climate and challenges.
- 7.3 The Strategy recognises the role this Council has to play in delivering the Strategy through leadership, proactively using our resources and available powers where appropriate and utilising the land and property assets we own. Nevertheless, it equally recognises that that Council does not have control over all of the actions and activities required to deliver it. Therefore, it reinforces the commitment to working in partnership with our public, private and voluntary sector partners to deliver the objectives and outcomes.
- 7.4 It is recommended that the Executive:

1. Note the contents of the Strategy in terms of the challenges, opportunities, strategic priorities and objectives articulated.
2. Note the framework and context for the production of the updated economic strategy, particularly the impacts of Brexit and Covid-19.
3. To approve the Strategy, for recommendation to Council, subject to any final necessary amendments.

## **8 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

8.1 The Economic Strategy will contribute to all five of the Carlisle Plan priorities:

- P1: Supporting business growth and skills development to improve opportunities and economic prospects for the people of Carlisle.
- P2: Further develop sports, arts and cultural facilities to support the health and well-being of our residents.
- P3: Improving the quality of our local environment and green spaces so that everyone can enjoy living, working and visiting Carlisle.
- P4: Address current and future hosing needs to protect and improve residents' quality of life.
- P5: Promoting Carlisle regionally, nationally and internationally as a place with much to offer - full of opportunities and potential.

**Contact Officer: Steven Robinson**

**Ext: 7535**

**Appendices Appendix 1 – Draft Carlisle Economic Strategy 2021-2026  
attached to report:**

**Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:**

- None

### **CORPORATE IMPLICATIONS:**

**LEGAL –** The Economic Strategy is a policy reserved to full Council as per Article 4 of the Constitution. Accordingly, full consultation is required so that the Executive are able to benefit from Overview & Scrutiny's input and advice. The proposed policy will subsequently be recommended to Council for approval and adoption.



**PROPERTY SERVICES** – The Council owns a significant property portfolio that can assist with delivery of the strategy however careful consideration will be necessary to ensure that income generation is retained/maximised.

**FINANCE** – The Council supports the activities to underpin the Economic Strategy through investment in base budgets to fund the Economic Development team which then allows it to look towards inward investment opportunities and receipt of significant grant funding opportunities. External funding such as Towns Deal, Future High Street Fund, Garden Village and Borderlands Growth Deal will all help the Council to achieve the priorities outlined in the Strategy and further complement the funding the Council already provides.

**EQUALITY** – The declining working age population is a challenge within the Economic Strategy.

**INFORMATION GOVERNANCE** – There are no information governance implications with this report



# **Carlisle Economic Strategy 2021-2026**

**May 2021**

V13

# 1. Introduction

- 1.1** The District of Carlisle comprises of large rural hinterland that encompasses the only city in Cumbria and the wider Borderlands region. This distinctive profile is a key strength and asset that amplifies the economic potential of Carlisle and generates significant opportunities for both urban and rural growth.
- 1.2** However, there are number of interconnected weaknesses and challenges that must be addressed in order for this potential to be fully unleashed.
- 1.3** This Strategy sets out a framework - based on a clear rationale, reflecting analysis of the key issues, challenges and opportunities - to drive clean, inclusive and sustainable urban and rural growth.
- 1.4** City Council recognises the role it has to play in delivering the Strategy through leadership, proactively using our resources and available powers where appropriate and utilising the land and property assets we own.
- 1.5** Nevertheless, we equally recognise that we do not have control over all of the actions and activities required to deliver this Strategy. Therefore, the City Council is committed to

working in partnership with our public, private and voluntary sector partners, as well as ensuring support is secured from our local communities.

- 1.6** The Strategy identifies the six priorities we will focus our resources and energies on across the next ten years to grow our local economy:
- (1) Accelerate housing and population growth
  - (2) Grow our target employment sectors and level up our skills base and productivity
  - (3) Drive the regeneration and transformation of the city centre
  - (4) Improve digital and sustainable transport connectivity and access
  - (5) Support rural development and innovation
  - (6) Promote Carlisle as a place to live, work and visit

## 2. The District of Carlisle in Context

- 2.1** Carlisle serves a wide geographical hinterland and has a substantial and uncontested sphere of influence. It is the business, residential, educational and retail capital of Cumbria and the wider rural Borderlands region, which encompasses a substantial portion of North West England and southern Scotland with a population of around 500,000 people.



- 2.2** Consequently, Carlisle has a large economic functional area with a high degree of self-containment and a large labour pool to draw upon.

- 2.3** Many of Carlisle's strengths are closely linked to its location, its physical infrastructure and the quality of its urban and rural environments.

- 2.4** The city enjoys excellent north-south road connectivity via the M6 and is similarly advantaged by west to east road and rail links. With a principal train station on the West Coast Main Line, London is under three and a half hours by direct services to the south with Glasgow and Edinburgh an hour to the north. This strategic positioning reinforces the District's role as a regional transport hub and a gateway to significant markets including Scotland, the North East, and the wider North West, as well as the opening up of international markets enabled by the airport.

- 2.5** Carlisle is a vibrant historic city and has a rural and stunningly beautiful hinterland with the Solway Estuary to the west; the Pennines to the east; the northern Lake District World Heritage Site to the south; the Eden Valley to the south-east; and Northumberland National Park in the north east. Coupled with the world heritage site of Hadrian's Wall and the city's distinctive shopping, leisure and cultural offerings, Carlisle is a popular destination for tourism, with visitor numbers and associated expenditure growing year on year.

Map showing Carlisle's Geographical Context and Sphere of Influence to be inserted...

- 2.6** Carlisle has a business base of around 6,000 active businesses, employing approximately 55,000 people which represents 25% of Cumbria's total workforce. A 3% increase in the number of employees has been observed in Carlisle between 2010 and 2015, supporting that there is job growth in the economy. 99.5% of Carlisle's businesses are defined as Small and Medium Enterprises (SMEs) which are categorised as those which employ less than 250 employees.
- 2.7** In 2019, East Cumbria (Carlisle, Eden and South Lakeland local authority areas combined) generated £6 billion in Gross Value Added (GVA). This accounts for 54% of Cumbria's £11.2 billion total. As East Cumbria's largest economy Carlisle is a key contributor to this figure and highlights its important role within the county.
- 2.8** Carlisle's key sectors, those which are the highest value in terms of GVA and where it has competitive advantage relative to other areas are manufacturing (both advanced and food), logistics and storage, construction, and agriculture. The district also has a number of enabling sectors, which are not necessarily high value in terms of GVA but play an important role in fulfilling Carlisle's role as a regional capital. These are

retail and leisure, health and social care and professional services.

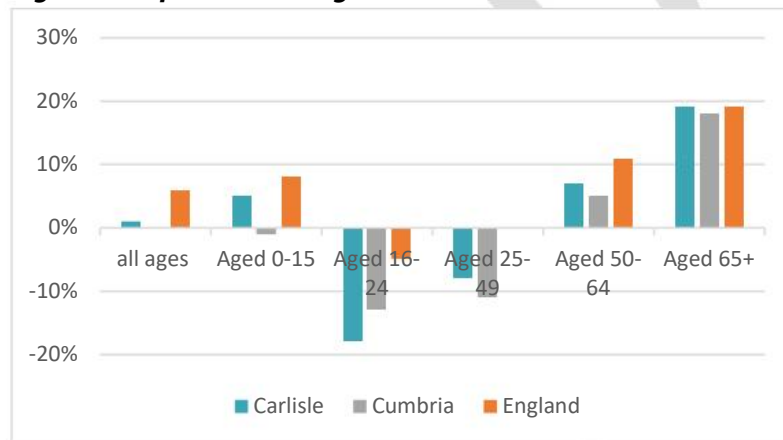
- 2.9** The digital and creative industry is an emerging sector in Carlisle's economy and whilst this currently has a low value in terms of GVA, there is real opportunity to nurture growth. There is significant potential presented by the strength of arts and creative provision at the University of Cumbria and the anticipated growth in young people stemming from the planned housing growth centred on St. Cuthbert's Garden Village.
- 2.10** It is imperative that the actions of this Strategy seek to support Carlisle District's key sectors to grow and prosper, for enhancement in our enabling sectors linked to enhancing Carlisle's sub-regional role and for the incubation of our aspirational sectors to support a transition towards a higher-skilled and higher-wage economy.

### 3. Needs and challenges

#### 3.1 Challenge 1- Declining working age population and retaining young people

**3.1.1** Carlisle, in line with Cumbria and the wider Borderlands area, has experienced shift in the age distribution of its population. Figure 1 explains this trend, illustrating declines of 18% and 8% in the 16-24 and 25-49 age group respectively between 2001-2019. Conversely over the same period there has been an increase 19% in the 65+ age group.

**Figure 1: Population change 2001-2019**



Source: ONS, 2019

<sup>1</sup> The ratio of the number of people of pensionable age and over per 1,000 people (ONS, 2019)

**3.1.2** Consequently, the old age dependency ratio in the District is higher than the national average, with a ratio of 36.4 in the Carlisle compared to 29.5 in England<sup>1</sup>. This indicates that greater proportion of the population is likely to be economically inactive due to old-age and, based on the shift in the age distribution, that the working age population is declining.

**3.1.3** These trends demonstrate the need for Carlisle to grow its population and economy in order to stabilise and increase its working age population. To achieve this objective Carlisle must improve the liveability offer and critically, employment prospects for a younger demographic.

**3.1.4** Carlisle lacks strength in key sectors, such as creative and digital and professional services to attract and retain graduates and young professionals. Despite the University of Cumbria enrolling over 6000 full-time equivalent students per academic year, the majority of graduates left the area to commence their postgraduate careers<sup>2</sup>.

**3.1.5** If these demographic trends continue there will be significant implications for the District: impacts on the provision of

<sup>2</sup> Access and Participation Plan 2019-20, University of Cumbria

services and the sustainability and performance of the local economy. A declining working age population creates a dual problem of a lack of available labour force and an increased number of people reliant on key services including health and social care.

## 3.2 Challenge 2 - Low skill low wage economy

**3.2.1** A high proportion of the economically active population in Carlisle are concentrated in low skilled low wage sectors, such as manufacturing, retail and leisure. These sectors collectively account for nearly 25% of employment in the District.

**3.2.2** As Table 1 indicates, Carlisle has a relatively low skilled population with only 28% of the population holding NVQ4+ (or equivalent) qualifications, compared to the county and national averages of 32.5% and 40% respectively.

**Table 1: Qualification levels by adult population (%)**

Qualification level	Carlisle	Cumbria	England
<b>NVQ4+</b>	28	32.5	40
<b>NVQ3+</b>	51.7	55.4	58.5
<b>NVQ2+</b>	67.7	74.3	75.7
<b>NVQ1+</b>	85.2	89.4	85.8

<b>Other Qualifications</b>	8.4	5.2	6.7
<b>No Qualifications</b>	6.4	5.4	7.5

Source: APS, ONS 2019

**3.2.3** Consequently, average earnings in Carlisle are well below county and national averages, with a median annual salary of £20,929, compared with £24,003 and £25,118 for Cumbria and England respectively<sup>3</sup>.

**3.2.4** The skills and qualifications of workers, the nature of employment and cost of labour all influence levels of productivity. This explains the relatively low productivity of the District, with the average GVA per worker in Carlisle only 90% of national average<sup>4</sup>.

**3.2.5** The twin problems of a low skills base and low productivity results in difficulty in attracting high value sectors and employers to invest in Carlisle. Similarly, local employers regularly cite difficulty in recruiting for specialised posts due to a lack of skilled local labour.

**3.2.6** Upskilling the local labour force and improving productivity is vital to drive economic growth in the District and grow our enabling and emerging sectors such as professional services, information and communications and digital and creative. In

<sup>3</sup> ASHE, ONS: 2019

<sup>4</sup> Sub regional productivity, ONS 2018



addition is also fundamental that the right infrastructure is delivered and available to ensure that the right kind of premises and workspaces are available to encourage and accommodate the growth of these enabling and emerging sectors.

### **3.3 Challenge 3 - Lack of city centre vibrancy:**

**3.3.1** While the city centre has a strong sense of place, there is evidence that it lacks the vibrancy necessary to perform to its full potential as a regional hub.

**3.3.2** The city centre economy currently relies heavily on its retail offer. The over-reliance on retail makes Carlisle highly vulnerable to fluctuations and further contraction of the retail sector and in order to improve the economic resilience and sustainability of Carlisle, the city centre must diversify with a greater leisure, cultural, residential and employment offer.

**3.3.3** Only 8% of businesses in the city centre retail core contribute to the evening economy<sup>5</sup>. This means that city centre vibrancy is significantly reduced after 5pm, with local residents

identifying that the isolated streets in the evening can feel threatening.

**3.3.4** Only 4,250 people live in the city centre area. The 'offer' of housing in the city centre is generally perceived to be low and particularly unsuitable for young professionals, the largest market for city centre living in the country<sup>6</sup>. The absence of a strong city centre residential community contributes significantly to the lack of evening activity. Increasing city centre living will also help create a greater demand for the city centre evening economy, as more people will live close to shops and bars, and therefore the city centre operates as a neighbourhood- as per the principles of a '15 minute city'<sup>7</sup>

**3.3.5** Carlisle has a relatively weak visitor sector when compared to other small cathedral cities, such as York, Norwich and Lincoln. Between Carlisle 241,000 visitor trips, against 356,000 in Lincoln, 633,000 in Norwich and 1.24 million in York<sup>8</sup>. Despite its beautiful location and strong heritage offer, Carlisle is clearly underperforming as a visitor destination.

**3.3.6** Improving vitality and viability of the city centre - through the diversification of uses and improving the residential, leisure and culture offer - is therefore a priority.

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<sup>5</sup> Carlisle city centre Health Check, 2019

<sup>6</sup>BBC (2018) 'The UK's rapid return to city centre living' available at: <https://www.bbc.co.uk/news/uk/44482291> [accessed 27.02.2020]

<sup>7</sup> <https://www.15minutecity.com/> [accessed 10.12.20]

<sup>8</sup> Mott Macdonald, 2020

**3.3.7** Without intervention and a focussed strategy, the city centre could experience an accelerated decline in footfall and increased vacancy rates. This would have a significant impact on the Carlisle's role as a regional economic hub, the strength of the local economy – and income to the Council via business rates.

**3.4 Challenge 4 - Inconsistent provision of good local digital and transport connectivity:**

**3.4.1** Public transport provision throughout the district is inconsistent, particularly in rural areas. Bus journeys are also consistently longer than comparative journeys by car. There is a lack of integrated walking and cycling routes into and out of the city, and particularly a lack of cycle routes into the city centre

**3.4.2** Consequently, over 60% of travel-to-work journeys to Carlisle city centre are made by car<sup>9</sup>. Therefore, working in partnership with Cumbria County Council as the Highways Authority to encourage and facilitate greater levels of sustainable and active travel is a key priority. This model shift will contribute and support the ambition to transition to a net-zero carbon city.

**3.4.3** Only 46.2% of people have access to superfast broadband in Carlisle, compared to 95% nationally<sup>10</sup>, indicating that the city has a lack of digital infrastructure

**3.4.4** There is now widespread recognition that digital infrastructure is central to supporting local economies. Connectivity is one of the most significant barriers to growing the population and economy of Carlisle. The District is perceived as a peripheral location, but with improved digital connectivity perceptions of remoteness can be changed.

**3.4.5** Poor digital and transport connectivity is holding the District back. The dominance of vehicles on highways and the lack of alternative sustainable / active transport mode choices impacts on the health and wellbeing of our communities and the local environment. Meanwhile the lack of good digital infrastructure and connectivity makes the area less attractive to potential investors and reduces the resilience of local businesses and residents to economic shocks such as the COVID 19 pandemic.

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<sup>9</sup> Mott Macdonald, Carlisle City Centre Transport and Movement Plan 2020

<sup>10</sup> Connected nations update: Spring 2019 dashboard, Ofcom 2019

## 4. Strengths and Opportunities

### 4.1 Opportunity 1 - High quality of life offer

- 4.1.1** Carlisle is an affordable place to live- with an average house price of 136,721, significantly lower than the England average of £248,083<sup>11</sup>. This makes Carlisle potentially attractive for first time buyers. Carlisle unsurprisingly has high levels of home ownership, 6% above the national average at 68%<sup>12</sup>.
- 4.1.2** The city is set in beautiful rural surroundings and acts as a gateway to two UNESCO world heritage sites and is home to two Areas of Outstanding Natural Beauty (Solway Coast and North Pennines). Carlisle's beautiful natural heritage helps make it an attractive place to live.
- 4.1.3** Together the affordability and unrivalled natural capital give Carlisle a strong quality of life offer, which can make the city an attractive place to live in and invest in. Changes in lifestyle after COVID19 make living in Carlisle a more realistic offer for more people, as proximity to workplace becomes important, and flexible working arrangements are likely to become more commonplace.

### 4.2 Opportunity 2 – Carlisle as the regional capital of the Borderlands

- 4.2.1** As the only city and the largest settlement of both Cumbria and the wider Borderlands region, Carlisle acts as a regional capital of the Borderlands.
- 4.2.2** Carlisle is the economic driver of Cumbria and the Borderlands, generating £2.83 billion of GVA per year- making up a quarter of the total Cumbrian GVA<sup>13</sup>. The city is the regional centre for the Borderlands area, acting as a hub for 1.1 million (10% of the UK landmass). This context makes Carlisle both regionally and nationally strategically important.
- 4.2.3** Carlisle acts as a civic hub for the area and hosts a number of key public services and institutions, including Cumbria County Council, NHS, and the University of Cumbria.

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<sup>11</sup> UKHPI December 2019

<sup>12</sup> Census 2011

<sup>13</sup> Sub regional productivity, ONS 2018

**Table 1: Employment rate (%)**

	<b>Carlisle</b>	<b>Cumbria</b>	<b>England</b>
<b>Males aged 16-64</b>	82.8	82.5	80.2
<b>Females aged 16-64</b>	79.8	75.4	72.3
<b>All persons aged 16-64</b>	81.3	78.9	76.2

Source: DWP, 2020

**4.2.4** Due to its role as a sub-regional hub, Carlisle has a high level of employment and economic activity. 81% of adults in the city are in employment. Carlisle has historically had high levels of employment, and despite the impacts of coronavirus, which has led to an increase in unemployment across the UK, Carlisle's level remains below the national average<sup>14</sup>.

**4.2.5** This role and these assets give Carlisle a weighted importance above similarly sized comparable settlements. There is an opportunity to capitalise on Carlisle's role as a strategic location for housing, employment and commercial growth – given its size and connectivity.

#### **4.3 Opportunity 3- Excellent strategic transport connectivity:**

**4.3.1** As well as being the geographical centre of the Borderlands region, Carlisle forms part of the geographical centre of the UK. This makes the city well connected to the rest of the UK.

**4.3.2** Carlisle is situated on the West Coast Mainline and has good rail connectivity: approximately 1 hour from Glasgow and Edinburgh, 2 hours from Manchester, 3 hours from London and Birmingham by rail. Local rail links such as the Cumbrian Coastline and the Glasgow and South West Line makes the city well connected to other regional centres and act as an interchange for South West Scotland and West Cumbria.

**4.3.3** Situated on the M6 corridor, Carlisle is equally well served by road- well connected to Scotland via the A/M74, the south of England via the M6 and Newcastle and the North East via the A69.

**4.3.4** This makes the Carlisle easily accessible from most parts of the UK, reversing misconceptions of isolation, and instead putting the city at the heart of the UK, and a significant link between the Scottish and English economies.

#### **4.4 Opportunity 4 - Growth potential:**

**4.4.1** Carlisle has significant growth potential and is already embarking on a significant growth journey. Carlisle is set to grow its population with the development of 10,000 new homes through St. Cuthbert's Garden Village. This

<sup>14</sup> DWP 2020

development will help provide over 9,000 new jobs and support the reversal of the declining working age population.

**4.4.2** Carlisle also has clear potential to support business growth. There is good availability of employment land across the district (80Has)<sup>15</sup>. The city is home to Kingmoor Park Enterprise Zone, the only Enterprise Zone in Cumbria, with over 30 Has of development land available, and new developments already underway such as the ModVillage.

**4.4.3** Carlisle is a base for both manufacturing and transport and logistic industries, scoring highly on the index of specialisation. Manufacturing accounts for around 12% of

employment. Meanwhile, transport and storage accounts for 7.9% of employment compared with Cumbrian and England averages of 4.7%<sup>16</sup>. Building on the specialisms of the University, Carlisle has the potential to grow its creative and digital sector, a growing high value sector across the country.

**4.4.4** Carlisle can grow in a way that no other area in the Borderlands region can. And as the only city, and a service centre for 1.1 million, the success of our growth agenda is critical to the growth of the wider Borderlands area.

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<sup>15</sup> Annual Monitoring Study, 2019

<sup>16</sup> BRES, ONS, 2018

## 5. Our Strategy in Context

### 5.1 Driving recovery from COVID-19

**5.1.1** COVID-19 has brought unprecedented social and economic challenges around the world. Measures brought in by governments across the world throughout 2020 and into 2021 put serious restrictions on certain sectors and have had a major impact on the economy.

**5.1.2** Over the year of 2020, GDP in the UK contracted by 9.9%, the most significant falls on record<sup>17</sup>. Continued changes to restrictions to manage the virus spread have created a challenging economic environment for businesses, with rising unemployment and high debt.

**5.1.3** Evidence from Summer 2020, when lockdown restrictions were eased, gives some degree of optimism about the potential for the economy to 'bounce back' once restrictions are eased. Despite this it is important to recognise that COVID-19 has exacerbated many of our challenges and altered the national and local context that we operate in. A study into the impacts of COVID-19 have highlighted the following issues and opportunities<sup>18</sup>:

#### **5.1.3.1** Issues:

- COVID-19 has exacerbated the trends in the retail industry. Trading restrictions and reduced footfall have pushed many businesses into permanent closure. This highlights the need for Carlisle city centre to adapt to changing behaviours to maintain vitality and viability.
- Unemployment has risen during the crisis, and the inability to return many furloughed jobs has the potential to further increase unemployment. Job creation is therefore crucially important to driving recovery - underpinned by upskilling our labour force to increase the level of high-skilled employment.
- Poor Broadband connectivity in parts of the district have held some business and communities back during the pandemic, as more homeworking and online activity is likely to be sustained after the pandemic - it is vital that this is addressed.

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<sup>17</sup> ONS: GDP Quarterly Accounts, October-December 2020

<sup>18</sup> Mott Macdonald: Carlisle COVID Baseline 2021

### 5.1.3.2 Opportunities:

- Carlisle has the opportunity to become a key long-distance commuter base, due to the potential for increased homeworking, comparatively low house prices and strong transport links- driven by its high quality of life offer and significant housing growth planned in coming decades.
- Due to proximity to the Lake District, as well as key assets in the District, such as Hadrian's Wall, Carlisle has the potential to benefit from a sustained increase in staycations, however, the hotel offer will have to develop to meet the demand.
- COVID-19 has prompted many people to change how the travel from place to place. Coupled with an increase in homeworking, there is an opportunity to encourage permanent shift in behaviour that reduces motor vehicle uses and increases active travel. This trend would improve healthy lifestyles and reduce vehicle emissions.

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<sup>19</sup> UK Government, UK-EU Trade and Cooperation Agreement Summary, 2020

## 5.2 Brexit

**5.2.1** Following the vote to leave the EU in June 2016, and the completion of negotiations between the UK and the EU, UK has now left the EU. The Brexit 'transition period' ended on the 1 January 2021 following the agreement of a new Free Trade Agreement (FTA) between the UK and the EU. This brings the UK out of the EU's trading frameworks, including the Single Market and Customs Union, and ends freedom of movement between the UK and EU<sup>19</sup>

**5.2.2** The full effect of Brexit on our local economy will become clearer as time goes on and the new arrangements have become more established, however early analysis outlines the following<sup>20</sup>:

- The FTA ensures tariff free and quota free trade between the UK and the EU, however there are changes in import and export rules and process that export businesses will need to transition to, for example Rules of Origin.
- Business mobility rights have been agreed, allowing for short term travel (up to 90 days within a 180-day

<sup>20</sup> UK Government, UK-EU Trade and Cooperation Agreement Summary, 2020

period) to other EU nations. New immigration rules have come into effect. This 'points-based system' will impact on businesses which currently rely on workers from the EU and prioritises skilled workers.

- Between 2021 and 2027 the Basic Payments (the current farming subsidy system). The Government aims to refocus the way it provides subsidies and is launching an Environmental Land Management scheme which offers incentives for the provision of 'public goods' for example, clean air and water, mitigation of climate change and protection of natural heritage. The government is also launching a Farming Investment Fund to support investment in technology and infrastructure to increase productivity in UK farms<sup>21</sup>.

**5.2.3** While a deal with the EU has been agreed, global trade remains an ever-evolving picture for the UK. New opportunities will arise for exporters and importers based in Carlisle as the UK agrees new trading relationships with other countries around the world.

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<sup>21</sup> DEFRA, Farming is Changing (2020)

## **5.3 Climate change and green growth**

**5.3.1** Climate change remains an ever-pressing issue, and the UK government has committed to making the UK a net-zero emissions economy by 2050.

**5.3.2** Carlisle City Council recognises the impacts of climate change locally. Climate change has caused more extreme weather more often, locally this has been felt with serious flooding events in Carlisle in recent years. In 2019 Carlisle City Council declared a climate change emergency, and there is a local as well as national drive to ensure we transition towards a green economy.

**5.3.3** The Climate Change Strategy<sup>22</sup> outlines how the Council aims to de-carbonise its own activities and services. The Strategy prioritises investment to support clean green growth and highlights the opportunity for climate change interventions to drive the growth of the local economy.

**5.3.4** The strategy sets out a number of objectives to reduce the carbon footprint for the whole of Carlisle and achieve a goal of net zero emissions by 2037. Therefore, it is important that the actions of the Economic Strategy are aligned to and support the achievement of this target.

<sup>22</sup> Carlisle City Council, Climate Change Strategy, 2020



## 5.4 Aligning with other Local, regional, and national initiatives

**5.4.1** This Strategy sits within a framework for local growth formed through strategies of the City Council and its local and regional, and national partners. We recognise that we share challenges and opportunities with other areas nearby, and that through close partnership working we can maximise the benefits of our joint actions. This includes working with partners such as Cumbria County Council, our neighbouring local authorities, the Borderlands Partnership and Cumbria LEP.

**5.4.2** We will ensure that our strategy and activities continues to align closely with various local and regional initiatives and strategies, including:

- **Borderlands Inclusive Growth Deal:** The £452m deal is the first rural deal to be developed, and the only deal to cross the Anglo-Scottish Border. It includes six core investment themes: Business, Digital, Energy, Place, Destination, and Rural Innovation.
- **Cumbria LEP Local Industrial Strategy<sup>23</sup>** sets strategic objectives that address Cumbria's key

challenges and opportunities: improving connectivity (physical and digital); investing in skills development; capitalising on productivity, innovation and enterprise potential; and inclusive economic growth.

- **Cumbria LEP Strategic Economic Plan<sup>24</sup>** outlines key issues across the County that create a barrier to growth: low productivity, low skills base within the labour force, an underperforming visitor economy and comparably poor digital connectivity.
- **Cumbria County Council Economic Strategy<sup>25</sup>** has a vision for Cumbria to be 'one of the fastest growing economies in the UK' by delivering innovative and sustainable projects that will secure a better quality of life for current and future generations.
- **Carlisle City Council's Local Plan (2015-30)** sets out a long-term spatial vision and strategic objectives to support the development of a thriving district.
- **Carlisle Town Investment Plan (2020-2030)** Establishes a vision for the City of Carlisle to be a "thriving centre for businesses, residents, education and culture" – consolidation of the city's position as the cultural, economic, population and employment centre of the Borderlands region.
- **Northern Powerhouse Strategy (2016)** sets out the Government's approach to "unleash the full economic potential of the North". It explains how Government

<sup>23</sup> Cumbria...the place to grow: Cumbria's Local Industrial Strategy (March 2019)

<sup>24</sup> The Four-Pronged Attack: Cumbria Strategic Economic Plan 2014-24

<sup>25</sup> Cumbria Economic Strategy 2009-2019: Cumbria County Council

will work with local stakeholders to address key barriers to productivity including: improving in transport and digital connectivity to raise skill levels and encourage business start-up and growth.

- **Cumbria Creative and Cultural Strategy and Carlisle Cultural Prospectus** set out the key role of

the creative and cultural industries in making Cumbria and Carlisle great places to live, work, study and do business.

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## 6. Priorities and objectives

**6.1** One of key strategic priorities for economic development in the District is population and employment growth. However, in order to achieve this, there are five key preconditions or building blocks that must be in place for this to occur:

1. An **appealing housing offer** in terms of quality, mix and affordability
2. A good supply of **high-quality business space** that is flexible and adaptable
3. **Excellent connectivity** underpinned by fast, reliable and accessible digital and transport infrastructure
4. An **attractive built and natural environment** that contributes to quality of life and wellbeing.
5. A **vibrant city centre** that includes range of different uses and provides an experience to visitors

**6.2** In order to achieve these preconditions and increase our working age population, housing and employment growth must be delivered in a way that is clean, inclusive and sustainable. The City Council has declared a climate change emergency and therefore our approach to growth must reflect our obligations to support Carlisle in becoming a net-zero carbon District.

**6.3** Levelling up our communities is also a key strategic priority. There are inequalities across the District, in terms of pay, employment and education. Some communities have been 'left behind' and it is vital that the economic strategy creates opportunities and increases prosperity for all.

**6.4** This Strategy reinforces the commitment of the Council to deliver inclusive growth and ensure that our activities provide meaningful outcomes for all communities - from creating new jobs, delivering new homes, providing greater training opportunities, promoting health and wellbeing and improving the leisure and cultural offer.

**6.5** Additionally, a further key strategic priority is to respond the challenges presented by the Covid-19 pandemic and plan for the recovery and renewal of the local economy. There are opportunities that have arisen as a result of the pandemic that could accelerate development of the Carlisle economy, the most obvious being the positive environmental impacts brought about by the general reduction in travel and much greater prevalence of home working.

**6.6** Therefore, there are three key cross-cutting themes are presented as strategic priorities and form the 'golden threads' that are woven throughout the Strategy:

- Strategic Priority 1 – Driving the recovery from Covid-19
- Strategic Priority 2 – Levelling up our communities

- Strategic Priority 3 – Delivering clean, green growth

**6.7** Taking account of the three strategic priorities and drawing on the evidence of the needs and challenges of the District and also its strengths and opportunities, the following six priorities have been identified:

**6.8 Objective 1- Driving housing and population growth:**

**6.8.1** A strategy of driving housing and population growth will address the shift in the age distribution of the population and increase the working-age population in the District. This will support economic growth by creating an available and skilled labour force and reducing the number of people reliant on key services including health and social care.

**6.8.2** It is imperative that this growth is delivered in a way that is clean, inclusive and sustainable. Therefore, careful consideration must be given to the climate change credentials of new developments and ensure that efforts to maximise energy efficiencies and reduce carbon footprints have been made.

**6.8.3** This strategy will enable Carlisle to continue to fulfil its important role as the city of the county and the wider Borderlands region.

**6.9 Objective 2 – Growing our target employment sectors and levelling up our skills base and productivity:**

This strategy involves targeting sectors that will not only grow our local economy but increase its reliance. Therefore, the focus must be on consolidating our strengths in areas such as advance manufacturing and logistics, but also growing smaller and formative sectors such as professional services and digital and creative.

It is clear that there are inequalities across our communities and therefore this strategy must address this by 'levelling up' and ensuring all our residents are able and encouraged to access training and learning opportunities. There is a need up upskill our local workforce and improve productivity to make Carlisle a more attractive place to invest and attract higher value sectors and employers.

**6.9.1** In addition to skills of the local workforce, is also vital that the right infrastructure, premises and workspaces are available to encourage and accommodate the growth of these target sectors. This means ensuring that there is a varied supply, particularly in strategic locations such as Kingmoor Park Enterprise Zone and the city centre.

**6.10 Objective 3 - Increasing city centre vibrancy:**

**6.10.1** For the strategy of driving housing and population growth to succeed, Carlisle needs to be an attractive place to live, work and visit and the city centre plays a key role in that overall offer. A vibrant city centre that functions as a hub for cultural, leisure and economic activity is a prerequisite for a younger demographic and therefore, key to increasing the working age population.

**6.10.2** Carlisle City Centre is heavily reliant on its retail function and has comparatively small leisure and cultural sectors and a weak night time economy. The residential population is modest and there is been a trend of office-based businesses relocating to modern premises on the periphery of the city.

**6.10.3** The changes on the high street and contraction of the retail sector has highlighted the vulnerability of the City Centre and therefore a strategy of diversification must be pursued. Encouraging and where possible, facilitating leisure, cultural, employment and residential development must be a priority.

**6.10.4** Increasing the mix of uses in the city centre will generate different kinds of footfall through the day and into the evening and increase the perception of vibrancy. The shift from a retail centre to a multifunctional hub will enhance the overall experience of the city centre and reposition it as a visitor destination.

#### **6.11 Objective 4 - Enhancing digital and transport connectivity:**

**6.11.1** The strategy to enhance digital and transport connectivity is vital to our economic growth objectives, given that they are particularly essential to the employment sectors targeted for growth: manufacturing, logistics, professional services and digital and creative.

**6.11.2** The lack of good digital infrastructure and connectivity makes the area less attractive to potential investors. The COVID-19 crisis has also increased the strategic importance of digital infrastructure to allow effective remote working through access to digital applications, services and data.

**6.11.3** The lack of alternative sustainable / active transport mode choices means that car dependency in Carlisle is high, which at times causes significant congestion and also impacts on the health and wellbeing of our communities and the local environment.

**6.11.4** Carlisle needs to improve both transport and digital connectivity, ensuring its local communities are not left behind, and that we as a city achieve sustainable growth.

#### **6.12 Objective 5 - Supporting rural development and innovation:**

**6.12.1** Carlisle has a large rural hinterland, whose communities account for around 30% of the total population of the District. The agricultural sector is very important to the local economy and the strength of the associated supply chain further increases its significance.

**6.12.2** Brexit has increased the level of uncertainty in the agricultural sector and the wider rural economy, with the planned end of direct payment subsidies and traders currently facing extra costs with checks and additional paperwork for food exports.

**6.12.3** Whilst the Covid-19 has presented challenges to the rural economy, it has had resulted in increase demand for locally produced food. This trend is likely to endure and filter into industrial food manufacturing and therefore, there is an opportunity for local producers to increase production to supply this growing demand.

**6.12.4** A key priority is to improve productivity whilst supporting natural capital. In areas of high quality land can be turned over to more productive uses that are compatible with local natural capital. The growing market for energy, fibre, pharmaceutical and industrial crops is an opportunity. Poorer land that cannot show a margin could be taken out of arable production and planted to trees or wildlife habitat to enhance local natural capital. There are substantial opportunities, as companies are now seeking carbon or biodiversity offsetting.

## **6.13 Objective 6: Promoting Carlisle as a place to live, work and visit:**

**6.13.1** To realise our growth strategy and grow our target employment sectors and attract investment, we must raise the profile of Carlisle as a place to invest and do business in and to live, work and visit.

**6.13.2** This requires a multifaceted approach encompassing marketing and promotional activity, capitalising on our networks and activities with local, regional and national partners and working with government departments such as the Department for International Trade.

**6.13.3** From a promotional perspective, we can capitalise on our strategic location on the border of two nations, our position as the only city in the county and wider Borderlands region, our rich heritage and exceptional natural assets.

**6.13.4** We can also champion the planned investment in our District which cumulatively is over £200m and includes the government funded projects through the Borderlands Growth Deal, Housing Infrastructure Fund, Future High Street Fund and Town Deal. This instils confidence and make a persuasive case for Carlisle as a place for further investment.

## 7. Action Plan

<b>Objective 1: Driving housing and population growth:</b>	
<b>Key Actions</b>	
1	<b>Production a Local Plan for St Cuthbert's Garden Village</b> – Develop and adopt the Local Plan that will provide the planning framework to support the planned delivery of 10,000 new homes and over 9,000 jobs to the south of city
2	<b>Review of the Carlisle Local Plan</b> – undertake a review of the Local Plan, which was adopted in 2015, to ensure an adequate supply of deliverable housing and employment land.
3	<b>Remediation of the Caldew Riverside site</b> – Undertake detailed site investigation works and remediation of the site to enable the delivery a city centre living scheme to increase the city centre population to be progressed
4	<b>Development and delivery of the first phase of 'Start with the Park'</b> – Develop and deliver the project to improve cycling and walking connectivity to the Garden Village and the creation green infrastructure for the communities of Carlisle and future residents of the Garden Village

<b>Objective 2: Growing our target employment sectors and levelling up our skills base and productivity</b>	
<b>Key Actions</b>	
1	<b>Supporting the redevelopment of the Citadels site</b> – support the delivery of the scheme Deal to create a new campus for the University of Cumbria, to attract greater student numbers and boost the number of HE learners and graduates in Carlisle
2	<b>Supporting the delivery of a Business Innovation Hub in the City Centre</b> - support the delivery of the project to create a new business hub for the creative and digital sector, to support the growth of an emerging high value sector in the city to boost productivity
3	<b>Supporting the delivery of Digital and Community Learning Hub</b> - support the delivery of the project to create new learning hubs in the city centre and local centres, to improve digital access and skills.
4	<b>Facilitating the continued growth of Kingmoor Park Enterprise Zone</b> – Continue to support Enterprise Zone to grow and develop key employment sectors such as manufacturing and logistics

<b>Objective 3: Increasing city centre vibrancy</b>	
<b>Key Actions</b>	
1	<b>Creation of a new events space at the Greenmarket</b> – Upgrading of the area and the installation of infrastructure to create a focal point for the hosting of events in the city centre
3	<b>Redevelopment of the Sands Centre</b> – Investment in Sand Centre to improve the offer and experience and enhance the cultural and leisure offer in the city
3	<b>Improvements to the Market Hall</b> – Investment in the Market Hall, to improve the offer and experience, support local businesses and enhance the cultural and leisure offer in the city
4	<b>Redevelopment of the Central Plaza site</b> – progress the redevelopment of the site to support the businesses on Victoria Viaduct and the regeneration of the wider Station Gateway area.

<b>Objective 4 - Enhancing digital and transport connectivity</b>	
<b>Key Actions</b>	
1	<b>Supporting the delivery of Carlisle Station Gateway project</b> – support delivery of the the scheme to upgrade the station, increase passenger usage and prepare it for HS2
2	<b>Supporting the delivery of the Southern Link Road and Gateway projects</b> - support delivery of the schemes to create a new connection to Junction 42 of the M6 and improve the highway network and streetscape within the city centre
4	<b>Supporting the production of a Carlisle Local Cycling and Walking Infrastructure Plan</b> – support production of a LCWIP that sets out a strategic approach to identifying improvements required in the City, to identify projects to improve the local cycling and walking networks.
5	<b>Supporting the development and delivery of the Borderlands Digital Programme</b> – Contribute to the development and delivery of a 4G mobile infrastructure in-fill programme to improve digital connectivity across the District.



<b>Objective 5: Supporting rural development and innovation</b>	
<b>Key Actions</b>	
1	<b>Produce a Place Plan for Longtown</b> - Working with local businesses and communities in Longtown to develop and produce develop a Place Plan, to access funding for capital regeneration projects from the Borderlands Inclusive Growth Deal
2	<b>Produce a Rural Strategy</b> – Develop and produce a rural strategy to identify new priorities and actions, to support the development of the rural economy and respond to the challenges and opportunities presented by Brexit.
3	<b>Secure investment in the western route of Hadrian's Wall</b> -Working with the Hadrian Wall Partnership, develop and produce a strategy for investment in the section of the wall that runs through the Carlisle District, to access funding from the Borderlands Growth Deal to improve the experience and boost visitor numbers
4	<b>Support the development of Natural Capital Innovation Zone</b> - Contribute to the development of natural capital investment programme funded through the Borderlands Growth Deal, to develop trials and sector strategies to capture the benefits of the region's natural capital.

<b>Objective 6: To raise the profile of Carlisle as a place to invest and do business in and to live, work and visit:</b>	
<b>Key Actions</b>	
1	<b>Produce an updated investment prospectus for Carlisle</b> - Develop and produce an investment prospectus that can be used to market Carlisle to national and international investors and developers.
2	<b>Capitalise on the opportunities presented by the England's Originals consortia</b> – Develop and deliver the suite of augmented reality products to promote the District and grow domestic and international visitor numbers.
3	<b>Develop a marketing strategy for the City</b> – Explore new and innovative ideas to promote a strong and coherent image of Carlisle to a national and international audience.
4	<b>Support and strengthen the Carlisle Ambassadors network</b> - Continue to support the activities of the Ambassadors network and expand activity into business support and mentoring, to increase entrepreneurial activity and new business start-ups in the District.

**Table 1: Delivery Programme**

The below table outlines the delivery programme for our key activities above over the lifespan of this strategy (2026).

Objective	Action	Council Led	2021-22	2022-23	2023-24	2024-25	2025-26
1	Production a Local Plan for St Cuthbert's Garden Village	Y					
1	Review of the Carlisle Local Plan	Y					
1	Remediation of the Caldew Riverside site	Y					
1	Development and delivery of the first phase of 'Start with the Park'	Y					
2	Supporting the redevelopment of the Citadels site	N					
2	Supporting the delivery of a Business Innovation Hub in the City Centre	N					
2	Supporting the delivery of Digital and Community Learning Hub	N					
2	Facilitating the growth of Kingmoor Park Enterprise Zone	Y					
3	Creation of a new events space at the Greenmarket	Y					
3	Redevelopment of the Sands Centre	Y					
3	Improvements to the Market Hall	Y					
3	Redevelopment of the Central Plaza site	Y					
4	Supporting the delivery of Carlisle Station Gateway project	N					
4	Supporting the delivery of the Southern Link Road and Gateway projects	N					
4	Supporting the production of a Carlisle Local Cycling and Walking Infrastructure Plan	N					
4	Supporting the development and delivery of the Borderlands Digital Programme	N					
5	Produce a Place Plan for Longtown	Y					

5	Produce a Rural Strategy	Y					
5	Secure investment in the western route of Hadrian's Wall	Y					
5	Support the development of Natural Capital Innovation Zone	N					
6	Produce an updated investment prospectus for Carlisle	Y					
6	Develop a marketing strategy for the City	Y					
6	Capitalise on the opportunities presented by the England's Originals consortia	Y					
6	Support and strengthen the Carlisle Ambassadors network	Y					

Project Development	
Project Delivery	

## 8. Monitoring and Evaluation Framework

**8.1** Regular monitoring of our actions and the wider economic context of Carlisle is crucial to ensure that our growth agenda is delivered and any new issues and opportunities arising are identified and responded to. An annual monitoring report will be taken to Economic Growth Scrutiny Panel and Carlisle City Council Executive showing:

- Progress on delivery of the specific actions listed outlined in section 6, including analysis of outputs, outcomes and issues.
- Progress of the Carlisle's economic growth measured against the key indicators.

**8.2** This will also support reflection on which objectives Carlisle is delivering and where challenges still lie; supporting amends to activities, refocussing energies and ensuring the Strategy remains 'live' and flexible to respond to a changing context. This annual report will be supplemented by reports and updates to relevant committees and partners on a case-by-case basis for each activity as and when appropriate.

**8.3** In order to ensure we are delivering on our objectives we will undertake regular monitoring of our six objectives, measuring key indicators relating to each objective.

**8.4** The below table provides a monitoring toolkit for this strategy, these high-level measures will be used to track Carlisle against characteristics of good growth, and against the

**8.5** six objectives of this strategy. Where available the data for Carlisle will be benchmarked against the regional (Cumbria/Northwest averages) and National (England/UK averages) or against similar areas of the country, to put the data into appropriate context. The indicators selected are closely linked to our objectives, using sources that provide good quality data that is regularly available. Where useful, much of this data can be analysed by smaller geographical areas, for example the urban/rural geography, wards and LSOAs- which will be used to measure the delivery of inclusive growth.

**8.6** These indicators will be reviewed over time to ensure continued fit with our priorities and relevance to this strategy's aims.

**8.7** Due to the nature of the objectives and outputs that will be used to measure the success of these actions, as well as the timescales for each action, certain outputs will be measured with a different frequency than others.

**8.8** Some outputs will need to be monitored regularly throughout the life of this strategy, to ensure that key changes are identified. Whereas other outputs- namely those that experience a gradual rate of change, do not require regular monitoring as to do so would only highlight less meaningful changes. This framework will outline the key outputs measured, the data sets used and frequency of monitoring.

**Table 2: Monitoring toolkit:**

Objective	Indicator	What does this show?	Source(s)	Baseline Data	Frequency of monitoring/reporting	Target direction of travel
Driving housing and population growth	number new homes built (completions) per year	Is Carlisle delivering the resources for population growth?	Carlisle City Council records	663 (2019/20)	annually	Maintain
Driving housing and population growth	Total population by age cohort	Is Carlisle reversing its declining working age population?	ONS- Population estimates – Local Authority based by single year of age	Total population: 108,678 (0-15: 18%, 16-24: 9%, 25-49: 30%, 50-64: 20%, 65+: 30%) (2019)	bi-annually? By 2026 (review when 2021 census based LA estimates are released- March 2022)	maintain/increase working age population (16-64)
Grow our target employment sectors and level up our skills base and productivity	people employed in growth sectors as a percentage of all jobs in Carlisle (Creative, Digital and IT, manufacturing and logistics)	Is Carlisle growing/maintaining its key sectors	ONS Business Register and Employment Survey Employee jobs by industry	Information and Communication (J): 1.4%, Arts, Entertainment and Recreation (R) 2.2%, Manufacturing (C): 10.3%, Transportation and Storage (H): 8.6%	by 2026	Increase J & R, Maintain C & H
Grow our target employment sectors and level up our skills base and productivity	Percentage of population qualified to NVQ4+	Is Carlisle growing its local skills base?	ONS Annual Population Survey: Qualifications	28% (2020)	Annually	Increase
Grow our target employment sectors and level up our skills base and productivity	Percentage of workers in managerial, professional and technical occupations (SOC 1-3)	Is Carlisle's proportion of high skilled workforce growing?	ONS Annual Population Survey: Employment by Occupation	37.5% (2020)	Annually	Increase
Grow our target employment sectors and level up our skills base and productivity	Median annual resident salary	Are earnings for average workers growing in real terms?	ONS: ASHE	£20,929 (2019)	Annually	Increase
Grow our target employment sectors and level up our skills base and productivity	GVA	Is Carlisle increasing output and closing the productivity gap with other areas of the U.K.?	GVA- ONS Regional GVA(I) by local authority in the UK	2.7bn (2017)		Increase
Increasing city centre vibrancy	City Centre vacancy rate	Is Carlisle maintaining city centre viability and supporting diversification where necessary?	City Centre Health Check	13% (2019)	Annually	Maintain
Increasing city centre vibrancy	Percentage of evening economy businesses	Is Carlisle growing its city centre evening economy?	City Centre Health Check	8% (2019)	Annually	Maintain/increase
Increasing city centre vibrancy	Footfall Counting	Is Carlisle city centre sustaining footfall despite the challenges to retail, maintaining its position as a regional hub?	City centre health check (springboard?)	N/A	Annually (monthly?)	Maintain
Enhancing Digital and Transport connectivity	Air Quality Monitoring: NO2 annual mean Ivl of Exceedance in AQMAs	Is air quality improving in AQMAs? (indicating an improvement in transport connectivity)	Air Quality Annual Status Report- Carlisle City Council	34.9-42.7 (2019)	Annually	Decrease
Enhancing Digital and Transport connectivity	KM of cycling and walking paths created/improved by end of strategy	Are active travel routes and options improving in Carlisle?	Cumbria County Council/Carlisle City Council	N/A	by 2026	Increase
Enhancing Digital and Transport connectivity	Access to superfast broadband	Is digital connectivity improving across Carlisle?	Ofcom: connected nations update	46.20%	Annually	Increase
Supporting Rural Development and Innovation	GVA - Agriculture, Forestry and Fishing	is production in rural based industries being maintained?	ONS: Regional GVA (I) by local authority in the UK	£72 million	Annually	Maintain
Promoting Carlisle as place to live, work and visit	Number of Carlisle Ambassador Members	Is the Carlisle Ambassador network growing, increasing partnerships across the city?	Carlisle Ambassadors	307	Annually	Maintain
Promoting Carlisle as place to live, work and visit	Number of visitors to Carlisle per year	Is Carlisle improving its visitor offer and growing visitor numbers to the district?	STEAM	9.04 Million (2019)*	Annually	Increase
Inclusive growth measures	Economic Activity rate	Is Carlisle maintainng its high economic activity rate?	ONS Annual Population Survey: Economic Activity	83% (2020)	Annually	Maintain
Inclusive growth measures	Gender Pay Gap	Is the gender pay gap reducing in Carlisle?	ONS: Annual Gender Pay Gap Estimates (home geography)- Based on ASHE	16.10%	Annually	Decrease
Inclusive growth measures	number of affordable new homes built	Is Carlisle delivering enough affordable homes to ensure housing is available for all income groups?	Carlisle City Council records	151 (2019/20)	Annually	Maintain

**8.9** At the end of the strategy's timeframe in 2026, a Monitoring and Evaluation report will be produced, using the above indicators (incorporating any amends to the above toolkit) as well as project specific evaluations under each activity listed in section 6.

**8.10** The Monitoring and Evaluation report will identify where objectives have been met, where challenges still lie, and support the production of an Economic Evidence Base report which will include recommendations for a new Economic Strategy, based on the challenges and opportunities facing Carlisle in 2026, as well as an opportunity to reflect on 'lessons learned' from 2021-2026 to ensure the Council and its partner's activities continue to respond to the ever changing economic challenges and opportunities in an optimised manner.

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## **EXCERPT FROM THE MINUTES OF THE ECONOMIC GROWTH SCRUTINY PANEL HELD ON 21 JANUARY 2021**

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### **EGSP.07/21      CARLISLE ECONOMIC STRATEGY**

The Corporate Director of Economic Development submitted report ED.04/21 which provided an overview of the emerging Economic Strategy for Carlisle District, developed following a virtual meeting with the Panel on 30 November 2020. The Strategy sat within a suite of documents including the Borderlands Inclusive Growth Deal, The Cumbria Industrial Strategy and the Towns Deal Plan. It took into account the impact of the Covid 19 pandemic and was a prerequisite for submitting bids to the Shared Prosperity Fund.

In considering the report, Members raised the following questions and comments:

- Was there any action the Council could take to address the issue of the median average salary in the district being below the county and national average figures?

The Corporate Director responded that it was a complex matter to address, making Carlisle an attractive place to live, encouraging businesses to the district to increase the number and variety of jobs as well as retaining a university in the city were factors that may contribute to increasing the average wage in the district.

A Member commented that whilst she supported the measures outlined by the Corporate Director, she considered that many low income jobs provided important services as had been seen during the Covid Pandemic, therefore it was important that such roles were not denigrated.

The Regeneration Manager agreed that low income jobs were important and considered that the Strategy should articulate that progression and development opportunities should be available to those who wished to take them.

- In relation to Connectivity priority, the cost of public transport within the urban area could be restrictive, could that be addressed?

The Corporate Director explained that the cost of public transport was out with the Council's control. However, through variety of projects and policies the Council aimed to increase choice of transport methods, for example cycling and walking.

A Member commented that rural transport links and costs were also important, given the low level of high speed broadband available in the district and the high level of journeys being made by car highlighted the importance of the Connectivity priority.

- City Centre Vibrancy – in the report Carlisle had been compared with other cities – York, Norwich and Lincoln, had others been considered?

The Corporate Director confirmed that Officers did look at and engage with other cities of a similar size, both formally through groups such as the Historic Cities Group as well as informally with a view to looking at initiatives and support offered, etc.

Working towards the City Centre Vibrancy Priority, the Towns Deal Fund and the Future High Street funding allocations, amounting to £9.1M, would support the diversification of the city centre through the expansion of the culture, leisure, business and residential uses, it was hoped that the increased range of uses would increase footfall and vibrancy in the city centre.

A Member felt that maximising the city's heritage and culture would support a more active visitor economy and that the matter needed to be addressed. He further considered that expanding the hotel accommodation offer to include venues for business tourism would be beneficial, and wished the matter to be included in the Action Plan.

The Corporate Director agreed the importance of the city's cultural and heritage offer. She noted that the Borderlands Inclusive Growth Deal had a strong focus on the issue and in response had developed a Destination Programme and a Place Programme. She also supported the Member's comments in relation to business tourism and work was being undertaken to attract a known brand form that sector.

- What impact would the Covid 19 pandemic restrictions have on high street trends?

The Corporate Director considered it likely that once restrictions were lifted, there would be a return of customers to the high street, as shopping was social and leisure activity for people. In the medium to long term retailers were likely to transition into smaller units due to the increased prevalence of online shopping.

- Were there plans to create a Member Advisory Group for the city centre?

The Corporate Director advised that as part of the work relating to the Town Investment Plan a board had been created with members from both the public and private sector to scrutinise the Council's plans. The Economy, Enterprise and Housing Portfolio Holder had requested that a Taskforce be established in relation to the city centre and work was underway to progress that.

- A Member considered that the Strategy focussed on the physical aspects of economic growth, she felt it was important that 'softer' areas such as social capital were included too.

The Corporate Director responded that the Strategy aimed to address areas such as education, culture and wages by providing the infrastructure need to support them. A strong economy would support the health and wellbeing of people in the city.

The Economy, Enterprise and Housing Portfolio Holder stated that the Economic Strategy was a living document that would continue to evolve in response to new challenges.

The Communities, Health and Wellbeing Portfolio Holder commented that the Council also undertook much work to support the health and wellbeing of residents, for example being a World Health Organisation Health City.

The Member further commented that, given the Council's commitments to addressing climate change, the Strategy needed greater emphasis on "green growth".



- The City was strategic placement meant that transport links were vital to its connectivity, therefore it was important that the Council lobbied for improvements to the A69 and the A595.

The Corporate Director acknowledged the Member's comments and considered that in addition to road links, railway connectivity was also essential. The Borderlands Inclusive Growth Deal would support two projects in that area: the Station Project in Carlisle which would make the facility HS 2 ready, and the Borders Rail project.

- In relation to Priority 5 – Supporting Rural Development and Innovation a Member commented that he wished employment opportunities for Brampton to be included.

The Chair summed up the discussion noting Members had highlighted the importance of the visitor economy and felt that the Strategy needed to better articulate a softer approach including areas such as culture so that it was not so infrastructure focussed. The priorities within the Strategy should further emphasise: the importance of digital connectivity to support rural growth; local employment centres; links to local training and employment opportunities and, green growth.

RESOLVED – 1) That the framework and context of the Economic Strategy for the Carlisle District and the challenges, opportunities and priorities identified be noted.

2) That in developing the next iteration of the Strategy Officers take into account the Panels comments set out above.



# Report to Executive

Agenda  
Item:

**A.9**

Meeting Date: 2 June 2021  
Portfolio: All Areas  
Key Decision: Not applicable

Within Policy and  
Budget Framework

Public / Private Public

Title: REPRESENTATIVES ON OUTSIDE BODIES  
Report of: Corporate Director of Governance and Regulatory Services  
Report Number: GD.36/21

## Purpose / Summary:

To nominate Elected Members to serve on various outside bodies.

## Recommendations:

The Executive is requested to determine the nominations and note the position regarding those organisations for which appointments are no longer required.

## Tracking

Executive:	2 June 2021
Scrutiny:	
Council:	

## **1. BACKGROUND**

- 1.1** Set out in Appendix A are the details of those bodies to which the Executive is responsible for making appointments. The table shows the outside organisation, the current representative, the required appointment and the Executive's proposals.

## **2. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 2.1** In order to seek instructions to determine the nominations and note the position regarding those organisations for which appointments are no longer required.
- 2.2** In order to seek instructions from the Executive regarding appointments to outside bodies for 2021/22

**Contact Officer:** Rachel Plant

**Ext:** 7039

**Appendices attached to report:** Appendix A – Representations and proposals

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- Carlisle City Council's Constitution

### **CORPORATE IMPLICATIONS/RISKS:**

**Legal** – have been included in the drafting of the report.

**Finance** – To ensure that the Council are represented on outside bodies within the Community.

**Equality** – None

**Information Governance** - By serving on outside bodies in this capacity, Elected Members are representing the Council. Therefore, the Council is considered the data controller or data owner of the information presented by the Elected Member to the outside body, and also any information they receive. This means that the information must be processed in accordance with Council policies and procedures, and that information may be accessible to the public

## Appendix A – Representatives on Outside Bodies 2021/22

Outside Body	Current Representation	Required Appointments	Executive's Proposals
<p>Belah Community Centre Management Committee (<i>Belah and Kingmoor Ward</i>) (NOTE: Belah Community Centre's Constitution states that the Carlisle City Council may appoint a maximum of three Trustees)</p>	Councillors Ellis, Dr Davison and Morton	3 nominations	Councillors Ellis, Dr Davison and Morton
<p>Botcherby Community Centre Management Committee (<i>Botcherby and Harraby North Ward</i>) (NOTE: Botcherby Community Centre's Articles of Association state that the composition of the Board of Trustees will include one person nominated by Carlisle City Council.)</p>	Councillor Bomford	1 nomination	Councillor Nedved
<p>Brampton and Beyond Community Trust Advisory Council (NOTE: The Trust's area of benefit covers Brampton &amp; Fellside Ward and Wetheral &amp; Corby Ward and all relevant Ward Members are welcome to join the Advisory Council)</p>	Councillor Meller	Up to 9 nominations	
<p>Carlisle and Eden District Citizens' Advice Bureau Trustee Management Committee</p>	Councillors Brown and Shepherd	2 nominations	Councillors Bomford and Shepherd
<p>Carlisle and Eden Community Safety Partnership Leadership Group</p>	Councillor Mrs Mallinson Councillor Morton (as substitute)	2 nominations (1 full appointment and 1 substitute appointment)	Councillor Mrs Mallinson Councillor Morton (as substitute)
<p>Carlisle Educational Charity</p>	Councillors Allison (until June 2024), Mrs Mallinson (until June 2024) and Dr Tickner (until June 2024), 1 vacancy	1 nomination	Councillor Sunter

Outside Body	Current Representation	Required Appointments	Executive's Proposals
Carlisle Highways and Transport Working Group	Councillors Christian and Higgs Councillor Ellis (sub)	3 nominations (2 full appointments and 1 substitute)	Councillors Christian and Higgs Councillor Ellis (sub)
Carlisle Healthy City Steering Group (NOTE: The representatives should include the relevant Portfolio Holder and two cross party members)	Councillors Mrs Mallinson and Miss Sherriff	3 nominations	Councillors Mrs Mallinson and Miss Sherriff, Mrs Tarbitt
Carlisle Partnership Executive (NOTE: The Carlisle Partnership's Constitution states that Carlisle City Council may nominate three Councillors and one senior officer in addition to the Leader of Carlisle City Council.)	Councillors Higgs, J Mallinson, Mrs Mallinson and Glover	3 nominations plus the Leader	Councillors Higgs, J Mallinson, Mrs Mallinson and Glover
Conservation Area Advisory Committee (NOTE: The representative on the Conservation Area Advisory Committee should not be a Member of the Development Control Committee)	Councillor Bomford	1 nomination	Councillor Bomford
Cumberland and Westmoreland Welfare Trust for the Blind	Councillor Morton	1 nomination	Councillor Morton
Cumbria Health Scrutiny Committee (NOTE: This is a joint Scrutiny Committee comprising representatives of the six District Councils in Cumbria and Cumbria County Council. The terms of reference require that Members <b>should</b> be full serving Members of Overview and Scrutiny Panels.)	Councillor Shepherd Councillor Mrs Finlayson (as substitute)	2 nominations (1 full appointment and 1 substitute appointment)	Councillor Shepherd Councillor Mrs Finlayson (as substitute)

Outside Body	Current Representation	Required Appointments	Executive's Proposals
Cumbria Leadership Board	Councillor J Mallinson Councillor Ellis (as substitute)	2 nominations (1 full appointment and 1 substitute appointment)	Councillor J Mallinson Councillor Ellis (as substitute)
(NOTE: The Terms of Reference require the Leader and a substitute to be appointed)			
Cumbria Public Health Alliance	Councillor Mrs Mallinson Councillor Dr Davison (sub)	1 nomination	Councillor Mrs Mallinson
(NOTE: Members from the 6 District Councils will be those elected borough or district representatives most appropriate to speak for their respective Locality Health and Wellbeing Forum's interests and should have a detailed understanding of the local forum's work. Each organisation will nominate a substitute to the PHA. Where the organisation is a District Council that substitute should be from the respective local forum.)			
Cumbria Strategic Waste Partnership	Councillors Christian and Paton	2 nominations	Councillors Christian and Paton
Currock Community Centre Management Committee (Currock and Upperby Ward)	Councillors Denholm, Glover and Patrick	3 nominations	Councillors Denholm, Glover and Patrick
(NOTE: Currock Community Centre's Constitution states that Carlisle City Council may appoint up to a maximum of three Trustees)			
Denton Holme Community Centre Management Committee (Denton Holme and Morton South Ward)	Councillors Alcroft, Brown and Southward	3 nominations	Councillors Alcroft, Brown and Southward

Outside Body	Current Representation	Required Appointments	Executive's Proposals
Riverside Board/Carlisle Liaison Group	Councillors Bainbridge, Brown, Bomford and Nedved.	4 nominations (to include the Portfolio Holder with responsibility for Housing)	Councillors Bainbridge, Brown, Bomford and Nedved.
(NOTE: The Terms of reference require the representatives to include the Portfolio Holder with the responsibility for Housing and three other Councillors)			
The District Council's Network Assembly	Councillor J Mallinson Councillor Ellis (as substitute)	2 nominations (1 full appointment and 1 substitute appointment)	Councillor J Mallinson Councillor Ellis (as substitute)
(NOTE: The DCNs constitution states that the representative is the usually the Leader of the Council or someone in an equivalent position)			
Downagate Community Centre Management Committee ( <i>Wetheral and Corby Ward</i> )	Councillors Mrs Bowman and Christian	2 nominations	Councillors Mrs Bowman and Christian
Greystone Community Association ( <i>Cathedral and Castle Ward</i> )	Councillor Mrs Glendinning	1 nomination	Councillor Mrs Glendinning
Harraby Community Centre Management Committee ( <i>Harraby South and Parklands Ward</i> )	Councillors Ms Ellis-Williams, Miss Sherriff and 1 vacancy	3 nominations	Councillors Ms Ellis-Williams, Miss Sherriff and Mrs Mitchell
Local Enterprise Partnership Scrutiny Board (NOTE: One nomination – non Executive members only)	Councillor Bainbridge	1 nomination	Councillor Bainbridge
Local Government Association – General Assembly	Councillor J Mallinson Councillor Ellis (as	2 nominations (1 full appointment and 1	2 nominations (1 full appointment and 1 substitute



	substitute)	substitute appointment)	appointment)
<b>Outside Body</b>	<b>Current Representation</b>	<b>Required Appointments</b>	<b>Executive's Proposals</b>
Local Government Information Unit	Councillor Ellis	1 nomination	Councillor Ellis
Longtown Memorial Hall Community Centre Management Committee ( <i>Longtown and the Border Ward</i> ) (NOTE: Longtown Memorial Hall Community Centre's Articles of Association state that the composition of the Board of Trustees will include <b>one</b> person nominated by Carlisle City Council.)	Councillor J Mallinson	1 nomination	Councillor J Mallinson
Mary Hannah Almshouses	Councillors Ellis (until March 2024), Dr Davison (until June 2023) and Morton (until June 2021)	1 nomination	Councillor Morton
Morton Community Centre Management Committee ( <i>Newtown and Morton North Ward</i> )	Councillors Mrs Birks, Southward and Dr Tickner	3 nominations	Councillors Lishman, Southward and Dr Tickner
North Pennines Area of Outstanding Natural Beauty Partnership	Councillor Collier	1 nomination	Councillor Collier
North West Local Authorities Employers Organisation	Councillor J Mallinson Councillor Ellis (as substitute)	2 nominations (1 full appointment and 1 substitute appointment)	Councillor J Mallinson Councillor Ellis (as substitute)
North West Regional Housing Forum	Councillor Nedved	1 nomination	Councillor Nedved
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee Services	Councillor Christian	1 nomination	Councillor Christian

<b>Outside Body</b>	<b>Current Representation</b>	<b>Required Appointments</b>	<b>Executive's Proposals</b>
Petteril Bank Community Centre Management Committee ( <i>Harraby South and Parklands Ward</i> )	Councillor Mrs Ellis-Williams, Miss Sherriff and 1 vacancy	3 nominations	Councillor Mrs Ellis-Williams, Miss Sherriff and Mitchell
Settle – Carlisle Railway Development Company	Councillor Paton	1 nomination	Councillor Paton
Solway Coast Area of Outstanding Natural Beauty Joint Advisory Committee	Councillor Collier	1 nomination	Councillor Collier
Solway Firth Partnership Board	Councillor Collier	2 nominations (1 full appointment and 1 substitute appointment)	Councillor Collier
Stanwix Community Association	Councillor Nedved	1 nomination	Councillor Nedved
Tullie House Museum and Art Gallery Trust Board	Councillors Bomford and Dr Tickner	2 nominations	Councillors Mrs Bowman and Glover
West Coast Rail 250	Councillor J Mallinson	1 nomination	Councillor J Mallinson
Yewdale Community Centre Committee ( <i>Sandsfield and Morton West Ward</i> )	Councillors Bainbridge, Miss Whalen and Mrs Finlayson	3 nominations	Councillors Bainbridge, Miss Whalen and Mrs Finlayson