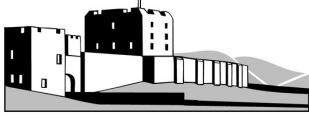


**CARLISLE
CITY COUNCIL**



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COMMUNITY OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 24th November 2011

Title: Overview Report and Work Programme

Report of: Overview and Scrutiny Officer

Report reference: OS 28/11

Summary:

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

Recommendations:

Members are asked to:

- Decide whether the items on the Leader's Forward Plan should be included in the Panel's Work Programme for consideration.
- Note and/or amend the Panel's work programme (Appendix 3)

Contact Officer: Nicola Edwards

Ext: 7122

1. Forward Plan Items

The Forward Plan of the Executive covering the period 1st November 2010 – 29th February 2012 was published on 18th October 2011. The following issues contained in this Forward Plan that fall into the remit of this Panel are as follows and full details can be found at Appendix 1:

KD.023/11 Housing Strategy and Action Plan 2011-15 – to be considered at this meeting of the Panel.

KD.024/11 Budget Process 2012-13 – to be considered at this meeting of the Panel.

KD29/11 Tullie House Business Plan and Lease arrangements – to be considered at this meeting of the Panel

KD30/11 Mid Year Performance Report – to be considered at this meeting of the Panel.

2. References from the Executive

The following references have been received from the Executive and full details can be found at Appendix 2.

EX.128/11 – Discretionary Rate Relief Policy

3. Task and Finish Groups

a. Housing

Following their initial meeting on 13th September, the Task Group were provided with a wealth of information in order for Members to understand the issues, procedures and process and to identify areas where the group would focus its attention. A further meeting was held on 17th October with the Homelessness Prevention and Accommodation Manager and the Task Group intend to hold its first witness session on 28th November 2011.

b. Disabled Facilities Grants (DFG)

The groups draft report is to be considered at this meeting of the Panel under a separate agenda item.

4. Work Programme

The Panel's current work programme is attached at Appendix 3 for comment/amendment.

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

Key Decision Ref Nos:	Subject:	Date of Executive Meeting
KD.023/11	Housing Strategy and Action Plan 2011-15	19 December 2011 31 October 2011
KD.024/11	Budget Process 2012-13	(a), (b), (c), (d), (e) and (f) on 22 November 2011 (g) on 12 December 2011 (h) (i), (j) and (k) on 19 December 2011 (l), (m), (n), (o) and (p) on 16 January 2012 22 November 2011
KD.029/11	Tullie House Business Plan and Lease aArrangements	12 December 2011 22 November 2011
KD.030/11	Mid Year Performance Report	19 December 2011 22 November 2011

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

Ref: KD.023/11 **Portfolio Area:** Environment and Housing

Subject Housing Strategy and Action Plan 2011-15

Key Decisions:

To approve the Housing Strategy and Action Plan for the period 2011-12

To be considered initially by Executive: 31 October 2011

Decision to be taken at Executive on: 19 December 2011

Responsible or Lead Overview and Scrutiny Panel:

Community Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget Framework matter which will available for consideration on 24 November 2011 by Community Overview and Scrutiny Panel.

Consultees: Overview and Scrutiny

Date for Consultees' comments:

Relevant reports/background papers which are available:

The Assistant Director (Community Engagement) report will be available five working days before the meeting

Further Information From:

Assistant Director (Community Engagement), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Subject Budget Process 2012-13

Key Decisions:

To consider strategic financial issues arising from the budget setting process:

- (a) Budget Update - Revenue Estimates
- (b) Individual Charges Reviews (Local Environment, Governance , Economic Development, Community Engagement)
- (c) New Revenue Spending Proposals
- (d) New Savings Proposals
- (e) New Capital Spending Proposals and Provisional Capital Programme
- (f) Treasury Management and Prudential Borrowing Implications
- (g) Consideration of Overview and Scrutiny Consultation feedback
- (h) Draft Revenue Support Grant Settlement (if available)
- (i) Summary Overall Revenue and Capital Position
- (j) Draft Treasury Management and Investment Strategy including MRP Strategy
- (k) Executive Draft Budget Proposals for consultation
- (l) Final Revenue Support Grant and Final Revenue Budget Summary
- (m) Provisional Capital Programme
- (n) Treasury Management and Investment Strategy including MRP Strategy
- (o) Consideration of Final Budget Consultation
- (p) Executive's Final Budget Proposals

To be considered initially by Executive: 22 November 2011

Decision to be taken at Executive on: (a), (b), (c), (d), (e) and (f) on 22 November 2011
(g) on 12 December 2011
(h) (i), (j) and (k) on 19 December 2011
(l), (m), (n), (o) and (p) on 16 January 2012

Responsible or Lead Overview and Scrutiny Panel:

Resources Overview and Scrutiny Panel for all budget issues except the detailed service estimates. Community and Environment and Economy Overview and Scrutiny Panels for New Spending Proposals, Savings and Charges pertaining to their individual areas of responsibility.

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget matters which will be available as follows:

- (a), (b), (c), (d), (e) and (f) - Community Overview and Scrutiny Panel on 24 November 2011, Environment and Economy Overview and Scrutiny Panel on 1 December 2011 and Resources Overview and Scrutiny Panel on 6 December 2011
- (h), (i) and (j) Resources Overview and Scrutiny Panel on 5 January 2012

Consultees: Overview and Scrutiny Panels, Business Community, Trade Unions, Citizens and Staff

Date for Consultees' comments: Consultation Period 19 December 2011 to 16 January 2012

Relevant reports/background papers which are available:

The Assistant Director (Resources) report will be available five working days before the meeting

Further Information From:

Assistant Director (Resources), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.029/11

Portfolio Area: Performance and Development

Subject Tullie House Business Plan and Lease aArrangements

Key Decisions:

To consider and agree a level of core funding support for 2012/13 to 2013/14 to the Tullie House Museum and Art Gallery Trust and also consider and agree leases in accordance with the Trust Agreement.

To be considered initially by Executive: 22 November 2011

Decision to be taken at Executive on: 12 December 2011

Responsible or Lead Overview and Scrutiny Panel:

Community Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget Framework matter which will available for consideration on 24 November 2011 by Community Overview and Scrutiny Panel.

Consultees: None

Date for Consultees' comments: N/A

Relevant reports/background papers which are available:

The Assistant Director (Community Engagement) report will be available five working days before the meeting

Further Information From:

Assistant Director (Community Engagement), Carlisle City Council, Civic Centre, Carlisle, CA3 8QG

Ref: KD.030/11

Portfolio Area: All Portfolios

Subject Mid Year Performance Report

Key Decisions:

Agree to amendments to Key Actions listed within the mid year performance report.

To be considered initially by Executive: 22 November 2011

Decision to be taken at Executive on: 19 December 2011

Responsible or Lead Overview and Scrutiny Panel:

Resources, Community & Environment and Economy Overview and Scrutiny Panel

Date when the matter will be available for consideration by Overview and Scrutiny Panel

Policy and Budget matter which will be available for Overview and Scrutiny:

Community Overview and Scrutiny Panel - 24 November 2011

Environment and Economy Overview and Scrutiny Panel - 1 December 2011

Resources Overview and Scrutiny Panel - 6 December 2011

Consultees: SMT

Date for Consultees' comments: 17 October 2011

Relevant reports/background papers which are available:

The Chief Executive's report will be available five working days before the meeting

Further Information From:

Town Clerk and Chief Executive, Carlisle City Council, Civic Centre, Carlisle CA3 8QG

**EXCERPT FROM THE MINUTES OF THE
EXECUTIVE
HELD ON 31 OCTOBER 2011**

EX.128/11 DISCRETIONARY RATE RELIEF POLICY

(Key Decision)

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

Portfolio Community Engagement

Subject Matter

Pursuant to Minute EX.102/11, the Assistant Director (Community Engagement) submitted report CD.17/11 concerning the City Council's Discretionary Rate Relief Policy. He outlined the background to the matter, reminding Members that the Policy approved by Council on 11 January 2011 had phased in the capping of rate relief at 80% over two financial years from April 2011 in line with approved budget provision. Subsequently, on 13 September 2011 Council had granted 100% rate relief to the Eden Valley Hospice on the grounds that, by exception, it provided a remarkable and unique service to Carlisle's communities that was not replicated through alternative provision within the District. The policy amendment provided transitional arrangements for organisations which may have lost relief with effect from April 2011.

The Assistant Director (Community Engagement) indicated that, from 2012/13 and subject to approval by Council, it was proposed to award 20% discretionary 'top up' rate relief to all local charities and non profit making enterprises with a Rateable Value of below £18,000. (That figure was the ceiling applied by Central Government for small business rate relief and as such acted as an appropriate delineation point). He added that, with the proviso that the total available budget be £54,500, the recommendation was brought forward on the basis of consideration of a number of options, namely:

Option 1 - recommended option of 100% relief to small and local charities. It was felt that this option provided the highest level of support for the widest grouping in a practical and consistent framework. The policy change would mean 132 out of 153 local enterprises would receive 100% rate relief, including most community centres, village halls, sports clubs and local charities.

Option 2 - provide 100% to all 182 charitable and not for profit organisations operating out of Carlisle - including whether registered in the City or through a National Office at a cost of £139,526. That option was outside of the available budget.

Option 3 - provide some additional discretionary relief to all organisations. Calculations were based on:

(a) providing 90% to all charitable and not for profit organisations at a cost of £778,037. That option was outside of the available budget.

(b) providing 90% to all small charitable and not for profit organisations at a cost of £26,040. That option was within the available budget.

(c) providing 90% to all local and small charitable and not for profit organisations at a cost of £223,979. That option was within the available budget.

Appendix 2 to the report listed all charities and not for profit organisations, and considered the cost to the Council of providing rate relief against those alternatives.

Option 4 - provide additional discretionary relief based on an organisation's contribution to Corporate Plan aims and objectives. That option was not included as the recommended option because of the likely difficulties in achieving, within budget, clear transparency and consistency. The analysis of current level of relief (Appendix 1) showed that for the majority of organisations the award would be relatively low, whilst the administration thereof was likely to be complex.

Regulations provided that there be a statutory right of Appeal in relation to any decision that the Council may make pursuant to its Discretionary Rate Relief Policy. Once the Council had established its policy in that area, a report dealing with the Appeals Procedure would be presented to the Executive at the earliest opportunity.

In conclusion, the Assistant Director (Community Engagement) recommended that the Executive approved the following amendments to the Discretionary Rate Relief Policy to full Council, to the effect that the Council:

1. provided 100% rate relief to small, local charities and not for profit making organisations as detailed in Option 1 above; and
2. that the Council confirm the authority's Discretionary Rate Relief Policy as shown in Appendix 1 to his report.

The Community Overview and Scrutiny Panel had on 1 September 2011 (Minute COSP.64/11) considered the matter and resolved:

"1) That a further Discretionary Rate Relief Policy report, including a full breakdown of the charities and not for profit organisations and a breakdown of costs, be submitted to the Panel on 6 October 2011.

2) That the same report be submitted to the Resources Overview and Scrutiny Panel on 13 October 2011."

In addition, the Panel had on 6 October 2011 (COSP.79/11) resolved to recommend to the Executive that financial provisions should be found to enable the three Community Centres, who had not been eligible, to receive the full 100% Discretionary Rate Relief.

The Resources Overview and Scrutiny Panel had on 13 October 2011 (ROSP.77/11) resolved to support recommendation 1 as set out in Report CD.15/11 to give 100% rate relief to small and local charities.

Copies of the Minute Excerpts had been circulated.

The Chairman of the Community Overview and Scrutiny Panel had little further to add other than to outline the Panel's recommendations as set out above.

The Chairman of the Resources Overview and Scrutiny Panel reported that the Panel had welcomed the very full report and, following discussion, supported recommendation 1 (100% rate relief to small and local charities) as the fairest course of action.

The Community Engagement Portfolio Holder referred the meeting to Sections 1.5 and 1.6 of Report CD.17/11 emphasising that the Council's Policy phased in the capping of rate relief at 80% over two financial years; and that on 13 September 2011 the City Council had granted 100% rate relief to the Eden Valley Hospice by way of an exception. She stressed that the Council's budget was limited and a great deal of work had been undertaken on the development of the criteria.

The Portfolio Holder heard the comments submitted by the Overview and Scrutiny Panels, but pointed out that the three Community Centres referred to already received substantial grants from the Council. Accordingly, the Executive believed that Option 1 was the best way forward in providing the highest level of support to small and local charities. She therefore moved the recommendations set out within the Assistant Director's report.

Summary of options rejected Other options as detailed within Report CD.17/11 – Discretionary Rate Relief Policy

DECISION

That the Executive recommended the following amendments to the Discretionary Rate Relief Policy to full Council, to the effect that the Council:

1. provided 100% rate relief to small, local charities and not for profit making organisations as detailed in Option 1 of Report CD.17/11; and

2. confirmed the Authority's Discretionary Rate Relief Policy as shown in Appendix 1 to the report.

Reasons for Decision

The Executive is required to consider how to target its limited resources and achieve a positive outcome for Carlisle and District's communities.

COMMUNITY OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2011/12

Date last revised: 14 November 2011

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item / Referred from Executive	Policy Review / Development	Scrutiny of Partnership / External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
CURRENT MEETING - 24th November 2011															
Budget		✓	✓				Consideration of service implications					✓			
Housing Strategy Action Plan		✓					To receive draft strategy					✓			
Performance Monitoring Reports	✓						Reporting of performance relevant to remit of Panel	✓		✓		✓		✓	
Tullie House		✓	✓				To receive draft 3 year Business Plan				✓	✓			
Transformation Programme for Carlisle City Council		✓	✓				Update on Transformation on service areas within remit of Panel			✓		✓			
TASK AND FINISH GROUPS															
Disabled Facilities Grant			✓				To receive report of Task Group				✓	✓			

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
Housing Issues			✓				Evidence Gathering				✓				✓
Neighbourhood Working			✓				To monitor implementation of Task Group recommendations	✓	✓				✓		
Customer Service Shared Business Case			✓				Joint Task Group with ROSP, looking at the draft business case - on hold								
FUTURE MEETINGS															
Healthy City					✓		To receive information on the Healthy City Partnership						✓		
Crime and Disorder Reduction Partnership	✓		✓				To receive minutes of Joint Carlisle and Eden CDRP Scrutiny Panel.			✓			✓		

Issue	Type of Scrutiny					Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring		9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
Affordable Warmth		✓	✓			Update on developments		✓				✓		
Annual Equality Report	✓					Monitoring role.			✓		✓			
Impact of Benefit Changes			✓			To receive a presentation on the potential impact of the benefit changes						✓		
Women and Families Replacement Homelessness Accommodation		✓	✓			Monitoring of project	✓		✓				✓	
Rural Strategy	✓		✓			Monitoring Role					Special meeting TBA			
Play Strategy	✓		✓			Monitoring of Strategy			✓				✓	

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
Accommodation and Foyer Service Development for Young People		✓					Update of development		✓				✓		
Riverside Carlisle				✓			Monitoring progress under the partnership agreement		✓				✓		
Services to NEETs					✓		To receive report on the services to young people NEET								✓
Scrutiny Annual Report			✓		✓		Draft report for comment before Chairs Group								✓
Play Areas					✓		Update report								✓
Carlisle Youth Zone							Chief Executive & Chair of Youth Zone to be invited to update Members						✓		

Issue	Type of Scrutiny						Comments/status	Meeting Dates							
	Performance Management	Forward Plan Item/Referred from Executive	Policy Review/Development	Scrutiny of Partnership/External Agency	Monitoring			9 Jun 11	14 Jul 11	1 Sept 11	6 Oct 11	24 Nov 11	12 Jan 12	9 Feb 12	22 Mar 12
COMPLETED ITEMS															
Discretionary Rate Relief Policy			✓				To consider amendments to Policy		✗		✓				
Food Law Enforcement Service Plan		✓					Report outlining EH inspection and educational priorities		✓						