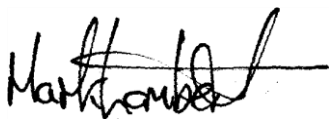


## SUMMONS

To the Mayor and Members of Carlisle City Council

You are summoned to attend the Meeting of Carlisle City Council which will be held on **Tuesday, 01 March 2022** at **18:45**, in the **Cathedral Room, Civic Centre, Carlisle, CA3 8QG**



Corporate Director of Governance and Regulatory Services

## AGENDA

1. The Mayor will invite the Chaplain to say prayers.
2. The Town Clerk and Chief Executive will open the meeting by calling the roll.

3. **Minutes**

The Council will be asked to receive the Minutes of the meetings of the City Council held on 4 January and 1 February 2022.

4. **Public and Press**

To determine whether any of the items of business within Part A of the Agenda should be dealt with when the public and press are excluded from the meeting.

To determine whether any of the items of business within Part B of the Agenda should be dealt with when the public and press are present.

**5. 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.

**6. Announcements**

- (i) To receive any announcements from the Mayor
- (ii) To receive any announcements from the Leader of the Council
- (iii) To receive any announcements from Members of the Executive
- (iv) To receive any announcements from the Town Clerk and Chief Executive

**7. Council Tax 2022/23**

**9 - 30**

To consider a report of the Corporate Director of Finance and Resources regarding the setting of Council Tax for 2022/23.  
(Copy Report RD.73/21 herewith)

**8. Questions by Members of the Public**

Pursuant to Procedure Rule 10.1, the Corporate Director of Governance and Regulatory Services to report that the following questions have been submitted on notice by a member of the public.

**Question one**

“How many days before or after completion of the 98 week project to redevelop The Sands Centre, will the pools at the Sands Centre open?”

**Question two**

“How many days before or after completion of the 98 week project to redevelop The Sands Centre ends and GLL cease to operate the Swimming Pools, would the Council have had to have appointed an operator for the Turkish Baths to ensure that facility remains open to the public after the James Street Pools close?”

**9. Presentation of Petitions and Deputations**

Pursuant to Procedure Rule 10.11, the Corporate Director of Governance and Regulatory Services to report that no petitions or deputations have been submitted by members of the public.

**10. Questions from Members of the Council**

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report that no questions have been submitted by Members of the Council.

**11. Minutes of the Executive**

The Council will be requested to receive the Minutes of the meetings of the Executive held on 19 January 2022 and ask questions of the Leader and Portfolio Holders on those Minutes.

**12. Portfolio Holder Reports**

The Council will be asked to receive reports from the following Portfolio Holders:

- |  |                |
|--|----------------|
| <b>12. <u>Culture, Heritage and Leisure</u></b>  | <b>31 - 34</b> |
| <b>(i)</b>   |                |
| <b>12. <u>Communities, Health and Wellbeing</u></b>  | <b>35 - 38</b> |
| <b>(ii)</b>  |                |
| <b>12. <u>Environment and Transport</u></b>  | <b>39 - 40</b> |
| <b>(iii)</b>   |                |
| <b>12. <u>Economy, Enterprise and Housing</u></b>  | <b>41 - 44</b> |
| <b>(iv)</b>  |                |
| <b>12. <u>Finance, Governance and Resources</u></b>  | <b>45 - 46</b> |
| <b>(v)</b>   |                |
| <b>12. <u>Leader's Portfolio</u></b>   | <b>47 - 48</b> |
| <b>(vi)</b>  |                |
| and ask questions of the Leader and Portfolio Holders on those Reports.<br>(Copy Reports herewith) |                |

### 13. **Minutes**

The Council will be asked to receive the Minutes of the meetings as detailed within Minute Book Volume 48(5); and ask questions of the Leader, Portfolio Holders and Committee Chairs.

For ease of reference the Minutes are:

<b>Committee</b>	<b>Meeting Date</b>
Health and Wellbeing Scrutiny Panel	13 January 2022
Business and Transformation Scrutiny Panel	6 January 2022
Economic Growth Scrutiny Panel	20 January 2022
Regulatory Panel	9 February 2022
Licensing Committee	9 February 2022
Development Control Committee	1 December and 3 December 2021, 12 January and 14 January 2022
Employment Panel	7 February 2022
Appeals Panel	4 February 2022

### 14. **Scrutiny**

The Council will be asked to receive reports from the following:

#### **(I) Chair of the Health and Wellbeing Scrutiny Panel**

(not available)

#### **14. Chair of the Business and Transformation Scrutiny Panel 49 - 50**

(ii)

(Copy Report herewith)

#### **14. Vice Chair of the Economic Growth Scrutiny Panel 51 - 52**

(iii)

(Copy Report herewith)

### 15. **Notice of Motion**

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report that the receipt of the following motion submitted on notice by Councillor Bainbridge:

"Following the announcement by the Department of Transport of the selection process for the new national headquarters of Great British

Railways, this Council has been in the process of submitting an expression of interest, working with partners across the public and rail sector, including John Stevenson MP.

This Council thanks Officers for commencing work on the bid immediately following the announcement, with an optimistic and 'can do' attitude. A bid which will build on our proud rail heritage, the present investment into the local rail infrastructure and the potential that further investment into the local economy would be achieved by attracting Great British Railways to the Great Border City.

This Council across all political hues confirms our agreement to support the submission of a bid for Carlisle".

**16. Proposals from the Executive 53 - 56**

(i) Capital Budget Overview and Monitoring Report: April to December 2021

To consider a recommendation from the Executive to approve reprofiling of £4,295,300 from 2021/22 to 2022/23 as detailed in report RD.77/21.

(Copy Report RD.77/21 herewith and Minute Extract to follow)

**17. Pay Policy Statement 2022/23 57 - 70**

Pursuant to Minute EMP.05/22, to consider a recommendation from the Employment Panel that the City Council approves the 2022/23 Policy Statement on Chief Officers' Pay.

(Copy Report RD.78/21 and Minute Extract herewith)

**18. Committee Nominations**

The City Council to note and approve nominations for changes to the following committee membership:

**Conservative Group:**

Appointments to vacant seats:

Development Control Committee – Substitute Member  
Health and Wellbeing Scrutiny Panel - Member  
Standards Committee - Member  
Audit Committee – Member

Appointments to replace Councillor Nedved:

Development Control Committee – Member  
Employment Panel – Member  
Licensing Committee – Member (will be appointed a

Member and Substitute Member on Licensing Sub  
Committees)

Regulatory Panel - Member

Market Management Group - Member

Appointments to replace Councillor Mrs Bowman:

Business and Transformation Scrutiny Panel - Member

Economic Growth Scrutiny Panel – Member

Employment Panel – Substitute Member

**19. Licensing Committee Appointment of Chair**

The Council is asked to appoint a Chair of the Licensing Committee, and a Vice Chair if required, for the remainder of the 2021/22 Municipal year.

**20. Health and Wellbeing Scrutiny Panel**

The Council is asked to appoint a Chair of the Health and Wellbeing Scrutiny Panel, and a Vice Chair if required, for the remainder of the 2021/22 Municipal year.

**21. Operation of the provisions relating to Call-in and Urgency Procedures**

**71 - 74**

Pursuant to Overview and Scrutiny Procedure Rule 15(i), the Corporate Director of Governance and Regulatory Services to report on the operation of call-in and urgency procedures.  
(Copy Report GD.14/22 herewith)

**22. Communications**

To receive and consider communications and to deal with such other business as may be brought forward by the Mayor as a matter of urgency, in accordance with Procedure Rule 2.1(xv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

**PART 'B'**  
**To be considered in private**

**23. Proposals from the Executive in relation to the Council's Budget and Policy Framework**

(i). Citadels Project

*The report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to 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)*

To consider a recommendation from the Executive, requesting the approval of the disposal of the City Council's property assets to allow the creation of a city centre campus for the University of Cumbria.

(Copy Report GD.15/22 herewith and Minute Extract to follow)





# Carlisle City Council

## Report to Council

Item  
7.

### Report details

Meeting Date:	1 March 2022
Portfolio:	Finance, Governance and Resources
Key Decision:	
Policy and Budget Framework	Yes
Public / Private	Public
Title:	COUNCIL TAX 2022/23
Report of:	CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number:	RD.73/21

### Purpose / Summary:

This report sets out the calculations to be made by the City Council in setting:

- a) The updated funding schedules – **Appendix A**
- b) The level of basic Council Tax in 2022/23 in respect of City Council Services at £243.00 and the amount to be levied in non-parished areas at £222.20;
- c) The level of Basic (City) Council Tax which will be charged in different parts of the City Council's area to reflect Special Items (Parish Precepts) – **Appendix B**;
- d) The Basic amount of (City) Council Tax applicable to each category of dwelling in each part of the City Council's area;
- e) The total amount of Council Tax to be levied in 2022/23, inclusive of Cumbria County Council and Police and Crime Commissioner for Cumbria Precept, applicable to each category of dwelling in each part of the City Council's area;
- f) The Council Tax surplus/deficit - **Appendix C**
- g) The Council's Local Council Tax Reduction Scheme and War Pensions voluntary disregard as set out in **Appendix E**;
- h) Discounts and Premiums in accordance with the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 and The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 as set out at **Appendix E**.

Council is asked to approve:

- i) The updated funding schedules as set out in **Appendix A**
- j) The formal Council Tax Resolution as set out in **Appendix D**

### Tracking

Council:	1 March 2022
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## 1. Background

- 1.1 This meeting marks the third and final stage in the financial and budgetary process introduced by the Local Government Finance Act 1992, and amended by the Localism Act 2011, and culminates in the setting of the Council Tax levels to be applied throughout the Carlisle District for 2022/23.
- 1.2 Stage 1 required the City Council to calculate its Tax Base – this was delegated to the Corporate Director of Finance and Resources and calculated, for 2022/23, as at 15 January 2022.
- 1.3 Stage 2 required the City Council (as the billing authority) to calculate a council tax requirement for the year and this was undertaken at its meeting on 1 February 2022.
- 1.4 As discussed at the previous Council meeting in February, the final Local Government Finance Settlement had not been received, and therefore any changes in funding received from Central Government would be funded to/from appropriations from revenue reserves. These figures were confirmed on 8 February 2022, after the Council agreed the 2022/23 budget. There were only minor changes in the settlement in relation to the Business Rate Multiplier Compensation and Lower Tier Services Grant. The tables below detail the changes from the draft settlement. Final Parish Precept figures have now also been received with the amount for 2022/23 changing from £726,000 to £732,000. The revised funding schedules are detailed at **Appendix A** for approval.

### Business Rate Multiplier Compensation

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
<b>Draft Settlement (Dec 2021)</b>					
Business Rate Multiplier Compensation	274	279	285	291	297
	<b>274</b>	<b>279</b>	<b>285</b>	<b>291</b>	<b>297</b>
<b>Final Settlement (Feb 2022)</b>					
Business Rate Multiplier Compensation	341	347	354	361	368
	<b>341</b>	<b>347</b>	<b>354</b>	<b>361</b>	<b>368</b>
<b>Additional Contribution from/(to) Reserves</b>	<b>(67)</b>	<b>(68)</b>	<b>(69)</b>	<b>(70)</b>	<b>(72)</b>

### Lower Tier Services Grant

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
<b>Draft Settlement (Dec 2021)</b> Lower Tier Services Grant	150	0	0	0	0
<b>Final Settlement (Feb 2022)</b> Lower Tier Services Grant	150	0	0	0	0
	153	0	0	0	0
	153	0	0	0	0
<b>Additional Contribution from/(to) Reserves</b>	<b>(3)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The additional increase in settlement funding will be used to cover the additional increase in National Insurance contributions (1.25%) from 2022/23 and the National Insurance Levy from 2023/24 (with a small amount funded from salary turnover savings). This had no impact on council reserves nor on the level of council tax.

- 1.5 The Parish Council Precepts for 2022/23 are detailed in **Appendix B** and total £731,537. This figure has now been confirmed by all Parishes and updates the figure previously reported to Council on 1 February 2022 in the Executive's Budget Proposals.
- 1.6 Cumbria County Council is similarly required to calculate its Council Tax requirement, and this was determined at its meeting on 10 February 2022. The precept was set at £53,731,876. This results in a Band D Council Tax of £1,528.00 (0% increase for 2022/23 plus 2% Adult Social Care Precept).
- 1.7 The Police and Crime Commissioner for Cumbria is also required to calculate its Council Tax requirement separately from the County Council and this was determined at its meeting on 16 February 2022. The precept was set at £9,921,760. This results in a Band D Council Tax of £282.15 (an increase of 3.67%).
- 1.8 Finally, the City Council as "Billing Authority" is required under Section 30, to set an overall amount of Council Tax, by reference to the aggregate of its own Tax and that set by the Cumbria County Council and the Police and Crime Commissioner for Cumbria.
- 1.9 It should be noted that the City Council has not increased its share of Council Tax for 2022/23. The County Council has not raised its share for 2022/23 and has

increased the Adult Social Care Precept by 2%. The Police and Crime Commissioner has raised its Council Tax rates for 2022/23 by 3.67%.

## **2. Relevant Calculations**

- 2.1 The legislation is framed in a way, which requires that the relevant calculations are made by the City Council.
- 2.2 Where the information required to support the calculations is complex or lengthy, it is contained in the appendices attached to this report.
- 2.3 The remainder of this report is in the form of a commentary on the relevant calculations, concluding with a recommendation as to the terms in which the City Council should make the appropriate resolution.

## **3. Council Tax Base**

- 3.1 The Council Tax Base is a measure of the City Council's taxable resources and is expressed in terms of the equivalent number of 2-person Band D properties. This was calculated by the City Council to be 35,164.84 for the whole of the area. The amount calculated for each parish is set out in **Appendix B**.

## **4. Council Tax Requirement**

- 4.1 The City Council's Council Tax Requirement 2022/23 has been determined as £7,813,627.

## **5. Grant Income**

- 5.1 The City Council is required to calculate the aggregate of its estimated income specified grants for 2022/23. These have been notified as: -

	£
Retained Business Rates Baseline / S.31 Grant	3,676,579
<b>Total</b>	<b>3,676,579</b>

- 5.2 Under Council Tax regulations, transactions relating to any surplus or deficit arising from the previous year's Council Tax are to be aggregated and incorporated in the amount of Council Tax set by the billing authority. This is to be achieved by increasing the amount of grant income by the amount of any anticipated surplus/deficit on the Collection Fund at 31 March 2022. If a deficiency is anticipated, or the transactions to be accounted for in 2022/23 gave rise to a reduction in liability, then the aggregate of grant income is to be reduced.

- 5.2.1 **Appendix C** summarises the anticipated position on the collection of Council Tax. In accordance with the authority delegated to the Corporate Director of Finance and Resources by the Council, the overall estimated surplus on Council Tax for 2021/22 has been determined at £643,116. However, following emergency COVID legislation in 2020/21, Government announced that any exceptional deficit for 2020/21 can be recovered over a three-year period. Therefore, the revised surplus to be collected in 2022/23 has therefore been determined at £981,853. The County Council's share of this surplus has been certified and rounded as £731,740, the Police and Crime Commissioner for Cumbria's Share certified and rounded as £132,266, leaving a balance of £117,847 for the City Council.

The Corporate Director of Finance and Resources has determined the budget for 2022/23 will include a surplus of £117,847, reducing to a deficit of £41,300 in 2023/24 and a recurring surplus from 2024/25 onwards of £50,000 for the City Council in the MTFP.

- 5.3 On this basis, total estimated grant income should be calculated as **£3,795,442**.

## 6. City Council basic Council Tax

- 6.1 Basic Council Tax is the average tax for the whole area in respect of the City Council's Council Tax Requirement after first deducting estimated grant income. Its relevance is as a basis for comparison since it will not actually be levied in any part of the Council's area.
- 6.2 Basic Council Tax is calculated by subtracting grant income from Budget Requirement and dividing the result by the Tax Base: -

	£
Budget Requirement	15,040,606
Less BR Estimate Pooling/Growth (note 1)	2,700,000
Less Grant Income	3,795,442
<b>Net Requirement from Collection Fund</b>	<b>8,545,164</b>
Divided by Tax Base	35,164.84
<b>Basic Tax</b>	<b>243.00</b>

Note 1 – The assumed level of Business Rate income because of economic growth combined with joining the Cumbria Pool for Business Rate Retention.

- 6.3 Next, it is necessary to calculate the level of Tax which will be levied in various parts of the City Council's area, according to whether there are special items (parish precepts) to be charged in the area.

- 6.4 By setting aside the total value of special items from the amount required from the Collection Fund, and recalculating the result in the same way as calculating the Basic Tax in 6.2, the result is the amount of Tax which will be levied in the Urban Area and in any parish area for which no precept is required:

	£
Net Requirement from Collection Fund	8,545,164
Less Special Items	731,537
<b>Net requirement excluding Special Items</b>	<b>7,813,627</b>
Divided by Tax Base	35,164.84
<b>Basic Amount of Tax for the Urban Area and Parishes Not Levying a Precept</b>	<b>222.20</b>

- 6.5 A similar calculation is required to be made in respect of each parish area for which a special item is to be charged and these are set out in detail within **Appendix D (Council Tax Resolution)**.

## 7. Council Tax applicable to each property band

- 7.1 Having calculated the “headline” Tax for each part of the area, it is now necessary to set the level of Tax for each of the eight property bands in each part of the area.
- 7.2 This is done by setting the Tax in proportion to that set for Band D, in the proportions set out in the legislation: -

Valuation Bands								
	A	B	C	D	E	F	G	H
Proportion to 9	6	7	8	9	11	13	15	18

- 7.2.1 The results of carrying out the above calculations are set out in **Appendix D (Council Tax Resolution)**.

## 8. Cumbria County Council Precept

- 8.1 The County Council has issued a precept upon the City Council in the sum of £53,731,876 and set its basic Council Tax as £1,528.00 to be charged against each category of dwelling as follows: -

### Valuation Band / Basic Amount of Tax

A	B	C	D	E	F	G	H
£1,018.66	£1,188.45	£1,358.22	£1,528.00	£1,867.55	£2,207.11	£2,546.66	£3,056.00

## 9. Police and Crime Commissioner for Cumbria Precept

- 9.1 The Police and Crime Commissioner for Cumbria has issued a precept upon the City Council in the sum of £9,921,760 and set its basic Council Tax as £282.15 to be charged against each category of dwelling as follows: -

### Valuation Band / Basic Amount of Tax

A	B	C	D	E	F	G	H
£188.10	£219.45	£250.80	£282.15	£344.85	£407.55	£470.25	£564.30

## 10. Total Amount of Council Tax 2022/23

- 10.1 The amount of Council Tax to be levied in 2022/23 in respect of each category of dwelling in each part of the City Council's area is arrived at by adding together the amounts calculated at paragraph 6.4 to the amount set by Cumbria County Council as notified and set out in paragraph 8 and the amount set by the Police and Crime Commissioner for Cumbria and set out in Paragraph 9. i.e.

Band D Council Tax Levels			
	£	% Increase	% of Council Tax
City	222.20	0.00	10.9%
County*	1,528.00	2.00	75.2%
Police	282.15	3.67	13.9%
<b>Total</b>	<b>2,032.35</b>		<b>100.0%</b>

\*Includes 2% Adult Social Care Precept

- 10.2 The amounts are set out in **Appendix D (Council Tax Resolution)**.

## 11. Consultation

Not applicable

## 12. Contribution to the Carlisle Plan Priorities

To ensure a balanced budget is set.

### Contact details:

Contact Officer: Steven Tickner

Ext: 7280

### Appendices attached to report:

**Appendix A** Revised Funding Schedules

**Appendix B** The level of Basic (City) Council Tax which will be charged in different parts of the City Council's area to reflect Special Items (Parish Precepts)

**Appendix C** Council Tax surplus/deficit calculation

**Appendix D** The Formal Council Tax Resolution for 2022/23

**Appendix E** In accordance with the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012

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 Council must have a balanced budget to deliver its services and also achieve and sustain an appropriate level of reserves. The setting of the overall Council Tax for the Carlisle District is the final stage of the budget process and it is the responsibility of full Council to approve the aggregate charge by the statutory date of 11<sup>th</sup> March each year, in accordance with Section 30 of the Local Government and Finance Act 1992.

Property Services - There are no property asset implications.

Finance - included 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.



## REVISED FUNDING SCHEDULES

## Schedule 5 – Summary Net Budget Requirement for Council Tax Purposes

2021/22 Revised £000	Summary Net Budget Requirement	2022/23 Budget £000	2023/24 Proj £000	2024/25 Proj £000	2025/26 Proj £000	2026/27 Proj £000
	<b>Recurring Revenue Expenditure</b>					
	Existing Expenditure (Schedule 1)	12,636	12,686	12,937	13,434	13,679
	Budget Reductions (Schedule 2)	(27)	(29)	(28)	(27)	(25)
	New Spending Pressures (Schedule 3)	1,278	1,320	1,130	893	755
<b>13,284</b>	<b>Total Recurring Expenditure</b>	<b>13,887</b>	<b>13,977</b>	<b>14,039</b>	<b>14,300</b>	<b>14,409</b>
	<b>Non Recurring Revenue Expenditure</b>					
34	Existing Commitments (Schedule 1)	228	273	190	0	0
1,721	Carry Forward	0	0	0	0	0
(764)	Budget Reductions (Schedule 2)	(1,598)	0	0	0	0
3,465	Spending Pressures (Schedule 4)	2,402	655	530	0	0
<b>17,740</b>	<b>Total Revenue Expenditure</b>	<b>14,919</b>	<b>14,905</b>	<b>14,759</b>	<b>14,300</b>	<b>14,409</b>
	<b>Less Contributions (from)/to Reserves:</b>					
<b>564</b>	Recurring Commitments (Note 1)	<b>422</b>	<b>(299)</b>	<b>65</b>	<b>145</b>	<b>384</b>
	Sub Total					
	Non Recurring Commitments					
(2,735)	- Existing Commitments (Note 2)	(228)	(273)	(190)	0	0
(1,721)	- New Commitments	(804)	(655)	(530)	0	0
<b>(4,456)</b>	Sub Total	<b>(1,032)</b>	<b>(928)</b>	<b>(720)</b>	<b>0</b>	<b>0</b>
<b>13,848</b>	<b>Total City Council Budget requirement</b>	<b>14,309</b>	<b>13,678</b>	<b>14,104</b>	<b>14,445</b>	<b>14,793</b>
708	Parish Precepts	732	750	769	788	808
<b>14,556</b>	<b>Projected Net Budget Requirement for Council Tax purposes</b>	<b>15,041</b>	<b>14,428</b>	<b>14,873</b>	<b>15,233</b>	<b>15,601</b>

## Schedule 6 – Total Funding and Provisional Council Tax Projections

2021/22	Total Funding and Council Tax Impact	2022/23	2023/24	2024/25	2025/26	2026/27
34,666.41 £000	Estimated TaxBase	35,164.84 £000	35,516.49 £000	35,871.65 £000	36,230.37 £000	36,592.67 £000
	Projected Net Budget Requirement for Council Tax Purposes (Schedule 5)					
13,848	- City	14,309	13,678	14,104	14,445	14,793
708	- Parishes	732	750	769	788	808
<b>14,556</b>	<b>Total</b>	<b>15,041</b>	<b>14,428</b>	<b>14,873</b>	<b>15,233</b>	<b>15,601</b>
	Funded by:					
(7,703)	- Council Tax Income	(7,814)	(8,069)	(8,329)	(8,594)	(8,863)
(3,335)	- Retained Business Rates	(3,336)	(3,403)	(3,471)	(3,540)	(3,611)
(2,700)	- Business Rate Growth/Pooling	(2,700)	(1,900)	(1,900)	(1,900)	(1,900)
(174)	Business Rates Multiplier Grant	(341)	(347)	(354)	(361)	(369)
64	- Estimated Council Tax Surplus	(118)	41	(50)	(50)	(50)
(708)	- Parish Precepts	(732)	(750)	(769)	(788)	(808)
<b>(14,556)</b>	<b>TOTAL</b>	<b>(15,041)</b>	<b>(14,428)</b>	<b>(14,873)</b>	<b>(15,233)</b>	<b>(15,601)</b>
£ 222.20	<b>City Council Tax</b> Band D Council Tax	£ 222.20	£ 227.20	£ 232.20	£ 237.20	£ 242.20
	Increase over Previous year:					
£5.00	£	£ -	£ 5.00	£ 5.00	£ 5.00	£ 5.00
2.30%	%	0.00%	2.25%	2.20%	2.15%	2.11%

**SPECIAL AMOUNTS DUE TO PARISH COUNCILS**

PARISH/AREA	SPECIAL ITEMS (Parish Precepts) £	TAX BASE	BASIC AMOUNT OF COUNCIL TAX £
Arthuret	62,208	756.23	82.26
Askerton	0	54.64	0.00
Beaumont	8,600	197.13	43.63
Bewcastle	5,000	141.98	35.22
Brampton	179,793	1,602.17	112.22
Burgh By Sands	17,900	512.51	34.93
Burtholme	2,400	86.34	27.80
Carlatten & Cumrew	1,700	59.87	28.39
Castle Carrock	7,285	139.92	52.07
Cummersdale	12,646	551.27	22.94
Cumwhitton	5,660	135.58	41.75
Dalston	81,674	1,181.21	69.14
Denton Nether	8,240	102.28	80.56
Denton Upper	1,216	36.44	33.37
Farlam	7,275	229.84	31.65
Hayton	19,500	908.36	21.47
Hethersgill	7,000	132.24	52.93
Irthington	8,586	322.14	26.65
Kingmoor	10,346	460.09	22.49
Kingwater	1,000	62.72	15.94
Kirkandrews	8,471	159.40	53.14
Kirklington	2,550	143.10	17.82
Midgeholme	0	24.76	0.00
Nicholforest	6,000	136.82	43.85
Orton	7,500	189.21	39.64
Rockcliffe	7,387	314.56	23.48
Scaleby	5,400	138.66	38.94
Solport & Stapleton	2,800	146.38	19.13
Stanwix Rural	46,500	1,449.96	32.07
St Cuthbert Without	25,500	1,985.90	12.84
Walton	8,000	106.79	74.91
Waterhead	1,400	49.47	28.30
Westlinton	2,000	134.36	14.89
Wetheral	160,000	2,737.79	58.44
<b>Total</b>	<b>731,537</b>		

## APPENDIX C

2021/22 Council Tax Deficit to be collected in 2022/23					
	£				%
Income into Fund 2021/22					
Council Tax Payments (inc MOD)	67,818,165				
Plus Arrears to be Collected 2022/23 Onwards	1,454,612				
Net Transfers from Council Fund	0				
Rebates Including Second Adult	0				
Total Estimated Income 2021/22	<b>69,272,777</b>				
Expenditure from Fund 2021/22					
Police Authority Precept	9,434,810				13.52%
County Precept	51,931,669				74.42%
City Including Parish Precepts	8,411,165				12.05%
	<b>69,777,644</b>				
Estimated (Deficit)/Surplus on Fund as at 15/01/22	<b>(504,867)</b>				
1. <u>Deficit to be Collected 2022/23</u>	<b>Total</b>	<b>1/3rd deficit Spread from 2020/21</b>	<b>Surplus to be redistributed in 22/23</b>		
(Surplus) on Collection Fund 31/03/21	1,202,145				
Deficit/(Surplus) 1993-2020	(1,146,047)				
Deficit/(Surplus) 2021/22 (See Above)	504,867				
Less (Deficit)/Surplus Distributed to 2020/21	(1,204,081)				
Deficit/(Surplus) to be Returned 2022/23	<b>(643,116)</b>	<b>(338,737)</b>	<b>(981,853)</b>		
Police Authority Share	(86,957.39)		(132,265.62)		
County Council Share	(478,636.28)		(731,740.38)		
City Council Share	(77,522.81)		(117,846.99)		
	<b>(643,116.48)</b>		<b>(981,852.99)</b>		

**COUNCIL TAX RESOLUTION 2022/23**

1. That it be noted that at its meeting on 1 March 2022 the City Council calculated the Council Tax Base 22/23:
  - a) For the whole Council area as 35,164.84 (Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (The “Act”), and;
  - b) For dwellings in those parts of its area to which a Parish Precept relates as below:

Parish of:	
Arthuret	756.23
Askerton	54.64
Beaumont	197.13
Bewcastle	141.98
Brampton	1,602.17
Burgh By Sands	512.51
Burtholme	86.34
Carlton & Cumrew	59.87
Castle Carrock	139.92
Cummersdale	551.27
Cumwhitton	135.58
Dalston	1,181.21
Denton Nether	102.28
Denton Upper	36.44
Farlam	229.84
Hayton	908.36
Hethersgill	132.24
Irthington	322.14
Kingmoor	460.09
Kingwater	62.72
Kirkandrews	159.40
Kirklington	143.10
Midgeholme	24.76
Nicholforest	136.82
Orton	189.21
Rockcliffe	314.56
Scaleby	138.66
Solport & Stapleton	146.38
Stanwix Rural	1,449.96
St Cuthbert Without	1,985.90
Walton	106.79
Waterhead	49.47
Westlinton	134.36
Wetheral	2,737.79
& for the urban area of CARLISLE	19,774.72
<b>Total</b>	<b>35,164.84</b>

1. Calculate that the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish Precepts) is £7,813,627

2. That the following amounts be now calculated by the City Council for the year 2022/23 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (as amended):
  - (a) £15,040,606 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils
  - (b) £3,676,579 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - (c) £8,545,164 Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax Requirement for the year. (Item R) in the formula in Section 31A(4) of the Act).
  - (d) £243.00 Being the amount at 3(c) above (Item R), all divided by Item T (1 above) calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
  - (e) £731,537 Being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act.
  - (f) £222.20 Being the amount at 3(d) above, less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept relates.
3. To note that the County Council and the Police and Crime Commissioner for Cumbria have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
4. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2022/23 for each part of its area and for each of the categories of dwellings.

**BASIC AMOUNT OF COUNCIL TAX FOR CITY COUNCIL SERVICES  
APPLICABLE TO EACH CATEGORY OF DWELLING IN EACH PART OF**

<b>PART OF THE COUNCIL'S AREA</b>	<b>VALUATION BANDS</b>							
	<b>BAND A</b>	<b>BAND B</b>	<b>BAND C</b>	<b>BAND D</b>	<b>BAND E</b>	<b>BAND F</b>	<b>BAND G</b>	<b>BAND H</b>
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	202.97	236.80	270.63	304.46	372.12	439.78	507.43	608.92
ASKERTON	148.13	172.82	197.51	222.20	271.58	320.96	370.33	444.40
BEAUMONT	177.22	206.75	236.29	265.83	324.91	383.98	443.05	531.66
BEWCASTLE	171.61	200.21	228.82	257.42	314.63	371.83	429.03	514.84
BRAMPTON	222.94	260.10	297.26	334.42	408.74	483.06	557.36	668.84
BURGH BY SANDS	171.42	199.99	228.56	257.13	314.27	371.41	428.55	514.26
BURTHOLME	166.66	194.44	222.22	250.00	305.56	361.12	416.66	500.00
CARLATTON & CUMREW	167.06	194.90	222.75	250.59	306.28	361.97	417.65	501.18
CASTLE CARROCK	182.84	213.32	243.79	274.27	335.22	396.17	457.11	548.54
CUMMERSDALE	163.42	190.66	217.90	245.14	299.62	354.10	408.56	490.28
CUMWHITTON	175.96	205.29	234.62	263.95	322.61	381.27	439.91	527.90
DALSTON	194.22	226.60	258.97	291.34	356.08	420.83	485.56	582.68
DENTON NETHER	201.84	235.48	269.12	302.76	370.04	437.32	504.60	605.52
DENTON UPPER	170.38	198.77	227.17	255.57	312.37	369.16	425.95	511.14
FARLAM	169.23	197.44	225.64	253.85	310.26	366.68	423.08	507.70
HAYTON	162.44	189.52	216.59	243.67	297.82	351.97	406.11	487.34
HETHERSGILL	183.42	213.99	244.56	275.13	336.27	397.41	458.55	550.26
IRTHINGTON	165.90	193.55	221.20	248.85	304.15	359.45	414.75	497.70
KINGMOOR	163.12	190.31	217.50	244.69	299.07	353.45	407.81	489.38
KINGWATER	158.76	185.22	211.68	238.14	291.06	343.98	396.90	476.28
KIRKANDREWS	183.56	214.15	244.75	275.34	336.53	397.72	458.90	550.68
KIRKLINTON	160.01	186.68	213.35	240.02	293.36	346.70	400.03	480.04
MIDGEHOLME	148.13	172.82	197.51	222.20	271.58	320.96	370.33	444.40
NICHOLFOREST	177.36	206.93	236.49	266.05	325.17	384.30	443.41	532.10
ORTON	174.56	203.65	232.75	261.84	320.03	378.22	436.40	523.68
ROCKCLIFFE	163.78	191.08	218.38	245.68	300.28	354.88	409.46	491.36
SCALEBY	174.09	203.11	232.12	261.14	319.17	377.21	435.23	522.28
SOLPORT & STAPLETON	160.88	187.70	214.51	241.33	294.96	348.59	402.21	482.66
STANWIX RURAL	169.51	197.76	226.02	254.27	310.78	367.28	423.78	508.54
ST CUTHBERT WITHOUT	156.69	182.81	208.92	235.04	287.27	339.51	391.73	470.08
WALTON	198.07	231.08	264.10	297.11	363.14	429.16	495.18	594.22
WATERHEAD	167.00	194.83	222.67	250.50	306.17	361.84	417.50	501.00
WESTLINTON	158.06	184.40	210.75	237.09	289.78	342.47	395.15	474.18
WETHERAL	187.09	218.27	249.46	280.64	343.01	405.37	467.73	561.28
All other parts of the City Council's area	148.13	172.82	197.51	222.20	271.58	320.96	370.33	444.40

<b>Precepting Authority</b>	<b>VALUATION BANDS</b>							
	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	£	£	£	£	£	£	£	£
Cumbria County Council	1,018.66	1,188.45	1,358.22	1,528.00	1,867.55	2,207.11	2,546.66	3,056.00
Police & Crime Commissioner for Cumbria	188.10	219.45	250.80	282.15	344.85	407.55	470.25	564.30

## Aggregate of Council Tax requirements

AMOUNT OF COUNCIL TAX TO BE LEVIED IN 2022/23 IN RESPECT OF EACH CATEGORY OF DWELLING IN EACH PART OF								
PART OF THE COUNCIL'S AREA	VALUATION BANDS			BAND D	BAND E	BAND F	BAND G	BAND H
	BAND A	BAND B	BAND C					
Parish of:	£	£	£	£	£	£	£	£
ARTHURET	1,409.73	1,644.70	1,879.65	2,114.61	2,584.52	3,054.44	3,524.34	4,229.22
ASKERTON	1,354.89	1,580.72	1,806.53	2,032.35	2,483.98	2,935.62	3,387.24	4,064.70
BEAUMONT	1,383.98	1,614.65	1,845.31	2,075.98	2,537.31	2,998.64	3,459.96	4,151.96
BEWCASTLE	1,378.37	1,608.11	1,837.84	2,067.57	2,527.03	2,986.49	3,445.94	4,135.14
BRAMPTON	1,429.70	1,668.00	1,906.28	2,144.57	2,621.14	3,097.72	3,574.27	4,289.14
BURGH BY SANDS	1,378.18	1,607.89	1,837.58	2,067.28	2,526.67	2,986.07	3,445.46	4,134.56
BURTHOLME	1,373.42	1,602.34	1,831.24	2,060.15	2,517.96	2,975.78	3,433.57	4,120.30
CARLATTON & CUMREW	1,373.82	1,602.80	1,831.77	2,060.74	2,518.68	2,976.63	3,434.56	4,121.48
CASTLE CARROCK	1,389.60	1,621.22	1,852.81	2,084.42	2,547.62	3,010.83	3,474.02	4,168.84
CUMMERSDALE	1,370.18	1,598.56	1,826.92	2,055.29	2,512.02	2,968.76	3,425.47	4,110.58
CUMWHITTON	1,382.72	1,613.19	1,843.64	2,074.10	2,535.01	2,995.93	3,456.82	4,148.20
DALSTON	1,400.98	1,634.50	1,867.99	2,101.49	2,568.48	3,035.49	3,502.47	4,202.98
DENTON NETHER	1,408.60	1,643.38	1,878.14	2,112.91	2,582.44	3,051.98	3,521.51	4,225.82
DENTON UPPER	1,377.14	1,606.67	1,836.19	2,065.72	2,524.77	2,983.82	3,442.86	4,131.44
FARLAM	1,375.99	1,605.34	1,834.66	2,064.00	2,522.66	2,981.34	3,439.99	4,128.00
HAYTON	1,369.20	1,597.42	1,825.61	2,053.82	2,510.22	2,966.63	3,423.02	4,107.64
HETHERSGILL	1,390.18	1,621.89	1,853.58	2,085.28	2,548.67	3,012.07	3,475.46	4,170.56
IRTHINGTON	1,372.66	1,601.45	1,830.22	2,059.00	2,516.55	2,974.11	3,431.66	4,118.00
KINGMOOR	1,369.88	1,598.21	1,826.52	2,054.84	2,511.47	2,968.11	3,424.72	4,109.68
KINGWATER	1,365.52	1,593.12	1,820.70	2,048.29	2,503.46	2,958.64	3,413.81	4,096.58
KIRKANDREWS	1,390.32	1,622.05	1,853.77	2,085.49	2,548.93	3,012.38	3,475.81	4,170.98
KIRKLINTON	1,366.77	1,594.58	1,822.37	2,050.17	2,505.76	2,961.36	3,416.94	4,100.34
MIDGEHOLME	1,354.89	1,580.72	1,806.53	2,032.35	2,483.98	2,935.62	3,387.24	4,064.70
NICHOLFOREST	1,384.12	1,614.83	1,845.51	2,076.20	2,537.57	2,998.96	3,460.32	4,152.40
ORTON	1,381.32	1,611.55	1,841.77	2,071.99	2,532.43	2,992.88	3,453.31	4,143.98
ROCKCLIFFE	1,370.54	1,598.98	1,827.40	2,055.83	2,512.68	2,969.54	3,426.37	4,111.66
SCALEBY	1,380.85	1,611.01	1,841.14	2,071.29	2,531.57	2,991.87	3,452.14	4,142.58
SOLPORT & STAPLETON	1,367.64	1,595.60	1,823.53	2,051.48	2,507.36	2,963.25	3,419.12	4,102.96
STANWIX RURAL	1,376.27	1,605.66	1,835.04	2,064.42	2,523.18	2,981.94	3,440.69	4,128.84
ST CUTHBERT WITHOUT	1,363.45	1,590.71	1,817.94	2,045.19	2,499.67	2,954.17	3,408.64	4,090.38
WALTON	1,404.83	1,638.98	1,873.12	2,107.26	2,575.54	3,043.82	3,512.09	4,214.52
WATERHEAD	1,373.76	1,602.73	1,831.69	2,060.65	2,518.57	2,976.50	3,434.41	4,121.30
WESTLINTON	1,364.82	1,592.30	1,819.77	2,047.24	2,502.18	2,957.13	3,412.06	4,094.48
WETHERAL	1,393.85	1,626.17	1,858.48	2,090.79	2,555.41	3,020.03	3,484.64	4,181.58
All other parts of the	1,354.89	1,580.72	1,806.53	2,032.35	2,483.98	2,935.62	3,387.24	4,064.70
City Council's area								



**COUNCIL'S POLICY ON DISCOUNTS AND PREMIUMS:****Council Tax Reduction Scheme**

The Council operates a local Council Tax Reduction Scheme under Section 13A and Schedule 1a of the Local Government Finance Act 1992. The scheme for pension age applicants is the Central Government scheme, as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) (Regulations 2012). The continuation of the current scheme for 2022/23 was approved as part of the budget setting process.

**Modified Schemes – War Pensions Disregard**

Housing Benefit and Council Tax Reduction Scheme assessments are determined in accordance with the Modified Scheme provisions, under which a 100% voluntary disregard is applicable of War Disablement Pensions, War Widows Pensions and War Widowers' Pensions, under Section 134(8) and 139(6) of the Social Security Administration Act 1992.

The regulations and explanations regarding the setting of The Council Tax Prescribed Classes of Dwellings, for England, for the purposes of Section 11A and 11B of the Local Government Finance Act 1992, as set out below:

**Section 11A of the Local Government Finance Act 1992****Classes A and B:**

Class A - unoccupied and furnished properties with a planning restriction of at least 28 days (second homes)

Class B –unoccupied and furnished properties which are not restricted by a planning condition (second homes).

**Class A and Class B – no discount - 100% charge applies.**

**Classes C & D:**

Class C – unoccupied and unfurnished.

Class D – unoccupied unfurnished properties requiring major repairs for a period up to 12 months.

**Class C discount unchanged, to remain set at 50% for a period up to 6 months then 25% for a period up to 2 years and zero discount thereafter.**

**Class D discount unchanged, to remain set at 75%**

#### Classes E & F:

Class E – A property excluded from the long term empty premium due to the relevant person residing elsewhere in accommodation provided for and in connection with their employment with the Ministry of Defence.

Class F – A property which forms part of an annexe to another property and is being used as part of that main residence.

**Class E discount unchanged, to remain set at 50% for a period up to 6 months then 25% for a period up to 2 years and zero discount thereafter.**

**Class F discount unchanged, to remain set at 50% for a period up to 6 months then 25% for a period up to 2 years and zero discount thereafter.**

#### Long Term Empty Premium

A long-term empty dwelling is a dwelling that has been unoccupied and substantially unfurnished for a continuous period of at least 2 years. A lower rate premium applies for dwellings unoccupied and substantially unfurnished for up to 5 years and a medium rate premium applies to dwellings unoccupied and substantially unfurnished for at least 5 years and less than 10 years. A higher rate premium applies to dwellings unoccupied and substantially unfurnished for 10 years or more.

**The lower amount for long term empty dwellings to be set at 100%, the medium amount to be set at 200% and the higher amount to be set at 300%.**

## **REGULATIONS:**

The Local Government Finance Act 2012 - Regulations published:

- The Council Tax (Exempt Dwelling) (England) (Amendment) Order 2012

SI 2012/2965 – came into force on 1<sup>st</sup> April 2013

This amendment removed two of the classes from the order (Classes A and C) so they are no longer exempt from Council Tax.

- The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 - SI 2012/2964 - came into force on 1<sup>st</sup> April 2013.

S11(2) of the LGFA 1992 ("The Act") makes provision for empty homes discounts of 50%. Section 11A of the Act makes special provision for England, in relation to the empty homes discounts, providing for the discounts to be reduced in relation to certain classes of dwelling prescribed by the Secretary of State.

Section 11B of the Act (inserted by the LGFA 2012) makes provision for an empty homes premium to be charged in relation to such classes of long-term empty dwellings as the billing authority choose, subject to exceptions prescribed by the Secretary of State.

These regulations relate to England and prescribe one additional class of dwelling for the purposes of S11A of the Act and two further classes of dwelling for the purposes of Section 11B of the Act

### **The Prescribed Classes:**

**Class A** - unoccupied and furnished properties with a planning restriction of at least 28 days (second homes)

**Class B** – unoccupied and furnished properties which are not restricted by a planning condition (second homes)

Paragraph (3) of regulation 2 prescribes Classes A and B in the 2003 Regulations for the purposes of Section 11A(4) of the Act. Billing authorities in England will be able to reduce or end the council tax discount for chargeable dwellings which are **unoccupied and furnished**, and the occupation of which is restricted by a planning condition preventing occupation for a continuous period of at least 28 days in the relevant year and therefore fall within Class A. Billing Authorities will also be able to reduce or end the Council Tax discount for chargeable dwellings which are **unoccupied and furnished**, and the occupation of which is not restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in the relevant year and therefore fall within class B.

In relation to dwellings of any class prescribed by the Secretary of State for the purposes of Section 11A(4A) of the Act (inserted by section 11 of the Local Government Finance Act 2012) an English billing authority may determine that the Council Tax discounts applicable where there is no resident of the dwelling shall be replaced by any percentage of Council Tax up to 100%.

**Class C** – unoccupied and unfurnished.

**Class D** – Unoccupied unfurnished properties requiring major repairs for a period up to 12 months.

Classes C and D are prescribed by paragraph (3) of regulation 2 for the purposes of section 11A(4A). Class D is an additional class inserted into the 2003 Regulations by paragraph (4) of regulation 2 of these Regulations. Billing authorities in England will be able to decide what percentage of Council Tax to charge in relation to these classes of dwelling instead of the discount, up to the full amount. Dwellings which are unoccupied and substantially unfurnished will fall into Class D where they are undergoing, or have undergone within the last six months, major repairs, but they will only fall into this class for a maximum period of 12 months. Dwellings, which are unoccupied and substantially unfurnished will fall into Class C.

**Class E** – Sole or main residence of an individual where:

That individual is a qualifying person in relation to another dwelling provided by the Secretary of State for defence for the purposes of armed forces accommodation and for which that individual is job-related (no empty homes premium)

Would be the sole or main residence of an individual if that individual were not a qualifying person in relation to another dwelling provided by the Secretary of State for Defence for the purposes of armed forces accommodation and for which that individual is job-related (no empty homes premium).

**Class F** – property which forms part of a single property which includes at least one other dwelling and which is being used by a resident of that other dwelling, or as the case may be, one of those other dwellings as part of their sole or main residence (no empty homes premium).

Classes E and F are prescribed by paragraph (3) of regulation 2 for the purposes of section 11B(2) of the Act. These classes are inserted into the 2003 Regulations by paragraph (4) of regulation 2 of these Regulations. Billing Authorities in England will not be able to charge an empty homes premium in relation to a dwelling which would be the sole or main residence of a person but which is empty while that person resides in accommodation provided by the Ministry of Defence by reason of their employment i.e.

service personnel posted away from home (described by Class E and the definitions and schedule currently in the 2003 Regulations). Billing Authorities will also be prevented from charging an empty homes premium in relation to dwellings which form annexes in a property which are being used as part of the main residence or dwelling in that property (described by Class F in the Regulations).

- The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 - Came into force on 1<sup>st</sup> April 2019

Higher amount for a long-term empty dwelling is prescribed by Section 12 of the LGFA 2012 which inserted Section 11B into the LGFA 1992. A long-term empty dwelling is a dwelling that has been unoccupied and substantially unfurnished for a continuous period of at least 2 years. The maximum percentage by which Council tax may be increased is as follows:

- For the financial year beginning on 1 April 2019 the relevant maximum is **100%**
- For the financial year beginning on 1 April 2020 the relevant maximum is **100%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for less than 5 years.
- For the financial year beginning on 1 April 2020 the relevant maximum is **200%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for at least 5 years.
- For the financial year beginning on 1 April 2021 the relevant maximum is **100%** for long-term empty dwellings that have unoccupied and substantially unfurnished for less than 5 years.
- For the financial year beginning on 1 April 2021 the relevant maximum is **200%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for at least 5 years and less than 10 years.
- For the financial year beginning on 1 April 2021 the relevant maximum is **300%** for long-term empty dwellings that have been unoccupied and substantially unfurnished for at least 10 years.



Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Culture, Heritage & Leisure Portfolio Holder's Report –  
Councillor Stephen Higgs**

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## **2022 EVENTS PROGRAMME**

Extra funding has been made available for community events in 2022. The programme will see the return of the Fireshow and Christmas Lights Switch-On as well as other popular events including the City of Lights and open-air markets.

The City Council has met with various organisations (18 in all) who had expressed interest in being involved in the Bitts Park Queen's Platinum Jubilee celebrations on 5<sup>th</sup> June 2022. More organisations are welcome to take part. Those who attended were:

- Multi-cultural Carlisle
- Carlisle College
- Cumbria Wildlife Trust
- University of Cumbria
- Eden Project Communities
- Carlisle Healthcare
- Carlisle Vineyard Church
- Tribe Carlisle
- The Lanes Shopping Centre
- Urban Village Community Theatre
- Carlisle Matters
- Carlisle Culture
- Cumbria County Council – Community Development Team / Carlisle Libraries & Cultural Services
- Hallbankgate Hub
- Lover's Lane Community Garden
- Sustainable Brampton
- Sustainable Carlisle
- Friends of Chances Park

The City Council attended the launch event for the Hadrian's Wall 1900<sup>th</sup> Anniversary at the Great North Museum, Newcastle. Our City of Lights event will have a Roman theme and will be a part of the year-long celebrations. City of Lights will be held on 21<sup>st</sup> - 23<sup>rd</sup> October. Tickets will go on sale in the Spring. The Fireshow will return in 2022 after an absence of two years on Saturday, 5<sup>th</sup> November. More details on all the events will be announced and we recommend keeping a close eye on our Discover Carlisle website for updates.

### **SANDS CENTRE REDEVELOPMENT**

The redevelopment project continues to progress well as the project moves into the final third of delivery (1<sup>st</sup> April 2022 is week 67 out of 98). The external cladding of timber, metal and brickwork is progressing well. The Events Centre will re-open again in March after works on the buildings systems were completed to allow the two buildings to operate together when the Leisure Centre work is completed. The next phase will see the continuation of fitting out the Leisure Centre.

### **GREENING THE GREEN MARKET**

Work has started on a new project, financed by the European Regional Development Fund, to provide a temporary pop-up park in Carlisle City Centre. The new feature, located in the Greenmarket adjacent to the Old Town Hall, will provide opportunities for individuals and families to relax, eat, drink and socialise whilst in the City Centre with additional seating, artificial grass and planting.

### **CITY CENTRE FOOTFALL**

Analysis of the new city centre footfall counter has shown the positive impact of events on the numbers of people visiting. Notable increases were recorded during the Summer International Market, City of Lights and Festive Get Together events.

### **PROMOTIONS**

The Destination Management Team has been working with Avanti to promote Carlisle as City of the Month for February. This includes a competition for a 1-night stay and dinner.

### **CUMBRIA'S MUSEUM OF MILITARY LIFE – [www.CumbriasMuseumofMilitaryLife.org](http://www.CumbriasMuseumofMilitaryLife.org)**

- Museum will be open six days a week from 12<sup>th</sup> February and seven days a week from 1<sup>st</sup> April
- Carlisle's first Military History Festival scheduled for Friday, 3<sup>rd</sup> & Saturday, 4<sup>th</sup> June. Tickets for Saturday talks programme now available
- Monthly veterans' lunches scheduled for third Monday of every month - available to all veterans – must be booked beforehand
- Summer holiday plans include three family workshops for the Hadrian 1900<sup>th</sup> festival
- The Museum celebrates its 90<sup>th</sup> birthday this December



## **TULLIE HOUSE**

**To the Edges of Empire** – this exhibition explores the deeper history of the Roman Empire through stunning spotlight loans from major institutions including the British Museum, National Museums Scotland and the Fitzwilliam Museum in Cambridge. The exhibition will explore the power, vastness and geographical reach of the Roman Empire, and investigate how this has helped shape our world. Objects on display will include the spectacular Newstead Helmet and the Ilam Pan.

**Uncovering Roman Carlisle** – in 2017 archaeological investigators discovered the remains of a 3<sup>rd</sup> century Roman Bathhouse at Carlisle Cricket Club, Stanwix. This new exhibition tells the story of the 2021 community excavation of the site, with the exciting discoveries explored through the stories of the people that found them. The exhibition is part of Uncovering Roman Carlisle, an 18-month community archaeology programme delivered in partnership by Carlisle City Council, Carlisle Cricket Club, Wardell Armstrong LLP [project archaeologists] and Tullie House, and is funded by the National Lottery Heritage Fund. There is a major talks and events programme for adults, families and schools linked to the exhibition – more detail to be announced soon. In addition, we will be showing a photography exhibition in the Gardens – ‘Our Hadrian’s Wall’ celebrates how HW is a much-loved feature of our landscape through photos taken by our community.

As part of the Thriving Communities project delivered in partnership with Carlisle City Council, Cumbria Wildlife Trust, Prism Arts, Susie Tate Projects and Carlisle Healthcare, the Inside Out programme aimed at adults experiencing loneliness and isolation as a result of Covid-19 is coming to Currock and Longtown Community Centres with more venues being recruited.



Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Communities, Health and Wellbeing Portfolio Holder's Report –  
Councillor Elizabeth Mallinson**

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## **CUSTOMER SERVICES**

Customer Services have been operating in secure bubbles as we navigate through the Omicron wave. This has been successful as we have isolated affected team members whilst maintaining their ability to work from home if the severity of their symptoms allows. This has allowed us to maintain services across all contact channels, including the Contact Centre, which has remained fully open throughout.

Footfall in the Contact Centre is approximately 65% of pre-covid levels, although we are seeing that increase over the last two weeks to around 75%. This is mainly due to our customers changing how they interact because of the Covid Pandemic. The majority of face-to-face visits centre around Benefits and Council Tax advice for the less digitally inclusive or more complicated cases, which validates our push to remain open.

Telephone, email, and web interactions are higher than pre-covid levels, with web interactions seeing the biggest rise of 111%.

Customer Service are preparing to support queries for the recent announcements surrounding Council Tax. We are also working closely with the departments responsible for administering Business Grants to provide the correct advice at the first point of contact.

## **DEFENCE EMPLOYER RECOGNITION SCHEME AND THE ARMED FORCES COVENANT**

Carlisle City Council has submitted its Expression of Interest to apply for the Gold Award of the Defence Employer Recognition Scheme. The scheme encourages employers to support defence and inspire others to do the same. The scheme recognises employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the [Armed Forces Covenant](#). The Council received the Silver Award in 2020, with the Gold Award application due to be submitted by the middle of March.

As part of the Council's advocacy work and action to achieve the Gold Award, the Council is re-signing the Covenant on 7<sup>th</sup> March 2022, and inviting partner organisations and businesses to sign it with us.

### **ARMED FORCES BILL 2021**

The Armed Forces Act gained Royal Assent in Parliament on 15<sup>th</sup> December 2021. It enshrines the Armed Forces Covenant in law to help prevent service personnel and veterans being disadvantaged when accessing essential services like healthcare, education and housing. The Bill has also renewed the Armed Forces Act 2006, following the Acts of 2011 and 2016. Carlisle City Council will continue to work with partners and the Cumbria Armed Forces Covenant Partnership to respond to the duties within the Bill.

The Government has also launched a review into the treatment of LGBT veterans. The review will provide information and recommendations on:

- The potential impact that the ban may have had on LGBT veterans, including the consequences for their future lives
- The accessibility of veterans' services for LGBT ex-Service personnel
- How the government can ensure that LGBT veterans are recognised and fully accepted as members of the Armed Forces community

### **PARTNERSHIPS**

The Place Coordinator has been recruited and started on Wednesday, 16<sup>th</sup> February. The post is to deliver the four-year Place Standard National Lottery funded project - hosted by the Carlisle Partnership.

The Business Administration Apprenticeship has been readvertised and generated a good response rate from applicants. Interviews are scheduled for Tuesday, 22<sup>nd</sup> February 2022. This post will support the work of Carlisle Partnership and City Council Partnerships activity. The Apprenticeship training will be delivered in partnership with Carlisle College.

The next Carlisle Partnership Executive will be hosted by the City Council in the Cathedral Room on Monday 7<sup>th</sup> March. This will be our first face to face gathering since the start of the pandemic and an opportunity to showcase the newly refurbished and developed Civic Centre ground floor. This will also be an opportunity to test hybrid meetings with the opportunity for those who can't attend in person to join us virtually.

The Carlisle Community Resilience Group (CaCRG) continues to meet monthly. The next meeting (date tbc) will now shift from the full forum to themed sub-groups only

- Communities Network,
- WHO Carlisle Health Forum,
- Children & Families
- Welfare Reform Board

these sub-groups feed into the Cumbria Wide Recovery Framework.

### **COMMUNITY NETWORK**

The Healthy City Team has been working closely with both the CVS and Cumbria County Council on a proposal for a Community Network Event. Community groups were invited to an event last month at Tullie House to gauge interest in being involved in a community network. There was strong support for this and a steering group will be formed ahead of the first Community Network meeting.

### **PHYSICAL ACTIVITY REFERRAL PATHWAY**

We are continuing to work with the County Council, Community Development Team and Cumbria CVS to develop a physical activity on referral pathway for the City in partnership with the lead social prescribers from Carlisle Healthcare and Carlisle Network Primary Care Network (PCN). This is to be a pilot programme and is funded jointly by both City and County Council using underspent monies from the previous Sports Hardship Fund.

### **HEALTH WALKS**

Both the Health Walks and the Tuesday Trundles restarted in January and both sets of walks are continuing to be well attended.

### **FOOD CARLISLE PARTNERSHIP**

The partnership continues to be busy with the following updates:

- The Sustainable Food City Coordinator presented to the WHO Healthy Cities Network on food resilience and Covid 19 in the Carlisle District
- The partnership is planning a “Food at the Frontier” event – a celebration of the Hadrian’s Wall 1900<sup>th</sup> Anniversary and all things food along the wall
- Collaboration with Cumbria Organic Gardeners and Farmers, and Garden Organic, to increase community engagement on No-Dig Allotment and Soil Regeneration Site
- Shared learning on work linked to Healthy Weight Declaration to Food Active, working alongside Cumbria County Council



Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Environment & Transport Portfolio Holder's Report –  
Councillor Nigel Christian**

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### **ELECTRIC CAR CHARGING PROJECT (SOSCI)**

The SOSCI (Scaling On-Street Charging Infrastructure) research project to roll out electric car charging points is nearing its completion and all the charge points are installed. Five of them, however, await connection by Electricity North West Limited. A charge point at Union Lane, Brampton, was demolished by an out-of-control car over Christmas. The feeder pillar, charge points and barrier have all been replaced and is also waiting for ENWL to reconnect the power. A final report will be submitted to Innovate UK, the project sponsor, including details of the learning from the project.

**Fleet challenge** As part of our efforts to reduce carbon emissions from Council fleet operations, staff are currently trialling different fully electric vans.

### **NEIGHBOURHOOD SERVICES**

The Council continued with its campaign over Christmas focussed on fly-tipping at our recycling sites. Cameras, operated under very clear signage, were placed at four of the main supermarket recycling sites. Whilst this problem continues, it is clear that the volume of waste being dumped is reducing with less time spent year on year on the clean-up effort. Evidence is being assessed and currently 51 warning letters are being progressed.

Following successful trials, including across the Christmas campaign, the Enforcement Team have purchased a new camera that will be deployed to tackle fly-tipping.

When needed, the Council continues to refer cases to the Magistrates' Court for prosecution. A recent case resulted in a fine of £660 for a man, who failed to produce waste transfer notes relating to the business he was running, following investigation by Officers into a fly-tipping incident. Due to the covid pandemic, a number of cases are still

awaiting hearing as the courts work to clear the backlog. Currently, the Council has 55 cases awaiting court hearing.

## **PARKING**

Following the announcement at Council meeting on Tuesday, 1<sup>st</sup> February 2022, Executive met on 21<sup>st</sup> February 2022 to consider the introduction of a new parking offer this year to support recovery of the high street. This offer will provide free parking every weekend and every Bank Holiday and Public Holiday for twelve months starting from April 2022 in City Centre pay and display car parks. This includes the extra Public Holiday this year to celebrate the Queen's Platinum Jubilee. In addition, to support and encourage visitors during the week, customers using City Council pay and display car parks in the City Centre will pay a reduced parking charge of £1.00 for the first hour of parking, down from £1.30.

Visitors to Talkin Tarn car park will also note that the Council has again frozen the parking charges for the first hour of parking. £1.20 for first hour. We have also doubled the number of annual permits available at Talkin Tarn providing exceptional value for regular visitors, increasing the number of permits from 40 to 80.

## **PHASE 3 PUBLIC SECTOR DECARBONISATION SCHEME (PSDS) UPDATE**

Phase 3 PSDS supports the installation of low-carbon heating measures, alongside heat reduction and energy efficiency measures, as part of a 'whole building' approach within public sector buildings. If successful, this funding will support the delivery of the Carlisle City Council Heat Decarbonisation Plan - the development of which was funded by the successful bid to the previous round - Phase 2 PSDS. Salix – the assessors of the PSDS programme - have contacted the Governance & Regulatory Services Team with queries, but they are still reviewing the application.

## **GREEN SPACES AND GROUNDS MAINTENANCE**

Tree planting work has been ongoing over the winter months with 84 'standard' trees being planted across the City in our parks and green spaces.

The Grounds Maintenance Team is continuing to upgrade equipment with modern battery powered tools which have the benefits of reduction in noise, emissions and lower servicing costs.

## **TALKIN TARN PARK RUN**

During January, Park Run started at Talkin Tarn with 220 runners attending the first event. It has been really well received and well supported by runners in and around the Carlisle area. It has also brought in additional income to the Tearoom with the increased footfall.



Meeting Date: 4<sup>th</sup> January 2022

Public/Private\*: Public

Title: **Economy, Enterprise & Housing Portfolio Holder's Report**

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### **EMPTY HOMES**

During 2021 Carlisle City Council are very pleased to state that there has been a very significant 35% reduction in empty homes within the district (one of the highest in the country). In November 2020 there were 1014 empty homes listed (without exemptions) and by November 2021 this had been reduced 656.

Carlisle City Council continues to strive to reduce empty homes, which are a blight on communities, across the district. Current support, action and initiatives include:-

- Providing a dedicated Empty Homes Officer working (3 days a week) operating proactively as well as reactively regarding Empty Homes
- Offering a Council backed empty homes grant offer. The grant targets homes that have been empty for two years or more and the letters sent offering the grant also outlined all other support available from the Empty Homes Officer
- An Increase of Premium Council Tax rates has been introduced in 2021. Properties that are now empty for 2 - 5 years will pay double annual Council Tax rate; properties empty for 5 -10 years will pay treble the annual Council Tax rate and those properties that have been empty for 10 years plus will be required to pay quadruple the annual Council Tax rate.
- Proactive independent and unannounced visits are undertaken to properties that have been empty for two years or more – to assess condition and to take action where necessary
- The Empty Homes Officer also works with the Homelessness Department – identifying potential homes and introducing owners
- Procurement activity has been undertaken to reach an agreement through a company called NBe to provide a bespoke 1-2-1 Empty Homes Service for our owners in the Carlisle district. NBe will provide assistance such as providing quotes, obtaining contractors and overseeing all aspects of a renovation/refurbishment project. They can also provide assistance with financial support

- Where owners are not compliant to resolve negative issues then enforcement activity is taken. The increased use of enforcement includes the use of Community Protection Notices, Enforced Sales process, Disamenity action (Sect 215), Abatement Notices, etc.

The Council introduced a positive initiative to reduce empty properties in the Brampton and Hallbankgate areas last year, in partnership with Brampton Rural Housing Trust (who have been providing affordable homes for local people in the Brampton area since 1926). The scheme provides grants of 40% towards the purchase price and 50% of refurbishment costs, to bring homes that have been empty for more than six months back into use, to be let at affordable rents to local people. The grants are funded through affordable housing 'commuted sum' funding held by the Council, provided by developers through planning obligations, with the balance provided by Brampton Rural Housing Society.

### **CITY CENTRE FOOTFALL**

December saw significantly higher footfall levels as the high street benefitted from the Christmas season. The month saw footfall levels rise by 32% above the September - November average. In total, the footfall counter recorded 465,002 people passing through Scotch Street. The highest daily footfall recorded for the year was on Saturday, 18<sup>th</sup> December 2021 which saw a footfall count of 27,261. High footfall figures have also been seen outside of December, with Saturday, 13<sup>th</sup> November 2021 recording the second highest footfall figure of 23,081 and Saturday, 28<sup>st</sup> August recording the third highest footfall figure of 22,587 (in part due to the effect of the international market).

### **UKREiiF**

Carlisle City Council Economic Development Teams will be attending the UK's Real Estate Investment and Infrastructure Forum annual event for the first time in Leeds in May. This will be an opportunity to promote Carlisle's offer alongside over 100 other exhibitors. 5,000 delegates have already registered to attend in person number with over 1,000 scheduled to join virtually. Over 250 speakers and showcase stands featuring national and international brands will attend as part of the three-day programme. This event is the platform for the public sector to showcase the scale of developments in their areas and set out potential investment opportunities to investors, developers and occupiers from around the globe that are based here in the UK. The Corporate Director for Economic Development will be speaking as part of the programme which will include a breakout session all about Carlisle for delegates to attend. Our Economic Development team are working on the content and presentations to feature all of the investment opportunities here in Carlisle and ensure we raise our profile to an audience of key players, influencers and decision makers within the investment and real estate markets while connecting and facilitating new relationships to drive economic growth through regeneration and development.

## **“JUST MESSIN”**

“Just Messin” is a creative play centre from baby to age 11, a new business which opened during the pandemic, and is situated in Botchergate.

It hosts a baby and toddler booth with a bespoke wooden wall track and wall toys encouraging babies to stand, a Lego and Craft Station, outdoor themed role play area complete with stage, dress up area and an older children’s Chill Zone.

“Just Messin” also provides bespoke birthday experiences with different themed parties and regularly hold events in the school holidays such as Princess Singalongs, Rainbow Wishes Foundation, Craft Events, Magic Shows and Animal Encounters.

Autism friendly sessions are also regularly held, both midweek and weekends, as it was felt that there were few places in Carlisle that cater for this.

Bee Unique Autism Charity became aware and offered support to run the sessions and provide a subsidy to help those families in need.

The Charity are pleased to work with “Just Messin” to provide a much needed and valued service in Carlisle.

## **THE LANES**

A number of local businesses will be taking space within the Pop Up Shop at The Lanes in the coming months. The space enables small local companies to sample trading within a store environment in Carlisle City Centre. Businesses confirmed for March and April include Fairy Sawdust, Manor Barn Organics, Spot and Bear Interiors, JK Photography, Natural Collective and Soluna Wax”.

## **CITY CENTRE TASKFORCE**

- The first meeting of the Town Centre Task Force was held in November 2021 and was attended by representatives of the various sectors within the city centre - hospitality, transport, retail etc - and voluntary / community representatives
- The taskforce has met a second time in February and discussed the upcoming events in the city centre and the strategy and projects for developing the visitor economy



Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –  
Councillor Gareth Ellis**

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## **FINANCIAL SERVICES**

The budget for 2022/23 was agreed at the previous Council meeting on 1<sup>st</sup> February and the changes proposed are now being incorporated into managers budgets in readiness for 1<sup>st</sup> April.

Work continues to be undertaken in support of the LGR process and preparations are being made for the year-end closedown and production of the Statement of Accounts for 2021/22.

## **HR & PAYROLL**

- **LGR:** The HR & Payroll Manager is actively involved in the LGR HR/OD workstream acting as joint lead for various work packages including Resourcing, Policy and Pay and Grading.
- **COVID-19:** The team has continued to support staff and managers with Covid needs including supporting communications through updated FAQs and guidance documents
- **Returning to the Civic Centre:** From 19<sup>th</sup> January the government is no longer asking people to work from home if they can. The team had been actively supporting work streams relating to the Civic Centre once again becoming the main place of work.
- **Kickstart:** Two Kickstart employees joined the team in November to help create some capacity to support the iTrent implementation and a Data Retention Project. The Kickstart's will be employed for a six-month period and the programme is being accessed via Cumbria Chamber. The Kickstart's are over two months into their contract and are settling in well
- **Occupational Health:** Choose OH, the Council's Occupational Health provider, met with the team to preview the new referral system. The implementation of this new system has been paused while OH further develop the functions that would allow for a more streamlined OH referral process

- **Special Severance Payments Guidance Consultation:** Consultation closed on 13<sup>th</sup> August 2021. We await the government's response to the consultation which will inform the approach for both Carlisle City Council and the new Cumbrian authorities

## **ORGANISATIONAL DEVELOPMENT**

Carlisle City Council achieved the Continuing Excellence Better Health at Work Award and continues to provide support and guidance to the workforce. We also provide some advice to other organisations as part of the award evidence and sharing of best practice.

## **ICT UPDATE**

- Revs and Bens services move to Hosted eClaim and Forms for Carlisle, and Copeland are live and work is continuing for Allerdale due to some configuration issues with the product
- ICT workload and priorities presented to SMT which highlighted areas that we can engage with 3rd parties to provide services. Costs and options are being gathered to be returned for SMT approval
- Iken (Legal System) has been upgraded and migration to new Windows 2019 server so old Windows 2008 server has now been decommissioned
- Windows 10 upgrade to 20H2 – rollout to Windows 1909 (interim step) has started on end user laptops then once complete rollout of 20H2 will commence
- Windows 2008 server for the flexi system has now been decommissioned after not renewing the contract
- Civica Lalpac (Licensing) migration to new servers has been scheduled with the supplier for March
- LGR – working on the requirements for the Shadow Authority requirements, Microsoft contract, and day 1 options/priorities

## **ELECTORAL REGISTRATION**

Plans are underway for the Cumberland Council Elections on 5<sup>th</sup> May, with staff and venues being approached for availability. The Count for the 18 wards will be held at 10.00 p.m. on Thursday, 5<sup>th</sup> May in the Civic Centre.

## **INFORMATION MANAGEMENT – LEGAL SERVICES**

- Recent counts for information requests (From 11<sup>th</sup> December 2021 – 6<sup>th</sup> Feb 2022):
- Environmental Information Regulations requests received - 10
- Environmental Information Regulations requests responded to - 6
- Freedom of Information Act requests received – 98
- Freedom of Information Act requests responded to - 82
- Data Protection Act requests received – 4
- Data Protection Act requests responded to – 5

Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Leader's Portfolio Holder Report –  
Councillor John Mallinson**

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## **BORDERLANDS INCLUSIVE GROWTH DEAL**

### **Carlisle Projects**

Good progress continues to be made on Carlisle projects - Carlisle Station and Citadels:

#### *Carlisle Station*

- The County Council have produced the consultation feedback report and the response was strongly supportive of the scheme and the proposed designs. These public views will be used to finalise the scheme designs
- The final design options are being progressed by the appointed design and build contractors - Story Contracting for the work to the Northern Gateway (Court Square) and Eric Wright Civil Engineering for the work on the Southern Gateway (to the rear of the Station)

#### *Citadels*

- The Department for Levelling Up, Housing and Communities (DLUHC) have allocated £50m of Borderlands Growth Deal funding to support the delivery of the project
- The planning application for the scheme is being progressed by the University of Cumbria, working closely with the City Council as the local planning authority and Historic England to refine the proposals
- The land assembly required for the delivery of the project is also being finalised, with both the City Council and County Councils having agreed to transfer their land and property assets to the University

#### *Caldew Riverside*

- Following the completion of the detailed site investigations works an 'Interpretative Report' has now been produced, which set out the nature and location of the contamination and options for remediation. This report has been shared with the Environment Agency for comment – as their approval will be required

- A full Remediation Strategy which will be produced in Spring 2022, will set out the approach for dealing with the contamination associated with the former gas works. However, the Council will be delivering the first phase of remediation in advance of this and will involve the removal of underground storage tanks from the lower portion of the site

### **Central Plaza**

- Plans for the redevelopment of the former Central Plaza site continue to be progressed as part of the Future High Street Fund
- Detailed structural survey works are now underway to understand what specification will be required to retain the retaining walls that run along West Walls and Victoria Viaduct. This will also enable a better understanding of potential constraints to redevelopment
- Specialists are now undertaking further design and feasibility work to identify development options that could be delivered by the City Council using the FHSF funding and within the timeframe of the programme, which is March 2024

### **CARLISLE AMBASSADORS**

Carlisle Ambassadors met today 1<sup>st</sup> March 2022 at the Halston Aparthotel. Today's meeting themed 'Business Growth' was attended by 180 delegates with 16 business showcase stands. The agenda included speakers from: Premier and new members 32 West. Jason Gooding provided an update on Local Government Review and our major regeneration projects update was given by Jane Meek.

The membership has continued to grow with the number of businesses now at 355 just in time for Carlisle Ambassador's 7<sup>th</sup> birthday, coincidentally held at the Halston where the first meeting took place.

### **ENGLAND'S HISTORIC CITIES CONSORTIA**

The latest meeting of the consortia was held on Tuesday, 8<sup>th</sup> February 2022. The 13 member cities came together with Visit Britain to review the evaluation of the Discover England Funded project 'England Originals' and forward plan to ensure that the work continues to build on the legacy of the project to attract visitors to our historic cities. The agenda included discussion on benchmarking 2020 data, an update from Visit England/Visit Britain and discussion on Phase 2 Escape the Everyday campaign. The Consortia also received the detailed and costed England Originals Action Plan 2022/23. This Action Plan will ensure the legacy activity to support domestic as well as international trade recovery of the visitor economy is carried out across all our Historic cities.



Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Business & Transformation Scrutiny Panel Chair's Report –  
Councillor James Bainbridge**

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As is the norm with the January meeting, the first few items on the agenda are further considerations of the proposed budget in terms of revenue, capital and draft treasury management. Given that these reports have been agreed and accepted by the Council at the recent budget meeting, it is best to say that these areas have subsequently been settled in full by the Council prior to the Chairman's report being compiled and issued.

We had a polite and frank discussion on the Future Scrutiny Task and Finish Report. A special note of gratitude should be given the members and officers who have worked on the Task and Finish Group. Members if they are amenable to further information in this area, would be more than welcome to access the report via CMIS or through their MSO's. After a vote it was resolved to request that the Monitoring Officer be requested to discharge their function in progressing the matter towards a decision by Council prior to the end of the present Civic Year.

Lastly, we undertook, in Part B, our quarterly review of ITC services and received the up-to-date RAG rating for the Service. For clarity RAG is the red, amber and green positional risk statement that highlights areas for further concerns, or not. Officers were able to give a professional and open position as to the current issues facing the service.

Full details of the discussions are to be found within the Minute Book

**Cllr James Bainbridge**  
**Chairman**



Meeting Date: 1<sup>st</sup> March 2022

Public/Private\*: Public

Title: **Economic Growth Scrutiny Panel Vice Chairman's Report –  
Councillor Keith Meller**

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The Economic Growth Scrutiny Panel meeting agenda encompassed the City Centre cross over items on the work programme which will save time further through the programme.

The Head of Regeneration presented reports City Centre Strategy.

The Panel sought assurances to clarify the strategy vision to enable the general public to accept the view and back the development necessary to fulfil the ambition of the Town Investment Plan.

Further questions were put towards the detail, what area constituted the City Centre? How was it proposed to improve the public realm such as the Central Plaza site, particularly the pedestrianised area the Green Market, the covered Market Hall, the Historic Quarter and the Castle.

Central Government Funding was enabling the city to carry out this regeneration programme and the Panel sought assurances the money could not be diverted to elsewhere by a new cabinet for Cumberland Authority should they deem this preferable. The Panel expressed their support for the programme projects and strategy, asking for more detail which the Corporate Director of Economic Development undertook to provide with links to background documentation and summaries of key findings.

The Head of Regeneration presented report Economic Strategy and Visitor Economy. The report sets out to promote the visitor economy via marketing and an events programme. Carlisle is a member of the English Originals Consortia marketing the city to the American market and a member of England's Historic City Consortium marketing our city to the UK market. As such we have received funding from the Department of Culture Media and Sport to showcase our city's history.

The Panel sought assurances that our rural areas would be included and to that end were informed the Council had, in conjunction with Eden, been developing a Rural Strategy, members would be invited to feed into that strategy. The Panel also sought the Council to make the most of Hadrian's Wall Footpath visitors by promoting to those responsible to re-instate the public transport links by road and rail to Gilsland so tourists can access the Wall directly to and from Carlisle.

The Panel noted the report and the Head of Regeneration resolved to send further information from the English Historic Cities Consortium listing outputs and outcomes relating to Carlisle

Full details of the discussions are to be found within the Minute Book

**Cllr Keith Meller**  
**Vice Chairman**

# Carlisle City Council

## Report to Council

Item  
16.

Meeting Date: 1 March 2022  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Policy and Budget Framework: Yes  
Public / Private: Public

Title: Capital Budget Overview & Monitoring Report: April to December 2021 – Carry Forward Approval  
Report of: Corporate Director of Finance and Resources  
Report Number: RD 77/21

### Purpose / Summary:

This report provides details of a request to carry forward capital budget from 2021/22 into 2022/23 following consideration of the April to December 2021 Capital Budget Overview and Monitoring Report (RD71/21) by Executive at its meeting on 21 February.

### Recommendations:

Council is asked to:

- (i) Approve the re-profiling of capital projects, as carry forward requests, totalling £4,295,300 to 2022/23 as set out in the report.

### Tracking

Executive:	21 February 2022 (RD71/21)
Scrutiny:	24 February 2022 (RD71/21)
Council:	1 March 2022

## 1. Background

- 1.1. This report provides details of a request to carry forward capital budget from 2021/22 into 2022/23 following consideration of the April to December 2021 Capital Budget Overview and Monitoring Report (RD71/21) by Executive at its meeting on 21 February.

## 2. Carry Forward Approval Request

- 2.1 An initial review of the 2021/22 capital programme has been undertaken to identify updated and accurate project profiles and the Executive approved a recommendation be made to Council to reprofile £4,295,300 from the 2021/22 capital programme into 2022/23 as follows:

Scheme (relating to carry forwards only)	Annual Budget 2021/22	Carry Forwards 2022/23	Revised Annual Budget 2021/22
	£	£	£
Future High Street Fund	1,536,000	(1,119,300)	416,700
Bitts Park Public Realm	32,000	(32,000)	0
Sustainable Warmth Competition	2,210,000	(2,210,000)	0
Disabled Facilities Grants	3,387,200	(800,000)	2,587,200
Planned Enhancements to Council Properties	458,800	(80,000)	378,800
IT Infrastructure	493,600	(54,000)	439,600
<b>Total</b>	<b>8,117,600</b>	<b>(4,295,300)</b>	<b>3,822,300</b>

## 3. Risks

- 3.1 The ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.

## 4. Consultation

- 4.1 Consultation to date.  
Portfolio Holders, SMT and Business and Transformation Scrutiny Panel have considered the issues raised in this report.

## 5. Conclusion and reasons for recommendations

- 5.1 Council is asked to:
- (i) Approve the re-profiling of capital projects, as carry forward requests, totalling £4,295,300 to 2022/23 as set out in the report.

## 6. Contribution to the Carlisle Plan Priorities

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

Contact Officer: Emma Gillespie

Ext: 7289

**Appendices attached to report:**

- None

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 Council has a fiduciary duty to manage its finances properly and the proper reporting of the budget monitoring is part of this process.

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.





# Report to Council

Item  
17.

Meeting Date: 1 March 2022  
Portfolio: Finance, Governance and Resources  
Key Decision: No  
Within Policy and Budget Framework YES  
Public / Private Public

Title: PAY POLICY STATEMENT 2022/23  
Report of: Deputy Chief Executive  
Report Number: RD 78/21

## Purpose / Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy for 2022/23 is attached to this report for Member approval (Appendix A).

## Recommendations:

The Council approves the 2022/23 Policy Statement on Chief Officers' Pay, including approval for the 2022/23 Pay Policy to be automatically updated to reflect any future nationally negotiated pay awards which may be approved during 2022/23, except where any award has the effect of increasing the pay gap between Chief Officers and our lowest paid employees, in which event the policy will be resubmitted for full Council approval.

## Tracking

Employment Panel:	<b>7 February 2021</b>
Overview and Scrutiny:	<b>Not applicable</b>
Council:	<b>1 March 2022</b>

## **1. BACKGROUND**

- 1.1 The Localism Act 2011 (Sections 38 to 43) introduced a requirement on all English and Welsh authorities to produce and review a pay policy statement for Chief Executives and Chief Officers on an annual basis.
- 1.2 The pay policy must set out the council's policies in relation to:
- the remuneration of its Chief Officers
  - the remuneration of its lowest-paid employees, and
  - the relationship between –
    - the remuneration of its Chief Officers, and
    - the remuneration of its employees who are not Chief Officers.
- 1.3 The definition of 'lowest paid employees' must be stated along with the reasoning behind adopting that definition. Policies in respect of Chief Officers must also be included relating to:
- the levels and elements of remuneration
  - remuneration on recruitment
  - increases and additions to remuneration
  - the use of performance related pay
  - the use of bonuses
  - the approach to any payments on their ceasing to hold office under or to be employed by council
- 1.4 It is approved annually by full Council as recommended by the Employment Panel. Approval must be before the end of the 31 March immediately preceding the financial year to which it relates but may be amended during the year if need be, subject to Council approval.

## **2. PAY POLICY STATEMENT 2022/23**

- 2.1 The Council implemented the recent increase in the Foundation Living Wage rate (FLW) on 1 January 2022 which uplifted the lowest pay point in the council's pay to grading structure (Pay point P1), see Appendix B. The rate increased from £9.50 to £9.90 per hour. In contrast the National Living Wage (NLW) increased from £8.91 to £9.50.
- 2.2 Table 1 in the policy attached (Appendix A) provides the latest pay details and relevant ratios between Chief Executive, Deputy Chief Executive, Corporate Directors and other employees.
- 2.3 It should be noted that NJC national pay negotiations for 2021/22 are currently ongoing with Trade Unions in the process of balloting members on industrial action having rejected the employers offer. The 2022/23 national pay award negotiations are yet to commence. It is unlikely that any award will be advised

before 1 April 2022.

- 2.4 The salary for all Chief Officers reflects the Chief Officers' Pay Agreement as of 24 August 2020 applicable from 1 April 2020 as national pay negotiations have also not yet concluded. Negotiations around any 2022/23 pay award is yet to commence.
- 2.5 When any national pay award is eventually applied it is anticipated that this will have minimal effect on the ratio figures referred to in the policy (Table 1). On this basis it is not intended to bring the policy back to council when any national pay award is applied, except in circumstances where the effect of that award is to increase the gap between Chief officers and our lowest paid employees.
- 2.6 For clarity the figures used in the attached policy are based on the council's pay and grading structure as at 1 January 2022 which includes the recent FLW increase and is pending confirmation of any pay award for 2021/22 and 2022/23.

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

- 3.1 Council approves the 2022/23 Policy Statement on Chief Officers' Pay.
- 3.2 The Employment Panel is responsible for recommending to Council matters relating to pay and employment conditions. The Employment Panel approved the 2022/23 Pay Policy Statement on Chief Officers Pay for recommendation to Council on 1 March 2022, including approval for the 2022/23 Pay Policy to be automatically updated to reflect any future nationally negotiated pay awards which may be approved during 2022/23, except where any award had the effect of increasing the pay gap between Chief Officers and our lowest paid employees, in which event the policy would be resubmitted for Full Council approval.
- 3.3 The Statement meets the requirements of the Localism Act.

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

- 4.1 The Policy Statement on Chief Officers' Pay exists to provide Members and the general public with a transparent framework in which Chief Officers are paid and rewarded for their work and instill confidence in the public.

**Contact Officer:**            **Darren Crossley**

**Ext:**    **7004**

**Appendices:**        **Appendix A – Pay Policy Statement 2022/23 for Chief Officers**  
                              **Appendix B – Pay and Grading Structure**

**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** – S38 of the Localism Act 2011 requires that we must publish each year a pay policy statement setting out our policies relating to:

- The remuneration of Chief Officers
- The remuneration of our lowest paid officers
- The relationship between the remuneration of the Chief Officers and employees that are not Chief Officers.

The Policy must state our definition of ‘lowest paid employees’ together with our reasoning and it has to explain:

- Chief Officer levels on appointment/progression and increases and additions
- Performance related pay
- Bonuses
- Payment on ceasing to hold office

The Policy must be published in a manner deemed by the Council to be appropriate and this must include publication on the authority’s website.

**FINANCE** – The costs of the Chief Officer’s Pay are contained within the Council’s Revenue budget.

**EQUALITY** – Not applicable

**INFORMATION GOVERNANCE** – Not applicable



**PAY POLICY STATEMENT 2022/23  
FOR CHIEF OFFICERS**

# **CARLISLE CITY COUNCIL**

## **PAY POLICY STATEMENT FOR CHIEF OFFICERS**

### **1 Introduction and Purpose**

- 1.1 This pay policy statement sets out Carlisle City Council's approach to Chief Officers' pay in accordance with the requirements of section 38 to 43 of the Localism Act 2011.
- 1.2 The purpose of this statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
  - the methods by which salaries of all employees are determined
  - the detail and level of remuneration of its most senior employees i.e. 'Chief Officers' as determined by relevant legislation
  - the detail and level of remuneration of the lowest paid employees'
  - the relationship between the remuneration for highest and lowest paid employees
  - the Panel responsible for ensuring that the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to full Council.
- 1.3 Once approved by the full Council, this policy will come into immediate effect for the 2022/23 financial year.
- 1.4 Due to Local Government Re-organisation (LGR) it is anticipated that this is the final pay policy statement for Carlisle City Council. Where amendments are required to the policy during the 2022/23 year, these will be subject to approval by full Council. The only exception is where the policy will be automatically amended to reflect any nationally negotiated pay awards. However should any nationally negotiated pay award have the effect of increasing the pay gap between Chief Officers and our lowest paid employees the policy will be brought back to Council for approval.

### **2 Aims and principles**

- 2.1 Carlisle City Council's aim to offer a remuneration package which is fair and equitable, complies with all the relevant legislation, enables it to attract and retain quality staff that will achieve its strategic and operational objectives and is underpinned by the need to achieve value for money having regard to its financial restraints.

### **3 Definitions**

- 3.1 The Council's Senior Employees are those which fall under the definition of 'Chief Officers' as contained within section 43 of the Localism Act 2011. These are the Chief Executive, Deputy Chief Executive and Corporate Directors.
- 3.2 *Lowest paid employees* are those on grade A (£19,100) per year in April 2022. The Council uses this definition as it is the nearest equivalent to the old 'manual' grades which existed before job evaluation was used to determine pay and before Single Status was implemented. Jobs at this level are relatively straight forward, quick to

learn and require limited pre-existing knowledge.

3.3 *Employment Panel* is a politically balanced (reflecting the balance of the different parties that make up the Council) group of Councillors who are responsible for recommending to Council pay and conditions for employees.

3.4 *Multiplier* is the ratio of pay between Chief Officers and other employees (at full time equivalent rates) i.e. the pay for the chief officer divided by that for the lower paid employees.

## **4 Pay Structure**

4.1 The Pay Structure and pay related allowances for all employees below Chief Officer level (except apprentices and any employee on a “permitted work” scheme) is detailed in the document *Pay Policy and Arrangements* which was approved by Council initially in November 2009, following extensive consultation with staff, and updated in December 2013 to implement the Foundation Living Wage increase with other regular updates to reflect increases to the foundation living wage and national pay awards. It is a local pay and grading structure which uses some of the nationally negotiated pay spines configured into local pay grades. Nationally negotiated cost of living awards are applied to those spine points that form part of the local pay structure.

4.2 From time to time, it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular knowledge, experience, skills, and capacity. The document *Pay Policy and Arrangements* details these.

## **5 Chief Officer Remuneration**

5.1 Terms of employment for Chief Officers in Carlisle City Council are derived from a number of sources:

- pay rates determined by Carlisle City Council
- cost of living awards as negotiated nationally between the Local Government Employers’ Organisation and the recognised trade unions and applied to existing pay grades
- nationally negotiated terms and conditions of employment for Chief Officers and Chief Executives as appropriate
- policies determined and approved locally by Carlisle City Council

## **6 Responsibility for determining pay and allowances**

6.1 The Employment Panel is responsible for proposing the pay and grading structure to Council.

6.2 In the case of Chief Officers’ pay, the Employment Panel may seek advice from a suitably experienced external organisation such as North West Employers’ Organisation (NWEO) to inform their recommendations.

- 6.3 Pay rates (including car allowances) for the Town Clerk and Chief Executive are reviewed each time the job is vacant and may be reviewed between these periods on a decision by the Chair of the Employment Panel following a request from the post holder. A review can result in the pay remaining the same, an increase or a decrease. Market rates for District Councils form the basis of any review. The pay rate is a single pay point, within a three-point salary band, and determined on appointment by the Employment Panel and is based on experience of the successful candidate.
- 6.4 In the case of the other Chief Officer posts, these are reviewed when organisational structural changes take place and uses the Local Authority Senior Staff job evaluation scheme to determine the rank order, and market rates for a District Council to set the pay grade. The pay grades consist of three pay points.
- 6.5 Table 1, paragraph 10, gives current pay rates.

## **7 Elements of the remuneration package for Chief Officers**

- 7.1 This is made up of
- actual pay as determined by the Council
  - car allowance of 9.09% of salary or participation in the Chief Executive or Chief Officer Car Lease Scheme to the same value.
- 7.2 Pay for the Town Clerk and Chief Executive consists of three pay point within a salary band plus car allowance as detailed above. This rate includes returning officer duties for elections relating to Carlisle City Council. Fees for election duties for other elections (County Council, national and European elections) are paid as an additional sum at the rate prescribed by government as and when each election occurs. The pay point may be reviewed on a decision by the Chair of the Employment Panel, following a request from the post holder.
- 7.3 Pay for the Deputy Chief Executive and Corporate Directors consists of three-point scales and, subject to satisfactory performance, the officer progresses through the grade on an annual basis until the top of the grade is reached, in line with national conditions. A car allowance, as detailed above is also paid.
- 7.4 No bonuses, profit related pay or other allowances are paid as part of the regular pay. Honoraria for undertaking additional duties are only paid if the additional duties are significant.
- 7.5 The designation of the Monitoring Officer currently sits with the Corporate Director of Governance and Regulatory Services. The Monitoring Officer is paid on the normal salary for a Chief Officer.
- 7.6 The designation of the Section 151 Officer sits with the Corporate Director of Finance and Resources. The S151 Officer is paid on the normal salary for a Chief Officer.



## **8 Chief Executive and Chief Officers' Recruitment**

- 8.1 Details of the appointment process for Chief Officers and Chief Executive are set out in the Council's constitution. Recruitment is the responsibility of the Employment Panel to recommend the successful candidate to full Council for approval.
- 8.2 In the case of the Chief Executive, the Employment Panel determines the salary and takes into account the knowledge, qualifications, skills and experience of the successful candidate.
- 8.3 In the case of the other Chief Officers, the starting salary is normally the bottom point of their grade unless there are good reasons to pay at a higher point in the scale to secure the best candidate. Such a decision is made by the Employment Panel.
- 8.4 Return of Chief Officers or Chief Executive to local government after redundancy or early release. The same principle applies to all recruitment and any appointment is made on merit, regardless of whether the candidate has been made redundant or given early release in former employment. The provisions of the Redundancy Payments Modification Order (1999) would be applied in that if return to local government occurred within a month of redundancy, the redundancy payment would be forfeited. Cumbria County Council, as the administering body for the pension scheme operated by Carlisle City Council, implements 'abatement' which means that if pension plus earnings in the new job is greater than earnings prior to leaving the pension is reduced accordingly.
- 8.5 Interim Support. Where the Council has the need for interim support to cover work at Chief Officer or Chief Executive level, and there is no-one suitable within the Council, it will make use of agencies to recommend suitable candidates from which to select the most suitable. Selection will be in line with the appointment process for Chief Officers unless support is required too quickly to make this possible when it will be reported to Council at the earliest opportunity. The services of the successful interim will be engaged by either:
- Secondment of an internal candidate where suitable
  - Direct employment by the Council on a temporary contract
  - On a self-employed basis where the person meets the HMRC definition (IR35) of 'self-employed'
  - On an agency basis where the person is employed by the agency

Pay for temporary interim support will be at the required rate to secure a suitable candidate bearing in mind the temporary nature of the work, value for money, salaries within the Council and budgetary considerations.

At the date of this policy Statement, the Council has no temporary or interim support at Chief Officer level.

## **9 Other aspects of remuneration**

- 9.1 Termination Payments – the Council’s policy on termination payments in the event of redundancy or early release in the interests of the service (ERS) apply to all employees, irrespective of level in the organisation. Full details are given in the document *Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures*

In summary, the discretionary redundancy payments are 2.5 times the statutory redundancy payment but based on actual weeks’ pay, with the option to convert the sum above the statutory redundancy payment to additional pension. Compensatory payments are not normally paid in the cases of early retirement in the interests of efficiency unless there is a strong business case for doing so in a particular situation. Where payments are made, these are equivalent to 1.5 times the statutory redundancy payment that would have applied had the officer been made redundant with the option to convert this to additional pension.

Dismissal of the Chief Executive and Chief Officers (including redundancy and early release) are made by Council on the recommendation of the Employment Panel.

- 9.2 Public Sector Exit Payments – Exit payment cap.

On 25 February 2021, the Government made the *Restriction of Public Sector Exit Payments (Revocation) Regulations 2021*. These Regulations revoked the *Restriction of Public Sector Exit Payments Regulations 2020* on 19 March 2021. In the interim, a Treasury Direction has been made to disapply the exit payment cap. This follows a review by the Treasury which concluded that the exit payment cap had led to “unintended consequences”.

On 4 March, MHCLG confirmed in writing that there will be no further changes made to the LGPS or local government redundancy terms without a further, separate consultation.

- 9.3 Flexible Retirement. The policy on flexible retirement applies to all employees alike and details are covered in the document *Flexible Retirement Policy Guidance Notes and Procedures*. In summary, flexible retirement (with pension) is agreed if it is supported by a business case. Hours must be reduced by a minimum of 20% and/or move to an alternative post of at least one grade reduction. Earnings plus pension after flexible retirement must not be more than earnings before it.

- 9.4 Pension. Where employees exercise their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due to that employee. The contribution rate is set by Actuaries advising Cumbria County Council Pension fund and reviewed on a triennial basis in order to ensure that the scheme is appropriately funded. The current rate, effective from April 2020 is 19.9%. The employee contribution rates are defined by statute and relate to the salary level of that employee.

Carlisle City Council applies the discretions given to them as an employer under the Local Government Pensions Regulations to all employees on the same basis.

## 10 Chief Officers' pay and its relation to that of other employees

10.1 All aspects of other employees' pay and related benefits are detailed in the document *Pay Policy and Arrangements*.

10.2 Table one, below, shows details of Chief Officers' current pay and the relationship to other staff's pay.

**TABLE 1: Chief Officers' pay and its relationship with others as at 1 January 2022**

Position	£ Pay per Year	Car Allowance	£ Total Pay + Car Allowance per year	Ratio to Median Pay (Note 1)	Ratio to Lowest Paid Staff (Note 2)
Town Clerk & Chief Executive	3 Points of Range: - 107,491 - 109,646 - 113,917	9.09% of Salary	117,261 119,612 124,272	5.0:1 5.1:1 5.3:1	6.1:1 6.3:1 6.5:1
Deputy Chief Executive	3 Points of Range: - 82,918 - 87,065 - 91,211	9.09% of Salary	90,455 94,979 99,502	3.8:1 4.0:1 4.2:1	4.7:1 5.0:1 5.2:1
Corporate Directors	3 Points of Range: - 67,159 - 70,674 - 74,192	9.09% of Salary	73,263 77,098 80,936	3.1:1 3.3:1 3.4:1	3.8:1 4.0:1 4.2:1

Note 1 - £23,541 per year for a full-time employee

Note 2 - Grade A staff – £19,100 per year for a full-time employee

The ratio between the Chief Executive pay and other Chief Officers (at the top of the grade) is as follows:

- Deputy Chief Executive 1.2:1
- Corporate Directors 1.5:1

Carlisle City Council aims to keep the multipliers for median pay and lowest paid staff approximately the same in future years.

## Salary Scales as at 1 January 2022

GRADE	PAY POINT	ANNUAL		GRADE	PAY POINT	ANNUAL
<b>NJC Scheme</b>		£		<b>Employment Panel</b>		£
<b>A</b>	<b>P1</b>	19100		<b>Director</b>	<b>D01</b>	58401
<b>B</b>	<b>P5</b>	19312			<b>D02</b>	61457
<b>C</b>	<b>P8</b>	19698			<b>D03</b>	64517
<b>D</b>	<b>P9</b>	20092			<b>D04</b>	67159
	<b>P10</b>	20493			<b>D05</b>	70674
	<b>P11</b>	20903			<b>D06</b>	74192
<b>E</b>	<b>P12</b>	22183		<b>Deputy Chief Executive</b>	<b>D07</b>	82918
	<b>P13</b>	23080			<b>D08</b>	87065
	<b>P14</b>	23541			<b>D09</b>	91211
<b>F</b>	<b>P15</b>	25481		<b>Chief Executive</b>	<b>CE01</b>	107491
	<b>P16</b>	25991			<b>CE02</b>	109646
	<b>P17</b>	27041			<b>CE03</b>	113917
<b>G</b>	<b>P18</b>	27741				
	<b>P19</b>	28672				
	<b>P20</b>	29577				
<b>H</b>	<b>P21</b>	30451				
	<b>P22</b>	31346				
	<b>P23</b>	32234				
<b>HAY Scheme</b>						
<b>I</b>	<b>P24</b>	32910				
	<b>P25</b>	33782				
	<b>P26</b>	34728				
<b>J</b>	<b>P27</b>	35745				
	<b>P28</b>	36922				
	<b>P29</b>	37890				
<b>K</b>	<b>P30</b>	38890				
	<b>P31</b>	40876				
	<b>P32</b>	41881				
<b>L</b>	<b>P33</b>	42821				
	<b>P34</b>	44863				
	<b>P35</b>	46845				
<b>M</b>	<b>P36</b>	52131				
	<b>P37</b>	56968				

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## **EXCERPT FROM THE MINUTES OF THE EMPLOYMENT PANEL HELD ON 7 FEBRUARY 2022**

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### **EMP.05/22 PAY POLICY STATEMENT 2022/23**

*The Deputy Chief Executive left the meeting for the consideration of this item.*

The HR Manager submitted the Pay Policy Statement 2022/23 (RD.68/21). The Localism Act 2011 required local authorities to produce and publish a Pay Policy Statement for Chief Officers and that it be reviewed on an annual basis.

The HR Manager reported that the Council had implemented the recent increase in the Foundation Living Wage rate on 1 January 2022 which uplifted the lowest pay point in the Council's pay structure. She highlighted that the NJC national pay negotiations for 2021/22 were currently ongoing with Trade Unions and the 2022/23 negotiations were yet to commence. When any national award was applied it was anticipated that it would have minimal effect of the ratio figures. On this basis it was not intended that the Policy would go back to Council when the award was applied, except in circumstances where the effect of that award increased the gap between Chief Officers and the lowest paid employees.

RESOLVED - That the Employment Panel approved the 2022/23 Pay Policy Statement on Chief Officers Pay for recommendation to Council on 1 March 2022, including approval for the 2022/23 Pay Policy to be automatically updated to reflect any future nationally negotiated pay awards which may be approved during 2022/23, except where any award had the effect of increasing the pay gap between Chief Officers and our lowest paid employees, in which event the policy would be resubmitted for Full Council approval.





# Carlisle City Council

## Report to Council

Item  
21.

### Report details

Meeting Date:	1 March 2022
Portfolio:	Cross-cutting
Key Decision:	Not applicable
Policy and Budget Framework	Not applicable
Public / Private	Public
Title:	OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY
Report of:	Corporate Director of Governance and Regulatory Services
Report Number:	GD.14/22

### Purpose / Summary:

To report on the operation of call-in and urgency since the previous report to Council on 1 February 2022.

### Recommendations:

That the position be noted.

### Tracking

Executive:	
Scrutiny:	
Council:	1 March 2022

## **1. Background**

- 1.1 Rule 15(i) of the Overview and Scrutiny Procedure Rules deals with the procedure in respect of occasions where decisions taken by the Executive are urgent, and where the call-in procedure should not apply. In such instances the Chair of the Council (i.e. the Mayor) or in her absence the Deputy Chair of the Council must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.

The record of the decision and the Decision Notice need to state that the decision is urgent and not subject to call-in. Decisions, which have been taken under the urgency provisions, must be reported to the next available meeting of the Council together with the reasons for urgency.

Furthermore, Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 prescribes that the intention to hold a meeting in private must be published at least 28 clear days prior to that meeting.

Where the date by which a meeting must be held makes compliance with the regulation impracticable, the Chair of the relevant Scrutiny Panel or the Chairman of the Council may agree that the meeting is urgent and cannot reasonably be deferred.

## **2. Operation of the Provisions Relating to Call in and Urgency**

- 2.1 The Executive, at their meeting held on 21 February 2022, considered the following reports:

RD.71/21 - Capital Budget Overview and Monitoring Report: April to December 2021

GD.11/2 – Citadels Project

All Members will have received copies of the reports and minutes with the Summons for the Council meeting and will have the opportunity to consider the items at the Council meeting on 1 March 2022.

It was considered that any delay caused by a call-in would prejudice the Council's interests in delaying approval of the matters. The Mayor therefore agreed that the above decisions were urgent and, for the reasons set out above, that the call-in process should not be applied to the decisions..

## **3. Conclusion and reasons for recommendations**

- 3.1 That the position be noted.



**Contact details:**

Contact Officer: Rachel Plant

Ext: 7039

**Appendices attached to report:**

- None

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

- Carlisle City Council's Constitution

<https://www.carlisle.gov.uk/Council/Council-and-Democracy/Constitution>

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

**Corporate Implications:**

Legal - Report is by the Corporate Director of Governance and Regulatory Services and legal comments are included.

Property Services – Not applicable

Finance – Not applicable

Equality – Not applicable

Information Governance- Not applicable

