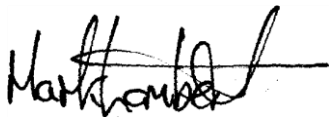


COUNCIL

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, 30 April 2013 at 18:45, Council Chamber, Civic Centre, Carlisle, CA3 8QG



Director of Governance

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 meeting of the City Council held on 5 March 2013.

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. **Questions by Members of the Public**

Pursuant to Procedure Rule 10.1, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by members of the public.

8. **Presentations of Petitions and Deputations**

Pursuant to Procedure Rule 10.11, the Town Clerk and Chief Executive to report that no petitions or deputations have been submitted by members of the public.

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

Pursuant to Procedure Rule 11.2, the Town Clerk and Chief Executive to report that no questions have been submitted on notice by Members of the City Council.

10. **Executive**

(a) Minutes

The Council will be requested to receive the Minutes of the meetings of the Executive held on 11 March and 8 April 2013 and ask questions of the Leader and Portfolio Holders on those Minutes.

10.(b) **Portfolio Holder Reports**

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

10.(b)(i) **Leader's Portfolio** 7 - 8

10.(b)(ii) **Finance, Governance and Resources** 9 - 14

10.(b)(iii)	<u>Environment and Transport</u>	15 - 18
10.(b)(iv)	<u>Economy and Enterprise</u>	19 - 20
10.(b)(v)	<u>Communities and Housing</u>	21 - 24
10.(b)(vi)	<u>Culture, Health, Leisure and Young People</u>	25 - 30
	and ask questions of the Leader and Portfolio Holders on those Reports. (Copy Reports herewith)	
11.	<u>Overview and Scrutiny</u>	
	The Council will be asked to receive the Minutes from the following meetings of the Overview and Scrutiny Panels and to ask questions of the Chairmen; and receive reports from the Chairmen of the Overview and Scrutiny Panels:	
11.(i)	<u>Community Overview and Scrutiny Panel</u>	31 - 32
	(a) Minutes of the meeting held on 28 March 2013 (b) Chairman's Report	
11.(ii)	<u>Resources Overview and Scrutiny Panel</u>	33 - 34
	(a) Minutes of the meetings held on 21 February, 5 March and 4 April 2013 (b) Chairman's Report	
11.(iii)	<u>Environment and Economy Overview and Scrutiny Panel</u>	35 - 36
	(a) Minutes of the meeting held on 28 February 2013 (b) Chairman's Report	
	(Copy Reports herewith)	
12.	<u>Overview and Scrutiny Annual Report</u>	37 - 50
	To consider the Annual Report of the Overview and Scrutiny Panels for 2012/13 as required under Article 6 of the Council's Constitution. (Copy Report OS.11/13 herewith)	
13.	<u>Regulatory Panel</u>	
	To receive the Minutes of the meeting of the Regulatory Panel held on 13 March 2013.	
14.	<u>Development Control Committee</u>	
	To receive the Minutes of the meetings of the Development Control Committee held on 6 and 8 March 2013.	
15.	<u>Appeals Panel</u>	
	To receive the Minutes of the meeting of the Appeals Panel held on 27 March 2013.	

16. Notice of Motion

(1) Bedroom Tax

Pursuant to Procedure Rule 12, the Town Clerk and Chief Executive to report the receipt of the following Motion submitted on notice by Councillor Hendry:

"This Council calls on the Coalition Government to abandon its policy on 'the Bedroom Tax'. This policy is not only unfair to the people of Carlisle. It simply won't work. There are not enough smaller homes for people to move to. This measure is both hard hearted and incompetent.

This Council further calls on the two Members of Parliament for Carlisle District to publically disassociate themselves from this 'Bedroom Tax' proposal."

(2) Benefits Cap

Pursuant to Procedure Rule 12, the Town Clerk and Chief Executive to report the receipt of the following Motion submitted on notice by Councillor Ellis:

"This Council support the Government's introduction of a benefits cap at £26,000 a year (£500 a week), with the principle that a household on benefits should not be better off than one on average annual earnings."

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

EX.10/13 and EX.33/13 - Carlisle Plan 2013 - 2016 51 - 76

Pursuant to Minute EX.10/13 and EX.33/13 to consider a recommendation from the Executive that the City Council approve the Carlisle Plan 2013 - 2016 for adoption to the Council's Policy Framework.

(Copy Report PC.09/13 and Minute Extracts herewith)

18. Reference from the Audit Committee - Audit Committee's Annual Report 77 - 94

Pursuant to Minute AUC.22/13, to consider the Annual Report of the Audit Committee.

(Copy Report RD.04/13 herewith and Minute Extract to follow)

19. Operation of Provisions Relating to Call In and Urgency Annual Report 95 - 100

Pursuant to Overview and Scrutiny Procedure Rule 15(i), the Director of Governance to report on the operation of Call In and Urgency Procedures over the last year.

(Copy Report GD.18/13 herewith)

20. 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(xiv) to pass such resolution or resolutions thereon as may be considered expedient or desirable.

PART 'B'
To be considered in private

NOTE:

The Mayor has agreed to host a reception for Members of the City Council at the conclusion of the meeting to mark the end of the Municipal Year, when a finger buffet and drinks will be served on the Reception Area

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Leader Portfolio Holder's Report –
Councillor Prof Joe Hendry**

CARLISLE PARTNERSHIP

A number of positive partnership meetings have taken place and were fed back into the Partnership Executive on the 11th March. We are grateful for the time and efforts of all individuals and partners involved. A focus on strategic housing was the agenda headline and resulted in positive discussion. All agreed the need to attract more businesses, developers, housing associations and residents to the area in order to grow the local economy. This will be fed back to the Carlisle Housing Partnership, which continues to advance the work of the Housing Strategy through its subgroups.

The Parish Charter was officially signed off on Monday 8th April and the launch was joined by Carlisle Parish Council Association's Executive, Carlisle City Council Executive, senior officers and the chief officer from Cumbria Association of Local Councils (CALC). It signifies a positive step forward in building partnership relationships and advancing joint working with our rural communities. The document will be a live document and therefore be reviewed annually to ensure it is relevant and up to date reflecting changes in legislation and revisions to the formal working agreements.

The Rural support group is also developing a paper around Locality working, which featured at special joint RSG and Carlisle Parish Council Association meeting. This paper is due to go out to consultation with Parishes.

The Carlisle and Eden Community Safety Partnership have recently developed their draft Partnership Plan for 2013/14, which outlines the priorities and action plans being delivered over the coming year. The Carlisle East and City West PSG's (Problem Solving Group) continues to work well and provide early interventions to ensure a quick response to community issues. Noise nuisance still remains one of the key priorities across the west of the City. The City Councils Environmental Health Team is working closely with partners (Police and Housing Providers) to ensure issues are tackled quickly and efficiently. Further details are contained in Cllr Riddle's report.

A final draft of the Economic Review of Carlisle has now been produced and was provisionally approved on the 14th March. Key actions have been agreed and subgroups are being set up to advance and refine the 4 priority areas. An executive summary is also being prepared in order to finalise the whole document in order for sign off.

Sense of Place workshops have also taken place which will provide Carlisle with a marketing tool which can be used by all businesses to help promote Carlisle. Broadband additionally continues to be an agenda item being led and challenged by this group and a Digital Carlisle subgroup is being explored to advance this work. A further meeting with BT to advance this agenda is scheduled for April.

CEP has additionally developed partnership links with the financial / banking sector.

Discussions are taking place around links with the Cumbria Health and Wellbeing Board, Healthy City Steering Group and the Healthy Communities Group. Additionally, Carlisle were held as a beacon authority in regard to advancing and supporting Healthy City work following a meeting attended by representatives of the City Council and various others from across the district, the UK Healthy City Network and Health representatives.

A highly successful Food City Event was held on the 8th March exploring key partnership themes. Feedback from the event has been very positive and it attracted a diverse range of partners, with approximately 80 delegates in attendance. A variety of stakeholders played a key role in contributing to the event. Tom Andrews from the Soil Association is keen to advance work in partnership with Carlisle and explore future opportunities to become a Food City.

POLICY AND COMMUNICATION

The first series of Listening Council events were held in March. The events provided the opportunity to meet the Leader and discuss local issues, as well as share the Carlisle Plan directly with local residents. Feedback from all these events is being compiled and the issues raised are being explored.

A second series of Listening Council events will be planned for autumn. This series will visit centres not visited in the first round. The events will look at progress of the Carlisle Plan and feed into the budget consultation.

As part of the work on marketing e-billing we have used two new aspects, over-printing of the Council Tax Bill envelope for residents and logon screen reminder for staff. Design work has been completed on the new expenditure charts, sports strategy and draft versions for the Carlisle Plan. The summer/autumn edition of Carlisle Focus is being prepared and will be distributed in mid May; this is timed to promote Carlisle Music City and the event programme for 2013.

Work has starting on promoting stage 2 of The Tour of Britain: Cumbria, The Lake District Stage Carlisle to Kendal. Resource Marketing has been appointed as an agent to undertake fund-raising activities to secure sponsorship funding for the stage.

Professor J D Hendry
Leader of the Council

Report to:

Council

Agenda
Item

10(b)(ii)

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Finance, Governance & Resources Portfolio Holder's Report –
Councillor Dr Les Tickner**

GOVERNANCE

Legal Services

The Legal and Property Services Teams have worked closely to achieve the targets set in the Council's disposal programme and the project. Transactions have recently been completed in relation to Currock Retail Park with sales to sitting tenants of the medical practices at Eastern Way and Fusehill St., Morton Petrol Filling Station, agricultural land assets around Carlisle airport and a number of sites at Willowholme Industrial Estate - all have been completed since December last realising proceeds totalling in excess of £2.7m.

Licensing

- In the last few months we have been dealing with the aftermath of a local businessman with cash flow problems, which resulted in six Botchergate licensed premises closing over a period of months. Guidance was given to the property owners and following negotiation, premises licences were transferred to a holding company. All of the properties have now been re-let and are in various stages of refurbishment and opening.
- A Licensing sub-committee considered a review of a Botchergate premises licence following representations from the Police and neighbouring property owners. As a result of the hearing the premises licence was suspended for two months, they have 21 days to appeal the decision.
- We have worked with Cumbria Police in recent months with regard to scrap metal dealers following a rise in metal crime due to the current high price of scrap. A number of joint operations have been carried out resulting in increased awareness by the trade and new registrations being made. New scrap metal legislation is currently being considered by Parliament.

Electoral Services

The Postal Vote Refresh exercise for the current year has been completed. A total of 2,772 postal vote signatures were due for renewal this year and those notices were dispatched in mid January. In late February it was necessary to send 866 reminder notices which resulted in 402 postal votes being deleted as voters had not responded to either the initial notice or the reminder. The formal removal notice included a postal vote application form should the elector wish to apply for a postal vote again in the future.

Arrangements are being made to administer the County Council elections for the Carlisle area on 2nd May 2013. It has been necessary update the electoral register to reflect the new County Council Electoral Divisions following the review of the County Council carried out by the Local Government Boundary Commission in readiness for this election. There will be a total of 110 polling stations in operation across the City Council area. The costs of the election will be borne by the County Council.

Arrangements continue to be made in preparation for the introduction of Individual Electoral Registration.

RESOURCES

Financial Services

2012/13 Final Accounts Process

Work is continuing on the production of both the revenue and capital outturn reports, which will be considered by the Executive on 31st May and by Council on 16th July. These will show the year end outturn position and highlight any slippage against the annual budget.

The annual Statement of Accounts are also being produced which will be prepared in accordance with the Accounts & Audit Regulations in time for the External Auditors to commence the audit of the accounts in early July.

Audit Services

The Audit Committee, at its meeting on 15th April, received the quarterly progress report in respect of delivering the 2012/13 Audit Plan. In summary:

- The Plan calls for 540 direct audit days to be delivered in 2012/13 – 546 days have been delivered, which is 6 days over the annual target. Further (planned) audit days are necessary up to the end of March in order to complete the remaining work on the material financial systems reviews.
- Investigatory work has had some impact on planned work during 2012/13.

The outcome of 8 recently completed audits were then considered:

Council Tax	Substantial
Treasury Management	Substantial
Systems Administration	Reasonable
Bereavement Services	Reasonable
Car Parking Income	Reasonable
Leisure Services Contract	Restricted
Recycling	Restricted
Bring Sites	Restricted

Specific attention was drawn to the three above restricted assurances which highlight a 'themed' weakness in the area of client monitoring and performance reporting arrangements of key service contracts.

The Committee also received the Draft Annual Audit Plan 2013-14.

Property and Facilities

Asset Review Disposal Programme

Before the end of the financial year on 31st March 2013 the sale of a further 4 assets were completed realising additional receipts of just over £2m for the Council. The most significant of these sales was of the ground leases at Currock Road Industrial Estate, which went to a sitting tenant for £1.9m. The Petrol Filling Station site at Morton also sold to the sitting tenant and, at Pugh and Co's Auction on 28th February, the freehold reversions in the surgery sites at Fusehill St and Eastern Way went under the hammer, selling for figures in excess of their reserve prices.

We are now halfway through the 4 year disposal programme, both in terms of the timetable and number of assets sold. Of the 25 assets sold total gross receipts achieved as at 31st March 2013 stand at £5.442m which, after the deduction of costs (circa 2%), nets down to a figure of £5.33m. This still remains ahead of target predictions for the assets involved at this stage in the disposal programme.

Going forward into the financial year 2013/14, the next piece of work for officers is to bring the remaining industrial sites at Willowholme Industrial Estate, where sitting tenants have not taken up options to purchase, to the open market either through private treaty sales or by auction. Officers are now starting work to consider the portfolio of residential land assets, earmarked for sale over the next financial year, weighing up the planning position, strategy and methodology for bringing these to the market over the coming year where it is appropriate. With regard to this, Executive members will be reviewing the position on these residential assets, also a number of postponed disposals, and the programme generally in the near future in order to determine the next tranche of asset sales.

Building and Facilities Projects

Civic Centre

There have been problems with the heating system recently exacerbated by the unusually cold weather. Two out of three compressors in the contact centre heat pump system failed and the system struggled to heat the ground floor area adequately. It is proposed to provide some back up heating in the form of fan convectors to this area. It is also planned to install more heat emitters in the tower block over the summer to enable the building to heat up more quickly.

The re-wiring work to the first floor is nearing completion with the executive room and council suite still to do. The new training room is complete and has been well-received by the staff who have used it.

Female and Family Accommodation

This major project, despite suffering delays due to bad weather, is still on programme for completion on 7th June 2013 and remains within budget.

POLICY AND PERFORMANCE

Consultation has been completed on the Carlisle Plan and it is part of the agenda for tonight's Full Council. A quarterly performance report will be available for Overview and Scrutiny; this will be developed to include progress on key actions and a round up of service standards.

It has been a successful year in developing the Council's service standards. Performance against the high-level 'Corporate' Service Standards has been consistently good, where good performance previously existed it has been maintained (e.g. Planning Applications); where performance was poor at the start of the year it has been steadily improved upon (e.g. New Benefits Claims). The end of year performance report is currently being prepared and will be presented later in the year. The next phase of developing standards for discussion and review at DMTs is continuing. It is being supported by recently completed service standard modules on Learning Pool that are being advertised via the front page of the Intranet.

Information Management

Recent counts for information requests (From 2 February 2013 to 4 April 2013):

Environmental Information Regulations requests received - 9

Environmental Information Regulations requests responded to - 13

Freedom of Information requests received – 91

Freedom of Information requests responded to - 102
Data Protection Act subject access requests received - 1
Data Protection Act subject access requests responded to – 2

Organisational Development

A new corporate training directory was launched in April which covers courses for staff taking place in the next seven months. New courses in the directory include Essential Skills for First Line Managers, Providing Administrative Support for Projects, Mental Health Awareness and Developing Personal Resilience. Members are also welcome to attend many of the courses and further information can be found on the intranet.

An Employee Opinion Survey took place earlier this year and the results were reported to the Resources Overview and Scrutiny Panel on 4 April. This year 89.4% of staff rated the City Council as a good employer compared with 87.6% in 2012. 59.3% said the Senior Management Team provided strong leadership (57.1% in 2012) and 56.6% said senior managers effectively communicated the City Council's priorities (50.3% in 2012). 53% of staff said they felt valued at work compared with 46% in 2012 but there is still work to do to improve this. 76.6% of staff thought there were opportunities for career development (courses and qualifications) and 74.7% said they understood how their work contributed to achieving the City Council's priorities. Staff said the best things about working for the City Council were working with good colleagues, providing a service to the people of Carlisle, training opportunities and terms and conditions.

A wellbeing and learning day for staff and Members will be taking place on Tuesday 14 May at the Civic Centre as part of Adult Learners' Week 2013. There will be a wide range of information about health and wellbeing as well as health checks offered by the Occupational Health nurses. A healthy eating cookery demonstration will be given by local chef, John Crouch, and hair and beauty students from Carlisle College will be building up their experience of working with clients. Information about learning and development opportunities including courses and qualifications will also be available.

The City Council's Cycle to Work scheme will be open for staff and Members to buy cycles from 22 April to 24 May. Thirteen staff bought cycles in the pilot scheme last year. Staff or Members interested in buying a cycle should contact the Organisational Development Team for more information.

A new season of lunchtime learning sessions for staff and Members started in April with a 'Composting for Beginners' workshop run by Brampton Food Network. Further workshops will be promoted to staff and Members through the intranet.

Report to:
Council

Agenda
Item

10(b)(iii)

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Environment & Transport Portfolio Holder's Report –
Councillor Elsie Martlew**

HIGHWAYS CLAIMED RIGHTS – The Highways Claimed Rights service transferred to the County Council on the 31st March 2013. A total of 27 staff have transferred to the County Council, they will be based at Dalston and Parkhouse. In addition to continuing to provide the Highways service for Carlisle the transferring staff will provide some services for the City Council. Details are being discussed at present but the footway lighting service and also the gritting of car parks are likely to be delivered by the County Council. In addition the City Council will be able to make use of County Council Framework Contractors to deliver other services such as bitmac surfacing.

In order to continue to deliver a number of residual engineering related services a City Engineers team has been created. This team is staffed by members of staff who did not transfer to the County Council. The team will provide engineering services and advice for the City Council as well as managing the Parking Services team which provides parking services for Carlisle, Eden and on-street processing in South Lakes for the County Council. The team will also manage the City Centre.

CENOTAPH - A project is being organised to repair and clean the Grade 2 listed Cenotaph war memorial in Rickerby Park in time for the important first war anniversaries coming up starting with the 100th anniversary of the outbreak of war next July. The project is to repair the joints, relay the paving, re-align the steps and clean the monument and surrounding retaining wall. Some landscaping work will also be carried out.

Other war memorials in the city will also be inspected with a view to carrying out repairs or cleaning for the anniversary.

STREET CLEANING - The City Council and the County Council have agreed to work together with the County, Connect and May Gurney regarding the cleansing of the CNDR. Litter picking has now commenced with May Gurney starting at the start of the 60mph zone and Carlisle City staff starting at the 30mph zone. This work was completed before the Easter break, removing 100 bags of litter. We are still working on a long term solution to the cleaning of the CNDR.

Cleaning of all A roads were completed before the start of the Easter break.

Additional equipment for the street cleaning to assist the improvement in the 'clean up Carlisle live where you live' campaign has now been purchased and put into service. For future clean ups of the CNDR we are establishing the areas of responsibility between the County and the City. We have already received positive feed back regarding the clean up from the general public.

WASTE SERVICES - The back office system 'Flare' is being used to monitor complaints for the waste services to enable the team to spot trends and target areas for improvement.

CLEAN UP CARLISLE - The Council took 5 successful clean neighbourhood prosecutions in February, 4 for fly tipping and one for incorrectly presenting waste. The Education and Enforcement Team are making great progress in developing the skills and experiences required to ensure successful enforcement action.

As part of an educational programme, the team took part in a Stanwix Primary School assembly for 430 children promoting the "Love Where You Live" message. "Love Where You Live" was also promoted at Brook Street School in St Aidan's. St Aidan's has recently become part of a High Priority Area for dog fouling with new signs fitted across the ward.

Earlier in February the Education and Enforcement Team took part in the launch of the St Aidan's "Together We Can" event at Greystone Community Centre. The area is one of the worst affected in the City by dog fouling and fly tipping/littering. To tie in with the "Together We Can" event the team are planning to work with Impact Housing on a number of activities.

The team is very active in developing successful partnerships to deliver a "Cleaner Carlisle".

FOOD SAFETY - As a follow-up from a complaint officers visited an unregistered food business at a small holding, officers found very poor hygiene conditions such as no hot water, no sink or hand washing facilities, evidence of mice, mouldy meat, and generally dirty conditions. Several ready to eat cooked meat products had to be removed from the

premises due to contamination with raw meat. In view of the conditions, officers used powers to close the business immediately; the closure was supported by the Magistrates.

The premises remain closed pending further action by the Environmental Health Service who are working in conjunction with Trading Standards Officers and the Police.

CONDITIONS OF GARDENS - Environmental Health Officers have had to serve a number of legal notices on domestic gardens due to the occupiers not keeping them clean and allowing materials to build up that cause unpleasant odours to nearby properties. Although how a garden looks can be a matter of opinion gardens should be maintained so that they do not cause smells and flies that can be a problem for neighbours.

GREEN SPACES - From 1st April 2013, the Green Spaces Team took back the maintenance and operation of St James Park, Denton Holme, from Carlisle Leisure Limited who had operated it for the past 10 years or so. With one member of staff transferring, Green Spaces will be working with local people and community groups to improve the park, starting with planting a community orchard later this year.

From 1st April 2013 a number of allotment sites have taken on the role of 'self-management' under leases with the City Council. Management Committees have been formed to keep waiting lists, allocate plots, collect rents and maintain the sites in good condition. It is hoped that this model will be adopted by more allotment sites over time.

Tree health and safety work has been carried out at both Rickerby Park and Talkin Tarn. A number of mature trees have had essential surgery to keep them alive but safe, while a small number have had to be felled. Where possible the timber has been sold to offset costs.

Hammond's Pond (Upperby) has had a major facelift over the winter. The Wire Mire Beck that runs through the park has been dredged; the overgrown shrubberies have been cut back and cleaned out; and the crumbling lakeside path has been extensively restored to make it safe for visitors. The park is now in a much better condition to greet visitors in the spring and summer and the work has been supported by the very active Friends of Hammond's Pond group.

BEREAVEMENT SERVICES - The old Cemetery Lodge office has been closed and staff moved to purpose-built accommodation at the Crematorium complex. This will allow much better communication between the administration staff and the technical teams who look after the cremators and the grounds.

The City Council has now received its certification for the CAMEO scheme under which we can 'trade' 50% of our mercury-abated cremations and receive payments from other

crematoria whose plant does not include mercury abatement. Environmental protection rules mean that 50 % of all cremations in the UK must be mercury abated but not all crematoria are fitted with the relevant equipment. Carlisle Crematorium had the mercury-stripping technology installed in 2007. Last year the Crematorium carried out 1,427 cremations.

SUBWAY IMPROVEMENTS – A project is now underway to enhance the various subways around the City Centre which provide the main pedestrian routes into the City. The City Council is working with the County Council, Community Payback and Sponsors to repaint the subways at Trinity School/Georgian Way, Sands Subway and Bitts Park/Hardwicke Circus subways. Local artists have submitted designs and designs have been agreed for Trinity and Sands Subways. The Bitts Park design has not yet been finalised. Work has already started on the Trinity Subway.

Report to: Council

Agenda
Item

10(b)(iv)

Meeting Date: 30th April 2013

Public/Private*: Public

Title: **Economy & Enterprise Portfolio Holder's Report –
Councillor Colin Glover**

National Grid – North West Coast Connections Project

The National Grid was due to undertake consultation on its project to reinforce transmission lines across Cumbria starting mid May this year. Additional assessment work is being undertaken at the moment and therefore the consultation on the next stage of the project has now been delayed until the autumn. A presentation on the project will therefore be arranged for Members nearer to the proposed consultation.

City Centre Business Group

The City Centre Business Group has now settled into a pattern of meeting every 3rd Tuesday in the month. The two meetings held to date (February & March) have each had around 40 attendees. They are in the process of formalising their association and considering their strategic aims and objectives. Steve Matthews (Bookcase) has been appointed Chair, Jon Stewart (Bon Appetite) Vice Chair and Viv Dodd (Cumbriabusinessforbusiness) is Secretary. City Council officers are in regular contact/dialogue with the group providing advice and support as required.

Town Team Money

Discussions have taken place with all agents and representatives of the empty shops in the City Centre. There is a consensus that 3D images work well and could incorporate artwork illustrating some of the '25 Amazing Carlisle Facts' as a running theme in both empty and occupied shops. This could create a 'Fact Trail' which would be of interest for shoppers and visitors with potential merchandising opportunities. Carigiet Cowan, the agent with the majority of empty properties in the city centre, has installed a set of 3D decals (with supporting marketing material) for the empty units in the Crown & Mitre block. These have been widely praised by the business community and in the local press. On this occasion whilst discussions took place between council officers and Carigiet Cowan the final design reflected the wishes of the client, however there are still opportunities with their other empty properties. Discussions are currently ongoing to explore the window dressing options for the Hoopers site, and the other empty shop premises, not currently under offer in the City Centre.

Pirelli Rally

The ceremonial start of the Pirelli Rally will take place on Saturday 4th May in the City centre 10.30am onwards, prior to the racing in Kielder Forest. To coincide with the Rally, a competition will be hosted on Discover Carlisle for the opportunity for two passengers to ride in the pre-event warm up courtesy of the organisers. The City Council will be sponsoring the event.

Local Plan

A cross party working group has continued to meet on the development of the Local Plan. The preferred options Local Plan will commence its progress through the Committee Cycle on 31st May. The involvement of the Working Group will continue throughout the Local Plan Preferred Options public consultation scheduled to take place at the end of July for a six week period, and in the latter stages of the Local Plan's development and production.

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Communities & Housing Portfolio Holder's Report –
Councillor Jessica Riddle**

Carlisle East and West Problem Solving Groups

The Carlisle East and City West PSG's (Problem Solving Group) continues to work well and provide early interventions to ensure a quick response to community issues.

PSG Performance Monitoring	City West (March 2011 -)	Carlisle East (March 2012 -)
Total number of actions dealt with	150	54

Noise nuisance still remains one of the key priorities across the west of the City. The City Councils Environmental Health Team is working closely with partners (Police and Housing Providers) to ensure issues are tackled quickly and efficiently.

Homelessness, Prevention and Accommodation Services

The Accommodation and Support Services currently have a **94% occupancy rate**; and the **move on period from temporary accommodation is currently 7 weeks for singles and 8 weeks for families**.

Replacement family women and family accommodation

Key Steps	Anticipated timescales
Anticipation completion	June 2013
Anticipated transitional move period	July 2013

Several community projects and partnership initiatives are currently being developed:

- ⇒ Community initiative to develop the garden / play area
- ⇒ Partnership working with Hayton School and Carlisle College to develop art work for the replacement women and family accommodation; teaching worksheets for children within the new provision; and teaching worksheets to be developed for the

children attending Hayton School to promote homelessness awareness as a pilot for future prevention initiatives with young people and schools

- ⇒ Transition planning in readiness to move; consultation has taken place with the residents over furniture choices and colour schemes etc and orders have been placed

Homelessness Services

Comparative data from 2011/13.

	2012/13	2011/12	% difference
Homeless decisions	251	379	<34%
Homeless acceptances	78	170	<54%
Prevention cases	323	212	52%>
Advice and assistance	778	759	3%>
Total presentations	1029	1138	<10%

The reduction in homeless decisions highlights the change in approach and operational focus on prevention as another option of assistance; this is highlighted by the **52% increase in prevention cases which corresponds to the 54% reduction in homeless acceptances; overall the total presentations have reduced by 10%.**

Through refocusing the approach and initiatives to Homeless Prevention and with the aid of a dedicated officer, prevention grant and mapping out provision within the district in order to maximise opportunities and initiatives to prevent homelessness we have **exceeded our target of 167 reported prevention cases by 93%.**

In 2012/13, £21,735 of the prevention grant has been utilised to assist clients with deposits and rent in advances. Overall initiatives adopted have included:

Homelessness prevented – household able to remain in existing home as a result of:	
Mediation	4
Financial Payments from the prevention fund	14
Debt advice	1
Resolving HB problems	4
Resolving rent or service charge arrears	2
Negotiation or legal advocacy	8
Other assistance	25
Mortgage arrears intervention	1
Homelessness prevented or relieved – household assisted to obtain alternative accommodation in the form of:	
Hostel or House in multiple occupation	13
Private rented sector with landlord incentive scheme	65
Private rented sector without landlord incentive scheme	44
Accommodation arranged with friends or relatives	2
Supported accommodation	48
Social housing – Part 6 offer or nomination to Registered Provider	21
Social housing – negotiation with Registered Provider outside Part 6	71

Rough Sleepers

Rough sleepers accommodated are monitored as a result of the Severe Winter Emergency Protocol (SWEP) and No Second Night Out (NSNO); their needs and outcomes of contact. In addition protocols are reviewed annually as to the effectiveness in responding to the needs of rough sleepers in Carlisle. In 2012/13 **9 clients were accommodated overnight in the hostel services for a total of 17 days; all clients were single males aged between 21 and 56 years, all were offered subsequent housing options support.**

HOUSING

Homelife - Home Improvement Agency

Between 15 December and March 31, Homelife made 57 referrals to COSYSEAL to deliver free cavity wall insulation, free loft insulation and free home energy surveys under the Carbon Emissions Reduction Target (CERT) funded programme. Funding for this programme ends in July.

Work is complete in 10 homes. COSYSEAL expect to complete the remaining work by July.

Homelife's Handyperson service is available for private clients at a cost of £22 per hour. This covers small jobs within the home (minor adaptations, key safe fitting) and helps with security, and supports independent living and hospital discharge.

In conjunction with the Anti-Social Behaviour Officer £5,000 has been obtained from the Police Commissioner to fund security measures for victims of crime, e.g. repairing locks, fitting window locks and fitting security lighting.

Disabled Facility Grants (DFG's)

In the 12/13 financial year, The City Council enabled 128 people to live independently at home through the provision of Disabled Facility Grants at a cost of £863,000, including £200,000 from the City Council's own resources. The majority of the adaptations were stair lifts and level access showers. Joint working with Occupational Therapists (OT's) from Adult Social Care has reduced the scope of adaptations to minimal essential works while meeting client needs.

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Culture, Health, Leisure & Young People Portfolio Holder's Report**
– Councillor Anne Quilter

Carlisle Midsummer Pageant

Planning is well underway to deliver the Carlisle Midsummer Pageant to be held on August 17th. The pageant will symbolise the procession of Carlisle's historic charter into the City where it will be stored in the Guildhall, ready for the Proclamation on 24 August. A pipe band will lead the pageant.

A full working group has now been established and will oversee all aspects of the event. From May 29th onwards, community workshops will take place where participants will design and make giant puppets, flags and banners. Puppets will depict key local historical events and characters. The old Fire Station is currently being prepared to act as a community workshop space.

In addition the Heathlands summer project will work in the Fire Station Aug 5th – 17th and Multi-Cultural Carlisle will be participating in the event.

The Council will be supported by Chester Midsummer Watch who will be working alongside local artists. Puppets from Chester will participate in our Pageant and plans are being made to take a selection of Carlisle's puppets to Chester during the weekend of June 22nd/23rd

Carlisle Proclamation

This historic event will take place on August 24th, when a small parade including the Chief Executive, Jason Gooding, a Town Crier and two pipers will proceed through the town to read out the Proclamation to assembled crowds.

Carlisle Music City

Planning continues for this successful event which will take place between 25 May and 2 June. A range of funding has been secured. Carlisle City Council has pledged £5000 to the event, Riverside Housing Group have committed £2000, the County Council's Local Committee have agreed £4,500 and Councillor Whalen has donated £1,000 from his Councillors allowance.

The event includes a main stage, booked for the town centre for Bank Holiday Monday, 27 May, as has the bandstand throughout the week, with up to 50 local musicians taking part. The event has linked up with 'BBC Introducing', created in 2007, 'Introducing' aims to 'support unsigned, undiscovered and under the radar musicians.' Local musicians will be able to record and play their own music on local radio.

Classical Carlisle are also involved and discussions are underway about their offer at various venues

Subway Development

Trinity Subway

The redesign of the Trinity subway started on 2nd April 2013 and was completed on 12th April, following 9 days of hard work by a team of volunteers from the Probation Service, University of Cumbria, the Heathlands Project and Inspira. Funding for this work has come from Carlisle City Council, The Carlisle and Eden Community Safety Partnership, Cllr Martlew and Cllr Whalen. The County Council has also allocated £1000 towards the cost of anti-graffiti paint to be applied by the Probation Service next month.

Hardwicke Circus Subways

Following a bid that was submitted to the Dulux Lets Colour Campaign, Carlisle City Council in conjunction with Groundwork North East were successful in securing £7820 towards the redesign of the Sands and Bitts Park Subways. A competition was launched and local artists and community groups were asked to submit design ideas. Following the competition two local artists were selected to install their designs onto the Sands and Bitts Park subways.

Preparatory work will commence the week commencing the 15th April and the redesign will be completed by the 20th May. Anti graffiti coating will also be applied to these subways once completed.

Youth Exchange

In July, Carlisle will play host to the 2013 Youth Exchange when students from both Slupsk and Flensburg will visit Carlisle. Plans and dates are being finalised to celebrate the 25th anniversary of the Exchange Programme.

Sports Development

Various activities relating to sport continue to be developed across Carlisle and include:

- Finishing touches being made to the Carlisle Sports Strategy.
- The Council receiving £3000 from Rounders England to increase 14+ participation in rounders, specifically targeting mums, students and young people.
- Working in partnership with the Cumberland FA, the Longhorn Junior Football League and the Green Spaces Team to look at new formats of football and pitch configuration.
- In partnership with the University of Cumbria students a student volunteer conference will take place on 17th April at the University. Also in partnership, an Aquathon will take place on 27th April at the Morton pool.
- A new volunteer programme has been launched in partnership with Street Games and the Carlisle and District SPAA Foundation.

Carlisle Leisure Limited

The Sands Centre ended the financial year on a high, with Jake Bugg and Simple Minds each attracting around 1800 people. The venue also hosted a regional schools gymnastics tournament.

At Bitts Park, The Junior Tennis Programme continues to develop with the local Tennis Coach introducing more Cardio Tennis sessions, 1-1 sessions and also looking to extend the programme for adults to introduce more informal tournaments with the aim of encouraging the social aspect of Tennis.

And at the Pools, the ASA National Plan for Teaching Swimming programme has continued to grow and provides swimming lessons for 521 children from non-swimmer to advanced stroke development. Provision of swimming lessons for children with additional needs including learning difficulties and diverse disabilities also continues to grow.

Carlisle Tourism Conference

Carlisle's first Tourism conference took place on 26 April at the Hallmark Hotel, in conjunction with the members of the Carlisle Tourism Partnership. Key note speakers included representatives of Visit England, Cumbria Tourism, Hadrian's Wall Heritage Trust and Hydrant (E-Tourism).

Visiting Media

Carlisle is continuing to attract media interest from countries such as Belgium and Germany with visits in February and April.

Carlisle was represented at the Best of Britain and Ireland Show in Birmingham recently on the British Heritage Cities stand which featured an open top vintage bus.

A new Roman England tour has been established through the British Heritage Cities consortium (BHC) to capitalise on any heightened Roman interest following the opening of the British Museum's major exhibition for 2013, one side-effect of *Life and Death Pompeii and Herculaneum*.

Tullie House

Apprenticeship Programme

Tullie House Museum and Art Gallery Trust are recruiting three apprentices between the ages of 16 and 24 to be based at the museum for a year. Each of the apprentices will undertake business administration training and will work with the curatorial and marketing and business teams. These three apprentices recruited from the Carlisle area and funded through the Arts Council, have an excellent opportunity to work at Tullie House in a museum environment and gain qualifications through Carlisle College and Gen II. There has been a lot of interest in the apprenticeship roles and this is a new initiative for Tullie House.

Dementia Awareness

Tullie House Museum and Art Gallery Trust is working with partners across Cumbria to develop and deliver a heritage and cultural offer to people with dementia. With funding from the County Council, the Trust is developing dementia awareness for museum staff and volunteers. Staff at Tullie House are working with the National Museum of Liverpool, who have developed the "House of Memories" programme, aimed at creating dementia friendly museums. This project will help staff and volunteers at Tullie House understand and respond to the needs of vulnerable older people.

Outside In: North West is an exhibition of work by artists with disabilities. The artists are either intuitive artists or self-taught visionaries, who are keen to have their work seen and valued. The exhibition shows the high quality work of these artists living in the North West. The exhibition is a partnership project with Chichester Art Gallery and Prism Arts and is on show between 23 March and 23 June. There is a similar exhibition running in tandem in the North East at Woodhorn Colliery Museum. In addition the artists have the opportunity to talk about their work in public.

On 9 May Tullie House Trust is hosting a conference **Art of Participation**. This conference will be about exploring and using the arts to support people with disabilities and mental health issues.

Report to: Council

Agenda
Item

11(i)(b)

Meeting Date: 30 April 2013

Public/Private*: Public

Title: Community Overview and Scrutiny Panel - Chairman's Report – Councillor Luckley

A report on the Partnership between the City Council and the Riverside Housing Association in February produced wide ranging questions on the work of the Partnership. The development plans of Riverside were examined, plus the results of the changes in their policy in regard to disabled adaptations to some of their housing.

The forthcoming changes in welfare benefits will have its affect on both organisations' responsibilities and the Panel were keen to hear what preparations were being made.

The Panel was satisfied that the good working relationship between the Council and Riverside continues and updates and outcomes on all that was discussed should be provided for the Panel's meeting in July.

Also at the February meeting, the Panel examined the draft Carlisle Plan. Members were concerned that there was no separate priority in the Plan for the responsibility the Council shoulders for public health and well being. It was resolved that a recommendation be put to the Executive that health and well being objectives be identified and reported separately within the Plan.

In March, the possibilities and advantages of Locality Working were studied by the Panel through a report presented by the Chairman of Carlisle Parish Councils' Association, Councillor Auld.

He detailed a number of successful projects carried out through Locality Working in nearby District Councils. Proposals for a Carlisle Locality Working Plan drawn up

by the C.P.C.A, are now ready for consultation and the Panel, grateful for the report, will be interested to hear the outcome of the consultation.

At the same meeting, a report on the draft Parish Charter for Carlisle and District was scrutinized and comments from Councillor Auld gave further information.

However, the Panel did not feel able to give their approval to the draft Charter, as the Planning Agreement, which will form part of the Charter, was not available for scrutiny. Planning proposals often are the subjects of strong local interest in rural communities and the Panel wished to examine the Planning Agreement before giving its view.

Earlier in the Municipal Year, due to concerns expressed by a number of Members, the Panel had set up a Task and Finish Group to examine the relationship between the Council and the Community Centres. The Group had put forward five recommendations.

At our March sitting, we discussed with the Port Folio Holder, Council Officers and two Community Centre Managers the outcomes.

Disappointingly, relations after initially improving had then deteriorated and it was clear to the Panel that further work was required to restore a good working partnership. The Panel I'm sure will wish to return to this subject in the new municipal year and assist in whatever way it can as the Council and the Community Centres need to work harmoniously together for the benefit of our communities.

Two items on the Agendas that were considered in Part B were Transformation Proposals and the Home Improvement Agency.

After some robust questioning, the Panel agreed that the Transformation proposals, if implemented, should return for further scrutiny later in the year and welcomed the report on the Home Improvement Agency.

There have been some challenging subjects and plans before the Panel this year, but I believe that they have been scrutinized with fairness and persistence by Members, for which I thank them.

Cllr. Olwyn Luckley

Report to:
Council

Agenda
Item

11(ii)(b)

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Chairman's Report – Councillor Reg Watson**

Saving Paper Task Group

The Resources Overview and Scrutiny Panel continue to take an interest. Our pilot scheme continues to make progress with favourable reports from the team members taking part. Changes are being made in the way agendas and reports are uploaded on to CMIS to improve readability on the tablets. The look and style needs to change to suit the tablets. Presentations at committee meetings can be directly loaded on to the screens in committee rooms to allow the public to follow proceedings and we would recommend that an officer be appointed to roll out the project to members. I would recommend that we move forward to the salary sacrifice scheme suggested.

Transformation Board

Members were pleased to hear that the Transformation Board continues to move forward with a 10% saving across all Directorates and that the new administration has made some changes to the proposals in order to minimise redundancies. The Resources Scrutiny Panel will continue to monitor the Transformation Board.

Employee Opinion Survey 2013

The Panel was disappointed that the returns from the survey was down to 42% from 54-7% last year. And also that staff felt undervalued at work.

The report stated that 89.4% of our staff felt that the Council was a good employer yet only 53% felt valued.

The Panel was concerned that only 42% had taken part in the survey. The report also stated that 11.4% of our staff were subject to bullying at work. The Panel asked the Chief Executive to look closer at the reasons for this and report back.

Corporate Risk Management

The Panel felt that the biggest risk for the Council at the present time was the Welfare Reform Act and was concerned that the Council could not deal with the impact.

The Deputy Chief Executive agreed that the Welfare Reform was a significant risk and that is why it had been included in the Corporate Risk Register. He added that the Welfare Reform Board had been set up to deal with the coordination of the move to Universal Credit.

Report to: Council

Agenda
Item

11(iii)(b)

Meeting Date: 30 April 2013

Public/Private*: Public

Title: **Environment & Economy Overview and Scrutiny Panel - Chairman's Report –
Councillor Layden**

The Draft Carlisle Plan 2013 – 2016 was submitted to the Panel by the Leader of the Council, setting out the Council's vision for Carlisle and the six priorities for action over the medium term. One of the ongoing initiatives was the Leader talking to groups and communities in the Carlisle City Council area. There was some concern as to exactly how far the 'listening council' was reaching out to communities, particularly with regard to young people and to health issues. It was suggested that the status of actions be recorded as they progressed to help the monitoring process.

The Leader referred to speaking with a number of partners including Pirelli, Bendalls Carlisle College as well as Young Farmers' Groups.

Concerns were expressed by panel members about the potential impact of the Welfare Reform Act, the loss of traditional apprenticeships and the improvement of the public realm. It was agreed that it would be useful to reinstate the Botchergate sub group.

The Panel discussed the proposed upgrading of the Kingmoor South Nature Reserve to a Local Nature Reserve, which would deliver a number of benefits. It would increase pride in the local area, improve the quality of the local environment and link in with the Green Infrastructure Strategy. The Panel supported the management plan to protect the habitats and species in the Reserve and noted that, once classified, it would be on a national list that could be accessed by visitors to the area. The Panel noted the report and recommended that the Executive supported the new designation.

The Panel received and noted a Performance Update Report with regard to the Service Standards which helped measure the City Council's Performance and customer satisfaction. Members explored the reason for the downward trend in household waste sent for re-cycling and asked if there was a better rate on co-mingled recycling. An annual update will be presented to the Panel in June 2013.

The Panel received and noted a report updating the outcomes and implementation of the Transformation proposals for the Economic Development Directorate.

Meetings have been ongoing for the Talkin Tarn Task and Finish Group in an attempt to understand the budget for the Tarn and the impact of central charges. A witness session was held at the Tarn to gain views of interested parties. Talkin Tarn perhaps encapsulates the inherent dilemma of providing a worthwhile amenity that enhances our lives and wellbeing with the need to generate the finance to maintain it. We look forward to the T & F group finding the key to this balance!

Stephen Layden
April 2013

Report to Council

Agenda
Item:

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Meeting Date: 30th April 2013

Portfolio: Cross Cutting

Key Decision: No

Within Policy and
Budget Framework

Public / Private Public

Title: OVERVIEW AND SCRUTINY ANNUAL REPORT

Report of: Scrutiny Chairs Group

Report Number: OS 11/13

Purpose / Summary:

The Overview and Scrutiny Annual Report 2012/13 is attached. It summarises the work of the scrutiny panels over the last year. The report also looks forward to the next year and makes suggestions how to continue the development of independent Member led scrutiny. There are no specific recommendations within the report that required Council approval.

In accordance with agreed procedure the report was considered by the Community O&S on 28th March 2013 and Resources O&S on 4th April 2013. The meeting of Environment & Economy on due to be held on 11th April 2013 was rescheduled to 8th May 2013. The Chair of the Panel agreed that the consultation with those Members would be via email. The Scrutiny Chairs Group formally endorsed the final version of the report via email and copies evidencing this can be provided if requested.

Recommendations:

That Council formally accept the report.

Tracking

Executive:	
Overview and Scrutiny:	COSP 28th March 2013, ROSP 4th April 2013, E&E (via mail) Scrutiny Chairs Group (via Email)
Council:	30th April 2013

Contact Officer: Nicola Edwards

Ext: 7122

**Appendices 1. Overview And Scrutiny Annual Report 2012/13
attached to report:**

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

- **None**

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's -

Community Engagement –

Economic Development –

Governance –

Local Environment –

Resources -

Overview and Scrutiny

ANNUAL REPORT 2012/13



INTRODUCTION



It is my pleasure to introduce the 2012/13 Overview and Scrutiny Annual Report for Carlisle City Council.

I believe that this has been a good year for scrutiny with a variety of topics examined across the three Panels. Scrutiny continues to be at the heart of the Council's decision making process through pre-scrutiny work and also in its role as a critical friend of the Executive in helping shape and inform the Council's decision making.

I hope that you find this annual report interesting and informative. It highlights the effectiveness of Overview and Scrutiny and provides a snapshot of the work of the three Panels together with details of the various Task and Finish Groups that have undertaken more in depth work throughout the year.

If you would like to find out more, all Scrutiny meetings are open to the public and the Scrutiny Officer will be pleased to supply you with more information. Contact details are listed at the end of this report.

I would like to sincerely thank everyone who has contributed to the scrutiny process during the past year and look forward to the continuance of robust challenge by Scrutiny in 2013/14.

Cllr Willie Whalen

Lead Member, Scrutiny Chairs Group



Professor Councillor J D Hendry, Leader of the Council

When the new administration took over the running of the City Council after the May 2012 elections, the new Executive took a very specific decision that policy items placed before the new Executive would, prior to any final decision by the Executive be referred to the appropriate O&S Panels of the Council. To research, gather evidence, scrutinise effectively and make positive recommendations back to the Executive. I have to say that this process has worked very well, and in my judgement makes for better local government.

I have consistently asked for all partners in the Council to work together for the good of the city and its future prosperity. I see the O&S function as a very helpful vehicle in taking this forward.

Community Overview & Scrutiny Panel



PERSONAL VIEW FROM CLLR OLWYN LUCKLEY, CHAIR

There was some concern expressed at last year's Scrutiny Chairs Meeting about the growing length of agendas. Several Panel meetings had run from 10am well into the afternoon, making for difficulties in regard to attendance for Officers and Portfolio Holders.

This year this has been addressed by the Community Panel. Firstly, by improving the focus given to items by members of the Panel. By readjustments of agendas in which some reports were deemed for information only and decisions made on whether scrutiny would add value to certain reports or presentations. This has led to more efficient use of members and officers time and sharper scrutiny of the Panel's core remit.

Sharp and productive scrutiny is often provided by the Task and Finish Groups and enable members to gain a greater knowledge of the Council's services and to take part in improving those services with the resultant recommendations. In 2011/12 the Community Panel's Task and Finish Groups on the Disabled Facilities Grant (DFG) Scheme and on the Homelessness Service concluded with a number of recommendations which the Council's Executive accepted.

In January 2013, the Panel received reports outlining the many positive actions that had taken place in regards to the DFG Scheme and the Homelessness Service as a result of the Panel's recommendations. This can only be a satisfactory conclusion to the work carried out by the Task and Finish Groups.

This municipal year, it was decided to carry out a Task and Finish Group scrutiny on how the Council supports the Community Centres. This has been an issue that has been raised by Members (not just Panel Members) on a number of occasions. The Group brought forward a number of recommendations, which have been accepted by the Council's Executive. The Group plans to visit the Centre's in April to evaluate the results of their recommendations.

A second Task and Finish Group which comprise Members from the Panel and the Environment and Economy Panel examined proposals for the future management of the Council's Allotments. It was recommended that the Allotment Associations should be given the opportunity to self manage their sites and some have done so already.

Support to Community Centres Task and Finish Group



A small cross party group from the Panel undertook a one day review on the relationship between the City Council and the various Community Centres in the District.

The group planned a day whereby they would meet with a group of Community Centre Managers, representatives from the Federation of Community Centres, Officers from the Council and the Portfolio Holder for Communities and Housing.

The group made several recommendations which they hoped would improve the relationships and give clarity to each party as to what they should expect from the other.

Early indications show that unfortunately the relationship hasn't improved but the Panel will continue to monitor this in 2013/14 and remain positive that progress can be made.

The development of Shaddongate Resource Centre has been a subject of importance for the community and the Council. From its opening earlier last year, to its development of service and accommodation provision, the Panel has scrutinised its activities. Vulnerable citizens, the old and the young, have been the primary focus of the services provided. The Panel are pleased to see that its provision has been utilized not just by the Council, but by many other agencies dealing with the health and wellbeing of the community in Carlisle. Future updates on this work, managed on behalf of the Council by the YMCA, I expect will be required of the Panel.

Housing and subjects allied to it, it is an important part of the Panel's core work. The half yearly examination of the Council's partnership agreement with Riverside Carlisle Housing Association, the Localisation Support of Council Tax and the Council's Tenants Strategy document all gave the opportunity for questions relating to the new under occupancy rules which are coming in in April this year, the resources in-house to prevent homelessness and the Council's plan for LSCT to be examined.

The role of the new Home Improvement Agency for which the City Council is the Authority responsible was examined and will return to the Panel for further scrutiny as will a report on the processing of Benefit Claims, about which the Panel have concerns in regard to the time taken to process the claims. That time is improving but with the changes that will be happening in the months to come, the Panel are anxious that processing time will be adequate.

The Panel recognizes that with all the challenging changes which will face housing supply needs in our area in the coming year, together with Welfare Reform and Universal Credit, a joint meeting or workshop with all three Panels on these subjects should be considered at the appropriate time in the next municipal year.

The Chair of the Tullie House Trust and the Director of Tullie House Museum and Art Gallery presented the 2013/14

– 2014/15 Business Plan to the Panel in November. The first 18 months of the new Trust had clearly been very challenging but in many ways there were satisfying outcomes - with new successful exhibitions, a Business Award for Tourism and Hospitality, funding for three years from the Arts Council which would focus on young people and other successful funding bids.

The Performance Monitoring Reports continue to be presented to the Panel on a quarterly basis and still produces questioning due to difficulty in not always being immediately clear to members what is being reported. However, the Policy and Performance Offices are always very helpful.

The draft Carlisle Plan was presented to the Panel. Of concern to members was the lack of specific mention of Health as a subject of responsibility for the Council and the recommendation for this to



**Cllr Jessica Riddle,
Portfolio Holder for
Communities and
Housing**

During my first year as a Portfolio Holder I have really appreciated the robust questioning that I receive from Scrutiny Members. This concentrates my mind very much on the issue being considered



**Cllr Anne Quilter,
Portfolio Holder for
Culture, Health,
Leisure and Young
People**

I believe the role of the Scrutiny Panels and the Task and Finish groups are important to the decision making process of the Executive and will continue to listen to the comments forwarded to me regarding my Portfolio. I think that we can make informed decisions together by working in partnership to benefit our communities.

be included will go forward to the Executive.

Our final meeting of this year took us out of the Civic Centre and into the Victory Hall, Dalston where the Panel considered Locality Working and the new Parish Charter

I'd like to thank members of the Panel for their work, the Portfolio Holders, the Director of Community Engagement and all other officers who have attended the Panel's meetings or been involved in supporting the various Task and Finish Groups. The Panel has been ably assisted by the Scrutiny Officer and I thank her for her contribution.

Environment and Economy Overview & Scrutiny Panel



PERSONAL VIEW FROM CLLR STEPHEN LAYDEN, CHAIR

Many and varied are the challenges facing the scrutiny panels. One of them is to find the balance between holding the Executive to account and acting in a constructive, non-partisan and proactive way to move policies and initiatives forward.

In my five years in Scrutiny, I have seen a progression from a reactive to a proactive role; this year not only closely examining decisions, but also positively discussing and influencing the direction of travel.

In the current austere climate, the economic issues are always a prime concern. I am pleased, however, that my panel has attempted to consider many issues of environmental importance; issues which can be highlighted as needing whatever action is possible within the current restraints, but which could improve significantly as the economic outlook improves.

One such topic this year has been the Botchergate Conservation Area Appraisal. A sub-group of the panel considered public views from the Botchergate consultation and made a valuable input into the short term improvements, whilst appreciating more wide reaching initiatives that could be implemented in the future.

The panel was able to scrutinise and support the Cleaning up Carlisle project, which aims to develop a balance between cleaning, education and enforcement.

Carlisle Tourist Information Centre Task and Finish Group



The Carlisle TIC sits within the Old Town Hall in the City Centre. As major capital works were planned for the building a small cross party group of Councillors were commissioned to look at what the TIC should aspire to in the future in order to provide a modern service.

As part of their work, Members of the Task Group visited Skipton and Leeds TIC to see contemporary examples of how the service can be provided.

Members of the group made several recommendations which should improve the service in the short and long term and the group will continue to monitor the scheme over the next year.

A full copy of the Task Group report and pilot evaluation can be obtained by contacting the Overview and Scrutiny Officer (contact details on p.11)

Sometimes the panel is invited to make recommendations which are ultimately overruled by the executive or even the full council. One such issue was that of the stewardship of Rickerby Park, where the panel felt that the Park's interests would be better served outside the stewardship scheme, a view that was ultimately rejected in full council.

Talkin Tarn Task and Finish Group



A Task and Finish Group has been commissioned by the Panel to carry out a piece of work on Talkin Tarn. In particular the Panel wish to understand the budget of the Tarn and how much running of the Country Park costs the Council.

The Task Group report is currently being drafted and will report to the Panel on 8th May 2013.

A copy of the report will be available after that date from the Scrutiny Officer.

Nonetheless, the involvement of the panel in the valid democratic process was to be commended.

Another important issue was the upgrading of the Kingmoor Nature reserve which the panel carefully considered and supported with recommendations viz a viz monitoring and management.

On the economic front, in depth discussions on the Business Initiative Development explored the reasons for its failure, considered what could be learnt and urged the executive to support all efforts to establish a BID.

The Business link up with the University of Cumbria and the Carlisle Economic Partnership were also deeply considered

Other positive discussions took place on Claimed Rights and the Strategic Waste Management Partnership, which, I believe, showed Scrutiny at its best – examining and tabling constructive considerations.

The Panel revisited the question of the Enterprise Centre, including making a site visit. Although a previous report and analysis of costs surrounding the centre has been acted upon, both the vice chairman and myself had concerns about the lack of administrative

presence at the centre and the underuse and under-promotion of its facilities.

Task and Finish groups have successfully looked at the Tourist Information Centre and Talkin Tarn to inform, in a positive manner, the way forward.

In conclusion, a wide range of topics impacting on the future economic and environmental direction of the council have been fully considered and scrutinised. I pay tribute to the panel members, the officers and the portfolio holders in facilitating this; working together in a genuine attempt to move forward the interests of the Carlisle City Council and its constituents.



Cllr Colin Glover, Portfolio Holder for Economy & Enterprise

Having been a member of various scrutiny panels for a number of years, I always welcomed the opportunity to participate and make a contribution to the work of the council from a backbench member perspective. Scrutiny plays an important role, whether it is providing input to future plans, holding the Executive to account on decisions made or monitoring the performance of the Council.

As I have moved into a portfolio holder role during the past year, I have valued the input of scrutiny members across the political spectrum. I have tried to ensure that the Scrutiny Panel has had the opportunity to discuss the key issues before decisions are made and the views expressed on a wide range of subjects have been welcomed and carefully considered. Work by members of Task & Finish groups has been much appreciated and the resulting reports demonstrate how detailed scrutiny of key subjects can be important drivers for future service planning and decision making. Economic growth and confidence in Carlisle will continue to be vital to the city in the coming months and years and I look forward to the contribution that Scrutiny will continue to make to that important work.



Cllr Elsie Martlew, Portfolio Holder for Environment & Transport

My previous local government experience with Carlisle City Council was during the time when a committee structure was in operation; this time around, with the Executive and Overview and Scrutiny concept, I initially felt it to be a somewhat alien concept!

However, that feeling was short-lived. I quickly realised the advantages and potential of the Scrutiny panels and, as an Executive member, I have tried to ensure that issues are fully discussed at O&S prior to any recommendation being formulated by the Executive.

The robust questioning of Executive members and senior officers by members of O&S can lead to improved policies, which must be beneficial to the democratic process.

I also appreciate the detailed work undertaken by Task and Finish groups. They are able to investigate, in great detail, issues of concern.

There are, however, drawbacks to the current system as the O&S panels do not accurately reflect the responsibility of Portfolio Holders which can lead to duplication or omission and perhaps needs to be reviewed in the future.

Resources Overview & Scrutiny Panel



PERSONAL VIEW FROM CLLR REG WATSON, CHAIR

Scrutiny is an important part of our local government system that aids the democratic structure of the Council and for the past year the Resources Panel has taken a close look at a number of areas including:

- Sickness absence
- Corporate risk register
- Tullie House
- Carlisle Leisure Ltd
- Capital and Revenue Budget
- Asset review and disposal programme
- Performance monitoring reports
- Asset management business
- Medium term financial plan
- Member and officer training

The Panel also set up a Task and Finish Group to look at paper reduction and the use of new technology for Councillors and Officers using the small computers now available. As a result we have just completed a pilot which was successful and have recommended that Members who wish should become “paperless”.

In the next two years the pressure on the Council’s budget will be the biggest this Council has ever faced.

A big thank you to the Chief Officers, members of the Executive and all who added to our deliberations. Our questions were not all daft

Thank you to our Scrutiny Support Officer for the clear advice and support and thank you to members of the Panel who never failed to get to the heart of the matter before us.

We hope we have added value to the Councils deliberations.



Cllr Dr Les Tickner, Portfolio Holder for Finance, Governance & Resources

The role of scrutiny is a vital one to challenge and debate the work of the Executive. I have found my first year extremely interesting. The scrutiny members show a good understanding of the subjects under debate. I believe the task and finish groups to be the most useful exercise. A good example of this was the saving paper group. The officers that serve the O&S committees are extremely capable and professional in their approach

Saving Paper Task and Finish Group



A cross party Task Group embarked upon a review on the options for saving paper within the democratic process. The Group considered the costs of paper, printing and posting of Committee reports and the effect this has on the environment. The Group looked at the possibilities of moving to paperless Committees by utilising available technology and recommended that a pilot be undertaken whereby a group of 10 Councillors would receive Committee reports electronically and use tablets in Committee meetings.

The two month pilot has recently ended and has been a success. The Members involved are very enthusiastic about the benefits of using tablets and it is recommend that paperless working for Councillors is rolled out to other Members of the Council, initially on a voluntary basis.

The change of working will reap financial and environmental savings to the Authority.

A full copy of the Task Group report and pilot evaluation can be obtained by contacting the Overview and Scrutiny Officer (contact details on p.12)

Development of Scrutiny & Summary of Progress

RELATIONSHIP WITH THE EXECUTIVE

The Council's Administration changed in May 2012 and the relationship thus far between Scrutiny and the Executive has been positive. There has been little requirement for formal Tripartite meetings which were planned to be held on a quarterly basis as dialogue between the two has been open and continuous throughout the year.

It is hoped that this relationship continues to develop positively throughout the next Civic Year.

NOTICE OF KEY DECISIONS, PRE-DECISION SCRUTINY AND CALL-IN

On 10 September 2012 new regulations came into force (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012). The new regulations removed the requirement for the publication of a Forward Plan covering a three month period. The regulations replaced the Plan with a requirement for the Council to publish a Notice 28 days in advance of any key decisions being made.

As the notice only requires 28 days notice it has been inevitable that the Scrutiny Panels have not always been able to undertake pre-decision scrutiny. Scrutiny does not have to look at every decision made by the Executive and

some Members still continue to have concerns that the Executive are making decisions which have not been subject to scrutiny. It should be acknowledged that there are times where the Executive should be left to make their decision, this is their responsibility. Should there be concern about the decision made then Scrutiny should request a Call-in. A Call-in should not be seen as an adversarial, political tool but an opportunity to ensure that the Council adheres to the principles of good decision-making.

There have been excellent examples throughout the current year where Executive Members have requested pre-decision Scrutiny, for example on Claimed Rights, which have given checks and balance to options and recommendations. These meetings have been particularly successful due to the openness and willingness of both parties to look for the best solution for the Authority and the people of the District.

REMIT OF PANEL RESPONSIBILITY

The areas of responsibility for each Panel are currently dictated by the Constitution which details the policy and operational areas of responsibility under the Terms of Reference for each Panel (Section 3). There have been occasions over the last year when confusion has arisen between the remit of Panels and the responsibilities of Portfolio Holders. For example issues that the Portfolio Holder for Environment and Transport has responsibility fall under the Community Overview and Scrutiny Panel (eg Allotments and Environmental Health). However there is an argument for the issue to be scrutinised by Environment and Economy O&S Panel (which the Portfolio Holder will routinely attend).

It is therefore suggested that the **Director of Governance gives consideration to recommend to Council that the constitution is amended to ensure that the Terms of Reference for each Overview and Scrutiny Panel is not prescriptive.** The Scrutiny Chairs Group could then give consideration to the Leaders Scheme of Delegation when produced and agree the operational areas of remit for each Panel. It is not expected that there will be many areas of contention; however by reaching an agreement early in the year will ensure that the Panels are kept informed by the relevant Portfolio Holder of upcoming issues within their remit and there will be no confusion as to where responsibility and scrutiny lie.

AGENDAS AND CHAIRING OF MEETINGS - TRAINING

The length of agendas for a number of panel meetings was identified as a concern last year and several meetings ran well into the afternoon. This has greatly improved in 2012/13 with only 2 meetings running over 1:00pm (from a 10am start). Indeed both of these meetings concluded at 1:10pm.

A training session for Scrutiny Chairs and Vice Chairs was arranged on Purposeful Meetings early in the Civic Year. In order to recoup some of the cost and also to widen the discussion, 6 places were offered to other Councils within Cumbria. The feedback on the training was particularly positive and Chairs should be applauded for actively taking on board the suggested changes which were identified at the session which has, for the majority of the time made for more focused discussions. However it is still true to say that at times Chairs of Panels have found it difficult to focus some Members to the topic at hand and this can cause some frustration to other participants. **Chairs should try to develop their skills further in 2013/14 so that they are confident to curtail unproductive discussion or long-winded speeches and bring the focus back to positive scrutiny.**

Although on the whole meetings have concluded well before 1:00pm it has been helpful this year that the timings of Joint Management Team and Executive Briefings have been changed so they are no longer held earlier in the

afternoon following on from Scrutiny meetings. Both Executive Members and Senior Managers have not been rushed from one meeting to another and are not having to make a decision as to which is more important to attend.

ATTENDANCE AT MEETINGS

Concern regarding attendance at Scrutiny Panels was raised in the last Annual Report. Group Leaders were requested to consider the availability of Members to attend scrutiny when allocating Membership of the Overview and Scrutiny Panels.

Attendance has improved in the current year with attendance at 94.6% for Community, 89% for Economy & Environment and 98% for Resources O&S Panels, compared with 93%, 87% and 84% respectively in 2011/12, however **Group Leaders are again requested to bear this in mind when allocating Members in 2013/14.**

Concern was raised part way through the year by the Scrutiny Chairs Group that some Members were leaving the meeting very early which at times left a small number of Scrutiny Members to consider later agenda items. Members were reminded that they are expected to stay to consider all of the agenda in order to ensure proper scrutiny of all items placed before them. This has improved towards the end of the year but **Scrutiny Chairs should continue to monitor attendance in 2013/14.**

CONCLUSIONS

It has been once again a busy year for Scrutiny and there has been some successful work undertaken. Members have particularly enjoyed Task Group working and through the monitoring of recommendations are able to see how their work influences the policy and performance of the Authority.

Members and Officers are now confident in employing different ways to undertake scrutiny. From formal scrutiny within the Panel arena, workshop sessions for partners, site visits to consult with service users and look at new projects through to the use of Lead Members to undertake a piece of work and report back to the Panel and cross party Task and Finish Group working. The flexible approach that scrutiny enjoys has enabled Members to become involved in subjects in a non-traditional way.

Part two of this report suggests further ways in which scrutiny can be developed throughout 2013/14 and addresses concerns raised by some scrutiny members. These will be progressed throughout the year and will be monitored by the Scrutiny Chairs Group.

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Report to Council

Agenda
Item:

17

Meeting Date: 30th April 2013
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref:KD037/12
Within Policy and Budget Framework YES
Public / Private Public

Title: CARLISLE PLAN 2013/16
Report of: Policy and Communications Manager
Report Number: PC 09/13

Purpose / Summary:

This report presents the draft Carlisle Plan and action plan for approval by Full Council.

Recommendations:

Council is requested to:

1. Consider the draft Carlisle Plan and action plan.
2. Approve the Plan for adoption to the Council's Policy Framework.

Tracking

Executive:	8 April 2013
Overview and Scrutiny:	Community 14 February 2013 Resources 21 February 2013 Environment and Economy 28 February 2013
Council:	30 April 2013

1. BACKGROUND

- 1.1 The Executive considered the final draft of the Carlisle Plan at their meeting on 8 April 2013. The plan was also referred to the Overview and Scrutiny Panels, partners, including community and voluntary groups, and the public for consultation.

2. PROPOSALS

- 2.1 The final draft of the Carlisle Plan 2013/16 is attached as Appendix 1. It sets out the City Council's vision for Carlisle and the six priorities for action over the medium term (2013/16). The draft action plan for delivering the priorities is attached as Appendix 2. This includes medium term actions that aim to be delivered over the life of the Carlisle Plan and actions to be delivered within the financial year.
- 2.2 The Carlisle Plan will be monitored by the Senior Management Team and regular progress will be reported to the Executive. The actions for each priority will be reviewed and developed as they progress. Overview and Scrutiny agreed that the Panels will receive progress updates on the priorities and actions.

3. CONSULTATION

- 3.1 The plan was considered by the Overview and Scrutiny Panels on the following dates:

Community Overview and Scrutiny Panel	14 February 2013
Resources Overview and Scrutiny Panel	21 February 2013
Economy and Environment Overview and Scrutiny Panel	28 February 2013

- 3.2 A programme of 'Listening Council' events were held during March 2013 to raise awareness of the Council's vision and priorities, as well as helping to shape the actions to deliver the Carlisle Plan. These included events at community centres, schools and libraries and a live web chat where the public could speak to the leader of the Council. The plan was available on the Council's website and feedback could be submitted via telephone, email or by post.

- 3.3 The Council contacted a range of community and voluntary groups for their comments on the priorities and actions. Consultation on the action plan will continue to be undertaken with partners engaged in delivering each key action as it develops.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1 The recommendations ask Council to approve the final draft of the Carlisle Plan and adopt it to the Policy Framework.

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 5.1 The Carlisle Plan provides the Council's priorities and the actions to implement these.

Contact Officer: Steven O'Keeffe

Ext: 7258

Appendices Appendix 1 - Carlisle Plan 2013/16

attached to report: Appendix 2 - Carlisle Plan Action Plan 2013/16

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:

Draft Carlisle Plan 2013-2016, Executive, 8 April 2013

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's - The Carlisle Plan forms a substantive part of the City Council's policy and performance management framework, monitoring of which enables stakeholders, including local people, to make a judgement about how effective the Council is in achieving its key priorities. The Council continues to monitor service standards and customer satisfaction and is looking at new ways to gather and review customer information.

Risks will be managed in accordance with the Risk Management Policy and the City Council will continue to embed the Public Sector Equality Duty in the delivery of all its services.

Resources -

There are no specific financial implications of adopting the Carlisle Plan 2013/16; however the plan will be used to inform future budget processes to align council resources to the priorities contained within it.

Carlisle Plan 2013/16

Vision:

To promote Carlisle as a prosperous City, one in which we can all be proud.

We will support the growth of more high quality and sustainable business and employment opportunities.

All our key decisions will support business growth. Our services will focus on being “business friendly”, working more closely with businesses to meet their needs.

We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.

We will support the tourism, arts and creative industries. Arts and leisure are important parts of making Carlisle a great place to work, live and visit. We will identify opportunities to enhance our sporting, cultural and heritage offer. We will find and support more sustainable ways to deliver this as a long term priority.

We will work more effectively with partners to achieve the City Council’s priorities.

We will look beyond Carlisle, building a stronger city as part of a stronger Cumbria. We will work to establish Carlisle as a nationally recognised sub-regional capital. We will build trust and confidence in the City Council, so that we become an effective partner in the key areas of housing and economic growth.

We will work with partners to develop a skilled and prosperous workforce, fit for the future.

Working in partnership, we want to help businesses identify the requirements needed to develop a skilled workforce and support education providers to help this be a reality. We will develop a better understanding of the needs of two very different sets of partners – businesses and learning and skills providers.

Together we will make Carlisle clean and tidy.

We all want Carlisle to be a place that is clean and a city in which we can all be proud. There is a shared responsibility between us and the community to achieve this. We want to do this by being proactive rather than reactive.

We will make decisions that are consistent with 'Clean-up Carlisle', one of our key initiatives. We will continue to tackle these issues, building a sustainable and better local environment.

We will address Carlisle's current and future housing needs.

Carlisle needs to provide more than 450 homes a year to support economic growth. We will take a bold and decisive lead on planning for future housing need, working with key partners to ensure that these plans deliver high quality homes that Carlisle people need.

We will focus on the quality of our homes, particularly in the private rented sector. We will work to make sure that housing is energy efficient and sustainable.

We will work with our partners to deliver affordable and specialist housing where required.

Carlisle Plan Action Plan 2013-16

We will support the growth of more, high quality and sustainable, business and employment opportunities.

Action 1: Develop an Employment Land Strategy		
Carry out an Employment Land Review as part of the Local Plan including identifying strategic employment sites.	J Meek	April 2013 onwards
Local Plan – Preferred Options – Agree key employment sites	J Meek	September 2013
Action 2: Work with partners to promote the employment sites in the city		
Developing the M6 Corridor protocol.	J Meek	Spring 2013
Develop a Prospectus promoting Carlisle as a great place to start up, relocate and grow a business.	J Meek	Spring 2013
Action 3: Improving Industrial Estate / Employment land performance		
Develop options for managing / developing the Kingstown Industrial Estate and other key sites.	J Meek	April 2013 – December 2013
Action 4: Develop a City Centre Development and Performance Strategy		
Establish a set of measures to monitor the economic performance of the city centre.	J Meek	April 2013
Develop a revised City Centre Masterplan to form part of the Local Plan. Identifying opportunities for the development of sites for office, leisure and retail accommodation.	J Meek	May 2013
Develop and deliver a city wide broadband and WIFI project designed to develop online access, speeds and uptake.	J Meek	May 2013
Develop and deliver a programme of public realm improvements in key areas of the city.	J Meek	2013/14
Action 5: Invest in Carlisle programme		
Engage and support businesses and new investment in the city via the Economic Development Liaison Panel and improved links with existing businesses.	J Meek	April 2013

We will develop vibrant sports, arts and cultural facilities, showcasing the City of Carlisle.

Action 1: Delivery of a city centre Arts Centre		
Work with partners to select a suitable site or property.	K Gerrard	April 2013
Develop governance, operational and business plans.	K Gerrard	July 2013
Continue to support the development of the Arts Centre through a three year programme of development works.	K Gerrard	2013/14 to 2015/16
Action 2: Old Town Hall Project		
Deliver the Old Town Hall restoration and repair project.	J Meek	June 2013
Develop options to refurbish and modernise the Tourist Information Centre.	J Meek	June 2013
Action 3: Deliver a Carlisle 'Events City' prospectus of cultural and sporting events for 2013/14		
Develop an events programme, budget and resource plan for 2013/14	K Gerrard / J Meek / A Culleton	April 2013
Action 4: Developing a partnership approach to tourism		
Deliver the City Tourism event and work with partners to identify initiatives to support tourism.	J Meek	April 2013
Action 5: Develop our sports and leisure facilities		
Deliver a sport and leisure facilities assessment of need and suitability plan	K Gerrard	February 2013
Develop sport and leisure facilities to address the need for wet and dry facilities by 2015/16	K Gerrard	April 2013
Support the delivery of key sports and leisure facilities via the Harraby School and Community Project.	K Gerrard	2013/14 to 2015/16

We will work more effectively through partnerships to achieve the City Council's priorities.

Action 1: Enhanced partnership working		
Map partners relevant to priorities	Senior Management Team (SMT)	April 2013
Identify partners shared aims and objectives and how we can work together	SMT	April 2013
Review member/officer partnership representation	M Lambert	April 2013
Quantify and redirect existing partnership spend	SMT	April 2013
Identify partnership champions and tap into their knowledge of what makes partnerships work	SMT	Ongoing 2013/14

We will work with partners to develop a skilled and prosperous workforce, fit for the future.

Action 1: Understanding the current position – business needs and learning providers and collaborating to address these needs		
With key Further Education / Higher Education partners draft a skills analysis for Carlisle	K Gerrard	May 2013
Use this analysis to develop a learning and skills partnership designed to address the current and future skills gaps for Carlisle. To be led through the Carlisle Strategic Partnership / Carlisle Economic Partnership (CEP)	K Gerrard / J Meek	June 2013
Action 2: Develop a collaborative approach to stimulating new business and growing small businesses		
Support the delivery of the Carlisle Growth Hub project and Business Interaction Centre (BIC) in Carlisle.	J Meek	April 2013 – December 2013
Explore with partners other ideas and options for developing and delivering a pathway of support, funding and facilities for business growth. Support the CEP to deliver this pathway.	J Meek	June 2013

Together we will make Carlisle clean and tidy.

Action 1: Monitor the new enforcement policy for tackling environmental crimes		
Monitor the outcomes of the enforcement policy and take appropriate actions to ensure targets are achievable.	A Culleton	Ongoing 2013/14
Action 2: Deliver the 'Love Where you Live' campaign		
Implement the marketing, communications and promotional plans	A Culleton	Ongoing 2013/14
Implement education activity with local schools and other appropriate groups	A Culleton	Ongoing 2013/14
Monitor and report on key results from the campaign, identifying new approaches.	A Culleton	Ongoing 2013/14
Action 3 : Deliver the Cleaning Up Carlisle programme in 2013/14		
Increase the usage of mechanical sweepers	A Culleton	Ongoing 2013/14
Implement a programme of street cleansing	A Culleton	Ongoing 2013/14

We will address Carlisle's current and future housing needs.

Action 1: Deliver the key housing projects arising from the City Housing Strategy		
Deliver a programme to install energy efficiency measures in domestic homes and to tackle fuel poverty.	K Gerrard	2013/16
Utilise a wide range of funding streams to bring empty homes back into use.	K Gerrard	2013/16
Action 2: The strategic housing needs are fully understood and integrated into the Local Plan.		
Ensure that sufficient land is identified in the Local Plan to provide for the housing needs of the area.	K Gerrard / J Meek	By 2014
Action 3: In the light of welfare reform changes ensure that vulnerable residents and client groups housing needs are understood		
Assess the housing and welfare / benefits needs arising from the government Universal Credit programme and seek to work with partners to meet these needs.	K Gerrard	April 2013

Review work programmes and service level agreements to ensure advice services supported by the Council are well co-ordinated and deliver good value for money.	K Gerrard	April 2013 - onwards
Review the use of Discretionary Housing Payments fund to ensure the most effective use.	K Gerrard	Through to 2016

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 11 FEBRUARY 2013

EX.10/13 DRAFT CARLISLE PLAN 2013 - 2016
(Key Decision – KD.037/12)

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Community; Environment and Economy;
and Resources

Subject Matter

The Finance, Governance and Resources Portfolio Holder submitted report PC.01/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Carlisle Plan would be monitored by the Senior Management Team and regular progress reported to the Executive. The actions for each priority would be reviewed and developed as they progressed. It was suggested that Overview and Scrutiny could receive progress updates on the priorities and actions as part of the quarterly monitoring reports.

The Leader moved the recommendations which were seconded by the Finance, Governance and Resources Portfolio Holder.

Summary of options rejected None

DECISION

That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation.

Reasons for Decision

The recommendations asked the Executive to review the content and layout of the Carlisle Plan before it was put out for consultation. It also ensured that the Plan was subject to Overview and Scrutiny, which formed an important part of the consultation

EXCERPT FROM THE MINUTES OF THE COMMUNITY OVERVIEW AND SCRUTINY PANEL HELD ON 14 FEBRUARY 2013

COSP.16/13 DRAFT CARLISLE PLAN 2013/16

The Policy and Communications Manager submitted report PC.02/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Executive had on 11 February 2013 (EX.10/13) considered the report and decided:

"That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation."

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

- The Plan contained a lot of work for officers and the number of priorities had increased, was there the capacity to deliver and monitor the priorities.

The Policy and Communications Manager highlighted the action plan for delivering each of the priorities which was attached to the report. Each item in the action plan was linked to a lead Director and would not have been included in the action plan if there was not the resource available to deliver it.

- A previous priority had been Health and Wellbeing and it was no longer included in the priorities.

The Communities and Housing Portfolio Holder explained that health had been integrated into each one of the priorities and each Directorate because of its importance.

The Panel accepted that health had been included in the priorities but felt that it should have been written down to enable it to be monitored.

- The comments underneath the housing needs priority should include lifetime home standards.
- Was the selection of the suitable site for the Arts Centre progressing according to the timescale set out in the report?

The Director of Community Engagement confirmed that it would be likely that a suitable site or property would be identified by April 2013 and gave a brief update on the progress to date.

- An action in the plan had been to deliver the cycle way link to complete the Carlisle Cycle Scheme; Members questioned how this could be completed.

The Policy and Communications Manager explained that the action had been discussed at the Corporate Programme Board and it was likely that it would be removed from the Plan.

RESOLVED – 1) That the Panel recommended that the Health and Wellbeing agenda objectives are identified and reported separately within the Carlisle Plan.

2) That a monitoring report on the actions set out in report PC.02/13 be submitted to the September meeting of the Panel.

EXCERPT FROM THE MINUTES OF THE RESOURCES OVERVIEW AND SCRUTINY PANEL HELD ON 21 FEBRUARY 2013

ROSP.15/13 DRAFT CARLISLE PLAN 2013/16

The Leader submitted report PC.03/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Executive had on 11 February 2013 (EX.10/13) considered the report and decided:

"That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation."

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

- A Member felt that the Plan concentrated on the City Centre and not the whole of Carlisle.

The Leader agreed that in some ways this was correct, he felt that a healthy active City Centre would benefit the whole of Carlisle and would stimulate the economy for the whole of Cumbria.

- The previous Plans had addressed youth provision within the City but it was not included in the new Plan. Members asked for reassurance that youth provision would still be a priority for the Council.
- A previous priority had been Health and Wellbeing and it was no longer included in the priorities, Members asked that this be included.

The Leader responded that youth provision and rural issues were both very important and overlapped. The Executive had looked thoroughly at both issues and made sure that they were reflected within each priority and action in the Plan. He added that health had also been integrated into each one of the priorities and each Directorate because of its importance.

- The Panel supported the development of the M6 corridor and asked for more detail on the aspirations.

The Leader explained that the idea for a proposal had been instigated by the Government's suggestion for large infrastructure projects. The City Council shared its vision with Eden District Council and South Lakeland District Council to establish enterprise along the corridor to stimulate both the rural and urban economy. The Leader had seen similar projects in Slupsk during a Town Twinning visit and he hoped that the same opportunities could be created in this country. He added that it was vital that the M6 corridor was developed as it was the gateway to the energy coast.

- A Member felt that the Plan should have contained more detail on how the actions would be achieved.

The Town Clerk and Chief Executive explained that the Plan was a strategic document and its purpose was to articulate what the Council's priorities were. The detail for each of the actions did not have to be included in the Plan. Each action would have a business plan or service plan as required and scrutiny would see those plans as the projects developed. Part of scrutiny's role would be to ensure that the plans were in line with the Carlisle Plan and consistent with what the Council was trying to deliver.

- A Member raised concerns regarding fuel poverty in the City and asked if this was a priority for the Council.

The Leader reminded the Panel that the Council was the strategic housing authority and, although all priorities were important, it was most important that the authority could provide affordable housing for the people of Carlisle. The Council had land and partners but needed more resources. The Housing Minister was visiting Carlisle in March and the Leader would meet with him to discuss the resources Carlisle needed to build affordable housing.

- How would scrutiny ensure that the actions in the Carlisle Plan were being carried out?

The Panel discussed the possibility of adding an additional column to the actions table which had a proposed completion date so it could be monitored by Scrutiny. The Town Clerk and Chief Executive reminded the Panel that the business plans or service plans for each action would be scrutinised as the developments or proposals progressed.

RESOLVED – That the comments and concerns identified by the Panel as detailed above be conveyed to the Executive.

EXCERPT FROM THE MINUTES OF THE ENVIRONMENT AND ECONOMY OVERVIEW AND SCRUTINY PANEL HELD ON 28 FEBRUARY 2013

EEOSP.18/13 DRAFT CARLISLE PLAN 2013-2016

The Leader submitted report PC.04/13 presenting the draft Carlisle Plan 2013 – 2016. He informed Members that the Plan replaced the previous Corporate Plan 2010 - 2013 and formed part of the Council's Policy Framework.

The Plan set out the Council's vision for Carlisle and the six priorities for action over the medium term (2013 - 2016), with the text under each priority providing the background and further detail on how the priority would be achieved.

The draft Action Plan for delivering the priorities was set out at Appendix 2, including medium term actions aimed to be delivered over the life of the Plan and actions to be delivered within the financial year. That aligned the Plan with the budget year. Future actions which developed could fit into the budget planning process.

The Executive had on 11 February 2013 (EX.10/13) considered the report and decided:

"That the Executive:

1. Had considered the presentation and content of the draft Carlisle Plan with a view to seeking continuous improvement in the way the Council delivered services to its local communities.
2. Referred the draft Carlisle Plan to the Overview and Scrutiny Panels for consultation.
3. Referred the Action Plan to partners, including community and voluntary groups for consultation."

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

There were no "Listening Council" events north or east of the river listed. Had the full list been published?

The Leader advised that while he would not be able to visit every community centre during the events he was available every Saturday morning in the central library and also held regular web discussions as well as discussions with the press and radio. Beyond that the

Leader and members of the Executive were happy to meet with the local community. The Leader added that, as he lived in Brampton, he knew the area and people knew him; for that reason he had decided to hold a session in Longtown rather than Brampton.

How would the Leader ensure a way of showing how the needs of health and youth were being met?

As a result of a similar question from the Resources Overview and Scrutiny Panel the Leader had attended a Healthy City meeting in Penrith to find out the long term strategy of public health, the university and the NHS. The Leader was concerned that the Healthy City project was losing focus but was reassured after the meeting that it was not. With regard to young people the Leader acknowledged that there was a need for jobs and apprenticeships. However, he was aware that the Council had a duty of care that would be reflected throughout the process.

It would be useful to have an additional column that indicated the status of an action.

The Leader confirmed he would look at that issue and that some actions would be ongoing and some works in progress.

In response to a query the Leader advised that he had been speaking with a number of partners including Pirelli and Bendalls who were keen to champion apprenticeships and wanted to build relationships with local schools regarding apprenticeship opportunities. The Leader believed that the City needed apprenticeships in areas such as electric welding. Not all young people were able to attend university and apprenticeships may be more suitable for them.

The Economy and Environment Portfolio Holder advised that he was working with Carlisle College who were more than happy to work with employers regarding apprenticeship schemes. There was also the possibility of young people setting up their own business and becoming employers themselves. The Portfolio Holder was engaging with companies and training providers and would work with training providers such as Systems Training.

As 30% of the authority was outside the City boundaries there was not a lot in the Plan that was relevant to them.

In response to a query the Leader confirmed that the "Listening Council" events would not be minuted but that he would be taking notes to ensure issues were followed up.

The Leader had met with a group of 40 young farmers recently who felt strongly that they were part of the young people of Carlisle.

With regard to housing needs affordable housing was currently more prevalent but it was not necessarily affordable for some people. It may be better to have more social housing available.

There was concern about the potential impact of the Welfare Reform Act and the possibility that people may have to move house and children be moved to different schools.

The Leader acknowledged that that was a concern and that the changes would be hard for a lot of people.

With regard to affordable housing the Leader was working with social housing landlords on the matter. A visit from the Housing Minister had been arranged for March and it was the Leader's intention to meet with him and discuss those issues.

The Leader agreed that social housing was needed but believed that one of the advantages of building new houses was that it created employment for local people who then put money back into the local economy.

The Deputy Chief Executive advised that a report on empty properties and the Disabled Facilities Grant would be considered by the Executive at their meeting on 11 March 2013.

A Member was concerned about the loss of traditional apprenticeships. He was also concerned about the number of people who could not afford the affordable housing and the number of people visiting the Salvation Army for food parcels. He believed that Members should work together to attempt to rectify the issues.

Was the improvement of the public realm, Botchergate and the City Centre included in the Plan?

The Economy and Enterprise Portfolio Holder advised that although highway issues were outwith the City Council's control Members were looking at signage and encouraging shop owners and bus operators to provide good facilities.

It was agreed that it would be useful to reinstate the Botchergate sub group.

The Director of Economic Development advised that Officers were looking at Rickergate and Botchergate and the links through the city. Officers were working with property owners regarding signage and derelict properties.

The Economy and Enterprise Portfolio Holder confirmed that the tourism and marketing strategy was deliverable within current budgets but, following the transformation within the Economic Development Directorate, staff resources were stretched and therefore it was essential that the staff were looked after.

The Director of Economic Development believed that the marketing and branding of Carlisle was important to ensure that people outside the area knew what Carlisle was about and to raise the profile of Carlisle. The Portfolio Holder added that effective partnerships would be crucial in that respect.

The County Council had made a big effort of promoting Carlisle in London. Did the City Council have any similar plans for London and Brussels?

The Director of Economic Development commended the County Council on their work and stated that the relationship with the County Council was strong which could only be good for the City as well as Cumbria.

The Chairman thanked the Leader for the report and acknowledged the value of Overview and Scrutiny Panels working with the Executive to move issues forward and challenge ideas.

RESOLVED – (1) That Report PC.04/13 – Draft Carlisle Plan 2013/16 be noted.

(2) That the Botchergate Working Group be reinstated to monitor the area.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 8 APRIL 2013

EX.33/13 **DRAFT CARLISLE PLAN 2013 - 2016
(Key Decision – KD.037/12)

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

Portfolio Finance, Governance and Resources

Relevant Overview and Scrutiny Panel Community; Environment and
Economy; and Resources

Subject Matter

Pursuant to Minute EX.10/13, the Leader submitted report PC.08/13 concerning the draft Carlisle Plan 2013/16 which set out the City Council's vision for Carlisle and the six priorities for action over the medium term. The draft Plan had been referred to the Council's Overview and Scrutiny Panels; partners (including community and voluntary groups); and the public for consultation.

The matter had been considered by the Community; Resources; and Environment and Economy Overview and Scrutiny Panels on 14, 21 and 28 February 2013. Copy excerpts (COSP.16/13, ROSP.15/13 and EEOSP.18/13) from the Minutes of those meetings had been circulated.

The final draft of the Carlisle Plan 2013/16 and the draft Action Plan for delivering the priorities were attached at Appendices 1 and 2 to the report.

Details of the feedback received, and the proposed amendments to the Plan following the consultation period were also provided at Appendix 3.

The Economy and Enterprise Portfolio Holder referred Members to the Action Plan (Appendix 2). He clarified that the implementation dates for the following actions should in fact read "April to December 2013":

Page 7 – Action 3: Improving Industrial Estate / Employment land performance; and
Page 9 – Action 2: Develop a collaborative approach to stimulating new business and growing small businesses

Members of the Executive indicated their agreement with the above amendments.

The Leader noted that the Chairmen of the Community; and the Environment and Economy Overview and Scrutiny Panels were in attendance. He invited them to speak on the matter.

The Chairman of the Community Overview and Scrutiny Panel stated that the Executive would see from the Minutes that concerns were expressed with regard to the omission of Health and Wellbeing as a priority within the proposed Plan. The Resources Overview and Scrutiny Panel had expressed similar concerns.

Health and Wellbeing had been a priority for a number of years. In 2004 the Department of Health issued a list of 70 local authority areas which were classed as Spearhead Authorities, meaning that they fell into the bottom 25% of local authority areas in relation to good public health. Carlisle was included in that list.

During the years which followed, the City Council, the Primary Care Trust and the Carlisle Partnership had worked hard together to change things and, in 2010, Carlisle was removed from that list.

However, there remained 4 Urban Wards (Currock, Denton Holme, Castle and Belle Vue) whose health deprivations meant that they would still be classed as Spearhead areas if the list was divided into political wards. Those Wards made up more than a third of the urban population.

In conclusion, the Chairman expressed the hope that, even if public health was not identified as a specific priority, the good work done would continue to make a substantial contribution towards health improvements in Carlisle.

The Chairman of the Environment and Economy Overview and Scrutiny Panel said that the Panel was concerned to ensure that the needs of health and youth were being met. He acknowledged that the Leader had given an acceptable response to those concerns. He further highlighted rural issues and looked forward to seeing how those would evolve in detail.

The Chairman added that a very valuable meeting had taken place at the start of the year when the Botchergate Conservation Area was discussed. Accordingly, he was very keen to recommend, on behalf of the Panel, that the Botchergate Working Group be reinstated to monitor the area.

The Leader thanked the Overview and Scrutiny Chairmen for their input.

In response to the concerns raised, the Leader referred to the responses detailed in Appendix 3 (Page 15) which philosophy underpinned the whole of the Carlisle Plan. He gave an assurance that Health and Wellbeing would not be neglected in any way.

The Culture, Health, Leisure and Young People Portfolio Holder indicated that she too was well aware of the importance of health. A number of meetings had taken place with partners in the City and the Executive was fully committed to such working through the Carlisle Partnership.

Speaking in her capacity as a member of the Carlisle Partnership, the Chairman of the Community Overview and Scrutiny Panel stated that a prominent part of their work was to address health related need within Carlisle.

In conclusion, the Leader moved that the Executive consider the proposed amendments to the Carlisle Plan and Action Plan, and agree to refer the draft Plan to full Council for approval.

The Environment and Transport Portfolio Holder seconded the recommendation.

Summary of options rejected None

DECISION

That the Executive:

1. had considered the proposed amendments to the draft Carlisle Plan 2013/16 and Action Plan.
2. agreed to refer the draft Carlisle Plan (subject to the additional amendments highlighted above) to full Council for approval on 30 April 2013.

Reasons for Decision

The recommendations asked the Executive to approve the final draft of the Carlisle Plan following the consultation period. The Carlisle Plan 2013/16 should be referred to full Council for approval and adoption to the Policy Framework

Council

Agenda
Item:

18

Meeting Date: 30th April 2013
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: **AUDIT COMMITTEE'S ANNUAL REPORT**
Report of: Chair of Audit Committee
Report Number: RD04/13

Purpose / Summary:

This report provides a summary of the work undertaken by the Audit Committee during the period 16th of April 2012 to the 11th January 2013.

Recommendations:

It is recommended that Council note and accepts this report.

Tracking

Executive:	Not applicable.
Overview and Scrutiny:	Not applicable.
Council:	30th April 2013.

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

Audit Committee

Agenda
Item:

Meeting Date: 15th April 2013
Portfolio: Finance, Governance and Resources
Key Decision: No
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: **AUDIT COMMITTEE'S ANNUAL REPORT**

Report of: Chair of Audit Committee
Report Number: RD04/13

Purpose / Summary:

This report provides a summary of the work undertaken by the Audit Committee during the period 16th of April 2012 to the 11th January 2013.

Recommendations:

It is recommended that the Audit Committee note and accept this report for recommendation to Council.

Tracking

Executive:	Not applicable.
Overview and Scrutiny:	Not applicable.
Council:	30th April 2013.



1 **BACKGROUND**

1.1 In accordance with paragraph 3.3 of the Audit Committee's Rules of Governance - attached to this report for Members' information as **Appendix A** - the Chairman of the Audit Committee is required to present an Annual Report on the work of the Audit Committee to the full Council.

1.2 The Members of the Audit Committee for this municipal year are -

Conservative

Mallinson E

Nedved

Bowman

Bowman C (Substitute)

Craig (Substitute)

Parsons (Substitute)

Labour

Patrick (Chair)

Sherriff

Franklin

Bowditch

Whalen (Substitute)

Boaden (Substitute)

Stothard (Substitute)

This Report covers the meetings of the Audit Committee held on.

16th April 2012

12th July 2012

26th September 2012

2 **AUDIT COMMITTEE'S PROGRAMME OF WORK.**

- 2.1 At the commencement of the year, the Committee agreed a Programme of work for the forthcoming year that outlined the areas to be considered at each meeting.
- 2.2 The Programme for the above period included the following topics that were considered at each of the meetings:

Minutes of the Corporate Resources Overview and Scrutiny Committee or latterly the Resources Overview and Scrutiny Panel – these were submitted to each meeting of the Audit Committee for information and any member comments.

Responses from the Executive/Overview and Scrutiny – these were submitted for consideration and comment.

Audit Services Progress Reports – these provided summaries of the work carried out by Audit Services since the previous meeting of the Committee. A copy of each Final Audit Report was appended to these Progress Reports, together with any relevant information relating to any follow-up reviews that had been undertaken where members' attention needed to be drawn to any outstanding recommendations and the reasons for these.

Annual Governance Statement Action Plan – this regular report appraises members of progress made on the Annual Governance Statement Action Plan.

Risk Management Policy and progress – officers have provided Members of the Committee with information relating to the work of the Corporate Risk Management Group and the updated Corporate Risk Register on a regular basis, for noting and action if necessary.

The programme also included a number of topics that are considered on an annual or an ad-hoc basis -

2.2.1 MEETING HELD 16TH APRIL 2012.

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 5 January and 16 February 2012 were submitted for information.
- Subsequent to the verbal update at the last meeting of the Committee, the District Auditor informed Members that Grant Thornton had now been awarded the contract (for a five year period) for the North West area.
- The Audit Manager (Audit Commission) presented the Annual Report on the Certification of Claims and Returns for 2010/11.
 - The Audit Manager (Audit Commission) submitted his Review of Financial Systems for the 2011/12 Audit.
 - The Audit Manager presented report RD.05/12 summarising the work undertaken by the Audit Committee during the period from 5 July 2011 to 13 January 2012.
 - The Audit Manager stated that the existence of the Audit Committee and its work programme enabled the Council to demonstrate that it was following the recommended best practice of the CIPFA Practical Guidance for Audit Committees in Local Authorities.
 - The Financial Services Manager submitted report RD.98/11 providing information regarding the final accounts process.
 - The Audit Manager submitted report RD.03/12 providing details of the updated Strategic Audit Plan and the proposed Audit Plan for 2012/13.
 - The Audit Manager submitted report RD.04/12 summarising the work carried out by Audit Services since the previous report to Committee on 13 January 2012 and detailing the progress made against the 2011/12 Audit Plan up to 31 March 2012.
 - The Financial Services Manager submitted report RD.06/12 updating the Committee on progress made to the Annual Governance Statement Action Plan.

- The Financial Services Manager submitted report RD.90/11 providing the regular quarterly summary of Treasury Management Transactions including the requirements of the Prudential Code, as required under the Financial Procedure Rules. The report had been received by the Executive on 13 February 2012.
- Pursuant to Minute AUC.11/12, the Director of Economic Development submitted joint report with the Director of Governance (ED.18/12 / GD.22/12) setting out the main changes to the style and content of Development Control Committee reports and how those changes met the objectives of the Action Plan.
- The Deputy Chief Executive submitted report SD.05/12 providing an update on the Council's risk management arrangements. The report contained the Risk Register presented to the Resources Overview and Scrutiny Panel on 29 March 2012.

2.2.2 MEETING HELD 12TH JULY 2012.

- Councillor Ms Patrick was duly appointed as Chairman of the Audit Committee for 2012/13 and it was also moved and seconded that Councillor Bowditch be appointed Vice-Chairman.
- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 29 March and 14 June 2012 were submitted for information.
- The Financial Services Manager submitted report RD.22/12 providing the City Council's Annual Governance Statement for 2011/12.
- The Chief Accountant presented report RD.21/12 enclosing the Council's Statement of Accounts 2011/12 which had been certified by the S.151 Officer in accordance with statutory requirements by 30 June 2012.
- The Chief Accountant submitted the Annual Report on Treasury Management (RD.12/12). He informed Members that the report was required under both the Financial Procedure Rules and CIFPA Code of Practice on Treasury Management. The regular report on Treasury Transactions for the period 1 January 2012 - 31 March 2012 was also submitted.

- Pursuant to Minute AUC.11/12, the Director of Economic Development submitted report ED.26/12 setting out the main changes which had taken place to reports prepared by Planning Officers in relation to planning applications being considered by the Development Control Committee.
- The Audit Manager (Carlisle City) submitted report RD.16/12 summarising the work carried out by Audit Services since the previous report to Committee on 16 April 2012 and detailing progress made on delivery of the approved Audit Plan in the first quarter of 2012/13.
- The Audit Manager (Carlisle City) submitted report RD.15/12 summarising the work carried out by the Internal Audit Shared Service for the year 2011-12, together with information on the effectiveness of Internal Audit in the format agreed by the Audit Committee on 23 January 2007.

2.2.3 MEETING HELD ON 26TH SEPTEMBER 2012.

- The Minutes of the meeting of the Resources Overview and Scrutiny Panel held on 26 July 2012 were submitted for information.
- The District Auditor presented the Annual Governance Report summarising the findings from the 2011/12 audit.
- The Chief Accountant submitted report RD.38/12 attaching a Letter of Representation for 2011/12.
- The Chief Accountant submitted report RD.39/12 concerning the Council's Statement of Accounts 2011/12. Copies of the Accounts, which had been subject to a three month audit process, (commencing July 2012 and with a statutory completion date of 30 September 2012) had been circulated.
- The Financial Services Manager submitted report RD.40/12 updating Members on a number of consultations taking place over the summer period regarding the Local Audit Bill and other consultations.
- Pursuant to Minute AUC.44/12, the Director of Governance submitted a concluding report (GD.49/12) in relation to the Carlisle Airport Action Plan.

Attached, for Members' information, was report GD.06/12 previously considered by the Committee on 13 January 2012.

- The Audit Manager (Carlisle City) submitted report RD.37/12 summarising the work carried out by Audit Services since the previous report to Committee on 12 July 2012 and detailing progress made on delivery of the approved Audit Plan in the second monitoring period of 2012/13.
- The Chief Accountant submitted report RD.28/12 providing the regular quarterly summary of Treasury Management transactions for the first quarter of 2012/13, including the requirements of the Prudential Code.
- The Deputy Chief Executive submitted report SD.07/12 providing an update on the Council's risk management arrangements. The report contained the Risk Register presented to the Resources Overview and Scrutiny Panel on 26 July 2012.

2.2.4 MEETING HELD ON 11TH JANUARY 2013.

- The Minutes of the meetings of the Resources Overview and Scrutiny Panel held on 30 August, 18 October and 4 December 2012 were submitted for information.
- The Executive had given consideration to Minute Excerpt AUC.126/12, and noted that the Carlisle Airport Action Plan had been implemented to the satisfaction of the Audit Committee; and that the Committee would no longer monitor the position.
- The Financial Services Manager presented, for information, the Audit Practice's Annual Audit Letter for the City Council, the purpose of which was to summarise the findings from the 2011/12 audit.
- The Audit Commission had set its proposed work programme and scales of fees for 2012/13; and the Director outlined details of the audit fee for the Council, along with the scope and timing of the work, Value for Money conclusion and details of their Team.
- The Financial Services Manager reported that the Department for Communities and Local Government had, on 6 July 2012, published the draft Local

Audit Bill for consultation. The draft Bill set out the Government's proposals for a new local audit framework for public bodies, including the appointment of their auditors.

- The Financial Services Manager submitted report RD.71/12 providing an update on the governance arrangements relating to the Shared Internal Audit Service.
- The Financial Services Manger submitted report RD.65/12 providing information regarding the 2012/13 Final Accounts process.
- The Audit Manager (Carlisle City) submitted report RD.69/12 summarising the work carried out by Audit Services since the previous report to Committee on 26 September 2012 and detailing progress made on delivery of the approved Audit Plan in the third quarter of 2012/13.
- The Financial Services Manger submitted report RD.60/12 setting out the Council's Treasury Management Strategy Statement for 2013/14 in accordance with the CIPFA Code of Practice on Treasury Management.
- The Financial Services Manager submitted report RD.47/12 providing the regular quarterly summary of Treasury Management transactions for the second quarter of 2012/13, including the requirements of the Prudential Code.
- The Financial Services Manager submitted report RD.72/12 updating Members on the Council's governance arrangements and its systems of internal control in line with CIPFA's Good Governance Framework.
- The Deputy Chief Executive submitted report SD.01/13 providing an update on the Council's risk management arrangements. The report contained the Risk Register presented to the Resources Overview and Scrutiny Panel on 18 October 2012.

3 CONSULTATION

None

4 CONCLUSION AND REASONS FOR RECOMMENDATION.

4.1 The existence of the Audit Committee and its work programme enable the Council to demonstrate that it is following the recommended best practice in respect of the CIPFA Practical Guidance for Audit Committees in Local Authorities. The Committee has strengthened the Council's internal control process through its ability to ensure that systems and controls are robust, that challenges are raised as appropriate, and that adequate follow-up procedures are in operation in relation to Audit recommendations. This has been noted and commented on by the Audit Commission's Audit Manager.

4.2 It is recommended that the Audit Committee note and accept this report.

5 CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES.

5.1 To ensure that good governance arrangements are in place to underpin the delivery of Carlisle City's Priorities.

Contact Officer:	Gill Martin	Ext: 7294
	Audit Manager	
	Shared Internal Audit Service	

**Appendix A – Rules
of Governance
attached to report:**

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

- None

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's – not applicable
Community Engagement – not applicable
Economic Development – not applicable
Governance – not applicable
Local Environment – not applicable
Resources – not applicable

Appendix A

AUDIT COMMITTEE RULES OF GOVERNANCE

1. STATEMENT OF PURPOSE

- 1.1 The purpose of an Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

2. TERMS OF REFERENCE

2.1 Audit Activity

To consider the Audit Services Manager's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.

To consider summaries of specific internal audit reports as requested.

To consider reports dealing with the management and performance of the providers of internal audit services.

To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.

To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

To consider specific reports as agreed with the external auditor.

To comment on the scope and depth of external audit work and to ensure it gives value for money.

To liaise with the Audit Commission over the appointment of the Council's external auditor.

To commission work from internal and external audit.

2.2 Regulatory Framework

To maintain an overview of the Council's Constitution in respect of Contract Procedure Rules, Financial Regulations and financial Codes of Conduct and Behaviour.

To review any issue referred to it by the Town Clerk and Chief Executive or a Director, or any Council body.

To monitor the effective development and operation of risk management and corporate governance in the Council.

To monitor Council policies on "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy and the Council's complaints process.

To oversee the production of and approve the authority's Annual Governance Statement and to recommend its adoption.

To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

To consider the Council's compliance with its own and other published standards and controls.

2.3 Accounts

To review the Annual Statement of Accounts and to make recommendations to Council in respect of the approval of the Statement of Accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

3. ACCOUNTABILITY

- 3.1 The Audit Committee will be a stand alone Committee of the Council. All Audit Committee members will act in the interests of the Council and not on behalf of any political party, constituency, ward, or interest group.
- 3.2 The Chairman of the Audit Committee will be appointed by the Committee. The Chairman and the Committee will ensure that relevant issues are promptly brought to the attention of the Executive, Overview and Scrutiny Panels and Regulatory Committees or the full Council.
- 3.3 The Chairman of the Audit Committee will present an Annual Report on the work of the Audit Committee to the full Council.

4. AUTHORITY AND ACCESS

- 4.1 The Audit Committee has a right to request relevant information from appropriate or relevant Members and Officers of the Council.
- 4.2 The Audit Committee will not be able to transact the powers, functions and duties reserved to the full Council, the Executive, Overview and Scrutiny and other Regulatory Committees.
- 4.3 The Audit Committee will have access to in-house financial, legal and any other professional advice necessary to carry out its functions.
- 4.4 The Chairman of the Audit Committee and the external and internal auditor will meet as necessary and the Council's Audit Services Manager will provide necessary services and support and assistance to the Audit Committee.
- 4.5 Any Member, Officer or member of the public who has any concern covered by the Terms of Reference of the Audit Committee may raise the matter with the Chairman of the Committee who will obtain, if necessary, relevant advice from the Council's Monitoring Officer or the Section 151 Finance Officer before taking any action with regard to the same.

5. MEMBERSHIP

- 5.1 Audit Committee members will be appointed by the Council and consist of 7 members in accordance with the rules governing political balance. No member of the Executive and no chair of the Overview and Scrutiny Panels will be eligible to be a member of the Audit Committee.
- 5.2 The Audit Committee will be provided with administrative support by the Governance Directorate and reports/decisions of the Audit Committee will be recorded and published on CMIS in the usual way. The Resources Directorate will provide technical support to the Committee when required. As the decisions of the Audit Committee will not be of an executive nature, the decisions will not be the subject of a request for call-in. If any Member is concerned about any decision of the Audit Committee, s/he should raise the matter with the Chairman of the Audit Committee, the Monitoring Officer, the Section 151 Finance Officer and/or ask an oral question of the Chairman of the Audit Committee at the Council meeting in accordance with the relevant Council Procedure Rules.

6. ATTENDANCE

- 6.1 The Audit Committee shall meet on a regular basis as provided for in paragraph 7 below. Officers and others may attend all or part of the meeting at the invitation of the Committee. Attendees will usually include:
- The Leader or Deputy Leader
 - The Portfolio Holder for Finance
 - Town Clerk and Chief Executive
 - Director of Resources (Section 151 Finance Officer)
 - Director of Governance (Monitoring Officer)
 - Audit Services Manager
 - Other Directors and Managers, as required
- 6.2 Subject to the relevant meeting complying with the Access to Information paragraphs for the exclusion of members of the public, the Audit Committee will at least annually meet :
- (i) in private, with the external and internal auditors together; and/or
 - (ii) in private, with the external auditor.

7. MEETINGS

- 7.1 The Audit Committee will meet at least four times a year in accordance with the schedule of meetings agreed by the Council. The External Auditor or the Audit Services Manager may request a meeting if they consider it necessary and other special meetings may be called in accordance with the Council's Procedure Rules.
- 7.2 The members of the Audit Committee will commit to receiving appropriate training and development necessary to fulfil their roles.

8. QUORUM

- 8.1 The quorum for any meeting will be one quarter of the elected members of the Committee, subject to there being not less than two elected members present at any time.

9. WORK PROFILE OF THE AUDIT COMMITTEE

- 9.1 In furtherance of the Terms of Reference and not otherwise, the Audit Committee is likely to receive and advise upon the following areas of work :
- Whether there is an appropriate culture of risk management and related control throughout the Council;
 - the Annual Governance Statement;
 - the annual Statement of Accounts, including changes in and compliance with accounting policies and practices, major judgemental areas and significant adjustments resulting from the audit;
 - significant changes required to Financial Procedure Rules and the Contracts Procedure Rules.
 - the framework and processes for risk assessment, analysis and management within the Council;
 - the effective co-ordination between internal and external audit;
 - the budget needed to resource effective internal and external audit and other responsibilities of the Audit Committee; and

- generally, on how the Audit Committee could add value to the work and operation of the Council.

9.2 External Audit and Inspection Agencies

- To note the fees and terms of engagement of the external auditor.
- To review the planned programme of work with the external auditor.
- To consider the annual statutory audit and to advise the Executive on any response to any audit management letters, reports and investigations, including Value for Money studies and other inspection reports.
- To review whether agreed external or internal audit or inspection recommendations have been implemented by the Executive as timetabled.
- To discuss with the external auditor any problems, reservations or issues arising from the interim or final audit or other investigations.
- To review the external auditor's independence and objectivity and annually appraise the Executive on the effectiveness and value for money of the external audit service.

9.3 Corporate Governance Framework

- To review and advise the Executive on the embedding and maintenance of an effective system of corporate governance including internal control and risk management.
- To give an assurance to the Council that there is a sufficient and systematic review of the corporate governance, internal control and risk management arrangements within the Council.
- To review the Annual Governance Statement and make appropriate recommendations to the Council, the Executive, the Overview and Scrutiny Panels and Regulatory Committees.
- To ensure that any significant weaknesses identified are remedied.
- To commission, if necessary, any relevant investigations into matters of particular concern relating to internal control.
- To ensure that the impact of any alleged or fraudulent activity on the Council's framework of internal control is reviewed and, where necessary, to recommend changes to strengthen the control framework.

- To receive reports relating to those aspects of whistle blowing or alleged or actual fraudulent activity which relate to the Terms of Reference of the Audit Committee.

9.4 Internal Audit

To review and make recommendations to the Executive regarding :

- The effectiveness of internal audit;
- the internal audit function to ensure it is adequately resourced;
- the internal audit strategy, annual plan and to monitor delivery of the plan;
- any internal audit protocols and policies;
- significant audit findings, together with the response from managers to these reports;
- any difficulties encountered by internal audit including any restrictions on the scope of activities or access to required information;
- agreed internal audit recommendations to ensure they are implemented by management as timetabled; and
- the annual report from the Audit Services Manager.

9.5 Other

To consider and make recommendations to the Executive on :

- the selection and terms of appointment of other appropriate advisors and consultants;
- governance issues relating to the operation of the Audit Committee, and
- the proportionality, independence, and appropriateness of any of the Council's policies relating to any audit or governance matters.
- such other matters of an audit, financial or governance nature as fall within the terms of reference of the Committee or as may be referred by the Council.

Report to Council

Agenda
Item:

19

Meeting Date: 30 April 2013
Portfolio: Cross Cutting
Key Decision: Not Applicable
Within Policy and Budget Framework NO
Public / Private Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY
Report of: Director of Governance
Report Number: GD.18/13

Purpose / Summary:

To report on the operation of call-in and urgency over the past twelve months.

Recommendations:

That the report be noted and the current procedures on the operation of call-in and urgency be continued.

Tracking

Executive:	N/A
Overview and Scrutiny:	N/A
Council:	30 April 2013

1. BACKGROUND

- 1.1** This report has been prepared in accordance with Rule 15(j) of the Overview and Scrutiny Procedure Rules which requires the operation of the provisions relating to call-in and urgency to be monitored annually, and a report submitted to Council.

2. OPERATION OF THE PROVISIONS RELATING TO CALL IN AND URGENCY

2.1 Call-Ins

During the 2012/13 Municipal Year there have been no call-ins.

2.2 Urgency Rules

Rule 15(l) of the Overview and Scrutiny Procedure Rules provides that call-in procedures shall not apply where a decision being taken by the Executive is urgent. A decision is urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interest.

In these circumstances, the Chairman of the Council (i.e. the Mayor) has to agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency.

During the 2012/13 Municipal Year, the Mayor has agreed that the following decisions of the Executive were urgent and should not be subject to call-in procedures. The reasons for the Mayor's decision were set out in the decision notice at the time and in most cases the reason for urgency has been to enable items to be considered and debated by all Members at a full meeting of the City Council without an unreasonable delay. If the items had been called in the process would have overlapped the next Council meeting.

Executive – 2 July 2012

EX.71/12 – Food law Enforcement Plan

EX.72/12 – Carlisle and Eden Crime and Disorder Reduction Partnership Plan

EX.73/12 – Botchergate Conservation Area Appraisal

EX.84/12 – Clean Up Carlisle

EX.87/12 – Land and property Transactions – Asset Review Disposal Programme

Executive – 3 September 2012

EX.107/12 – Draft Medium Term Financial Plan (Incorporating the Corporate Charging Policy) 2013/14 to 2017/18

EX.108/12 – Draft Capital Strategy 2013/14 to 2017/18

EX.109/12 – Draft Asset Management Plan 2012 – 2017

Executive – 29 October 2012

EX.120/12 – Draft Statement of Gambling Policy – Gambling Act 2005

EX.122/12 – Higher Level Stewardship Grant

EX.131/12 – Highways Claimed Rights

Executive – 17 December 2012

EX.159/12 – Provisional Capital Programme 2013/14 to 2017/18

EX.163/12 – Tullie House Museum and Art Gallery Trust Business Plan 2013/14-2015/16

EX.164/12 – Tenancy Strategy

EX.166/12 – Proposals for implementation of Council Tax Technical Reforms to Discounts and Exemptions

EX.167/12 – Review of Polling Arrangements

Executive – 14 January 2013

EX.02/13 – Budget 2013/14 – Revenue Estimates – Summary of Overall Budgetary Position 2013/14 to 2017/18

EX.03/13 – Budget 2013/14 – Provisional Capital Programme 2013/14 to 2017/18

EX.04/13 – Treasury Management Strategy Statement, Investment Strategy and Minimum Revenue Provision Strategy 2013/14

EX.05/13 – Executive Response to the Budget Consultation and Recommendations for the 2013/14 Budget

Executive – 8 April 2013

EX.33/13 – Draft Carlisle Plan 2013-2016

2.3 ITEMS NOT IN THE NOTICE OF EXECUTIVE KEY DECISIONS

The following list details key decisions which have been considered by the Executive on the date shown under General Exception rules as they were not included in the Notice of Executive Key Decisions.

EX.57/12 – Tour of Britain on 30 April 2012

EX.168/12 – Business Interaction Centre on 17 December 2012

EX.169/12 – Private Sector Housing External Funding on 17 December 2012

EX.24/13 – Harraby Campus Development Project on 11 March 2013

EX.35/13 – CSP Partnership Plan on 8 April 2013

3. SUMMARY

In the past 12 months there have been no call-ins. Procedures to deal with call-ins are in place and a pro-forma is available for Members to use in calling in decisions on which Members are asked to identify the reasons for the call-in. The identification of specific reasons gives Portfolio Holders the opportunity to be prepared and briefed at call-in meetings although identifying the specific reason is not mandatory in the call-in process. It is considered that the system and processes already in place to deal with call-ins are satisfactory.

With regard to the urgency rules, the decisions on items deemed by the Mayor to be urgent and not subject to 'call in' have related to instances where recommendations from the Executive have been referred to the City Council for decision and the call-in period would overlap the date of the City Council.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 4.1** That the report be noted and the current procedures on the operation of call-in and urgency be continued in accordance with Rule 15(j) of the Overview and Scrutiny Procedures Rules.

Contact Officer: Rachel Rooney

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**Appendices
attached to report:** None

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/RISKS:

Chief Executive's – N/A

Community Engagement – N/A

Economic Development – N/A

Governance – Report is by the Director of Governance and legal comments are included.

Local Environment – N/A

Resources - N/A

