

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, 14 July 2020 at 18:45**, **This meeting will be a virtual meeting and therefore will not take place in a physical location.**

Corporate Director of Governance and Regulatory Services

AGENDA

1. **The Mayor will invite the Chaplain to say prayers.**

2. **Register of Attendance and Declarations of Interest**

The Town Clerk and Chief Executive will open the meeting by calling the roll; and at the same time 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.

3. **Minutes**

The Council will be asked to receive the Minutes of the meetings of the City Council held on 3 March and 5 May 2020.

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. 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

6. Questions by Members of the Public

Any views or opinions expressed in the question set out in this Agenda paper are those of the person submitting the question and do not necessarily reflect the position, views or opinions of the Council.

Pursuant to Procedure Rule 10.1, the Corporate Director of Governance and Regulatory Services to report the receipt of the following question submitted on notice by a member of the public:

Climate Emergency

“On 5th March 2019, Carlisle City Council passed a motion declaring a climate emergency. This was followed on 1st May 2019, when a national declaration of an environment and climate emergency was passed by UK parliament. I would like to know what steps the council has taken, or is planning to take, to reduce the carbon emissions of Carlisle, which will help to “make the Council’s activities net-zero carbon by 2030”.

My question’s inspiration comes from personally witnessing the excessive use of light coming from most high-street stores in Carlisle city centre, with only a small minority opting to switch off their lights overnight. Whilst I understand that the council will have little or no control over the decisions made by retail outlets, I have felt repeatedly disappointed by the large LED screens in the windows of Carlisle Town Hall that circulate images into the early hours of the morning. This appeared to me to be a gross, public misuse of energy and somewhat contradictory to the council’s commitment to “urgent action” in addressing its self-declared climate emergency.

With this all in mind, how does the council continue to “ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to zero carbon by 2030”?

Quotes all taken from Carlisle City Council's document 'Notice of Motion – Climate Change'

7. Presentation of Petitions and Deputations

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

8. Questions from Members of the Council

Any views or opinions expressed in the question set out in this Agenda paper are those of the person submitting the question and do not necessarily reflect the position, views or opinions of the Council.

Pursuant to Procedure Rule 11.2, the Corporate Director of Governance and Regulatory Services to report the receipt of the following question submitted on notice by Councillor Dr Davison:

“At the health and wellbeing scrutiny meeting on 11th June, members discussed how to maintain the increase in walking and cycling that has been a feature of the lockdown.

Following the discussion, Councillor Ellis stated that things have been different during the pandemic, and that the council's aim was to get the economy back to normal as soon as possible with people back to work, “car parks filled up” and the city centre full of shoppers.

In response it was suggested that this needs to be a time for change if we are to have any chance of tackling our climate and environmental crisis in the timescale demanded by it, with a key importance of us not going back to our previous “business as normal” and current economic model which has been damaging to our health and the environment that sustains us. Also mentioned was that there are other economic models, such as the doughnut economics model, which is much more sustainable and works within the framework of our existing planetary resources.

In response, Cllr Ellis said that he wanted to make it very clear that “We (this council) have no intention of changing the economic model.”

How, then, will Carlisle City Council tackle the climate and ecological emergency if there is an unwillingness to consider exploring different economic models from that of unlimited growth and carbon emissions which are a root cause of the climate and ecological crisis in the first place?”

9. Minutes of the Executive

The Council will be requested to receive the Minutes of the meetings of the Executive held on 9 March, 30 April, 27 May and 22 June 2020 and ask questions of the Leader and Portfolio Holders on those Minutes.

10. Executive - Portfolio Holder Reports

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

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|--|----------------|
| (i) <u>Culture, Heritage and Leisure</u> | 11 - 14 |
| (ii) <u>Communities, Health and Wellbeing</u> | 15 - 18 |
| (iii) <u>Environment and Transport</u> | 19 - 26 |
| (iv) <u>Economy, Enterprise and Housing</u> | 27 - 34 |
| (v) <u>Finance, Governance and Resources</u> | 35 - 36 |
| (vi) <u>Leader's Portfolio</u> | 37 - 40 |

and ask questions of the Leader and Portfolio Holders on those Reports.
(Copy Reports herewith)

11. Minutes

The Council will be asked to receive the Minutes of the meetings as detailed within Minute Book Volumes 46(6) and 47(1); and ask questions of the Leader, Portfolio Holders and Committee Chairs.

For ease of reference the Minutes are:

Committee	Meeting Date
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Health and Wellbeing Scrutiny Panel	20 February and 11 June 2020
Business and Transformation Scrutiny Panel	13 February and 28 May 2020
Economic Growth Scrutiny Panel	27 February and 4 June 2020
Development Control Committee	11 and 14 February; 24 April; 22 May and 5 June 2020
Appeals Panels	17 February and 12 March 2020
Regulatory Panel	27 May 2020
Licensing Committee	27 May 2020

12. **Scrutiny**

The Council will be asked to receive reports from the Chairs of the Scrutiny Panels:

- (i) **Health and Wellbeing Scrutiny Panel** **41 - 42**
- (ii) **Business and Transformation Scrutiny Panel** **43 - 44**
- (iii) **Economic Growth Scrutiny Panel** **45 - 46**
(Copy Reports herewith)

13. **Scrutiny Annual Report 2019/20** **47 - 64**

To consider the Annual Report of the Scrutiny Panels for 2019/20 as required under Article 6 of the Council's Constitution.
(Copy Report OS.15/20 and Minute Extracts herewith)

14. **Notice of Motion**

Pursuant to Procedure Rule 12, the Corporate Director of Governance and Regulatory Services to report that no motions have been submitted on notice by Members of the Council.

15.	<u>Proposals from the Executive in relation to the Council's Budget and Policy Framework</u>	
(i)	<u>Food Law Enforcement Service Plan 2020/21</u>	65 - 94
	Pursuant to Minute EX.45/20 and EX.59/20, to consider a recommendation from the Executive that Council approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework. (Copy Report GD.31/20 and Minute Extracts herewith)	
(ii)	<u>Provisional General Fund Revenue Outturn 2019/20 - Carry Forwards</u>	95 - 108
	Pursuant to Minute EX.54/20, to consider recommendations from the Executive concerning the Provisional General Fund Revenue Outturn 2019/20 as set out in Report RD.13/20. (Copy Report RD.13/20 and Minute Extract herewith)	
(iii)	<u>Provisional Capital Outturn 2019/20 - Carry Forwards</u>	109 - 116
	Pursuant to Minute EX.55/20, to consider recommendations from the Executive concerning the Provisional Capital Outturn 2019/20 and revised Capital Programme 2020/21 as set out in Report RD.14/20. (Copy Report RD.14/20 and Minute Extract herewith)	
(iv)	<u>Treasury Management Outturn 2019/20</u>	117 - 136
	Pursuant to Minute EX.56/20, to consider the recommendation of the Executive that the City Council approve the Treasury Management Outturn for 2019/20 as required under both the Financial Procedure Rules and the CIPFA Code of Practice on Treasury Management. (Copy Report RD.03/20 and Minute Extract herewith)	
16.	<u>Dates and Times of Meetings 2020/21</u>	137 - 152
	To consider a report of the Corporate Director of Governance and Regulatory Services concerning the dates and times of meetings for the 2020/21 Municipal Year. (Copy Report GD.25/20 herewith)	

17. Committee Nominations

The City Council to note and approve nominations for changes to the membership of Committees and Panels as follows:

(a) Conservative Group:

Development Control Committee

Councillor Meller to replace Councillor Tarbitt as a full Member

Councillor Tarbitt to replace Councillor Meller as a substitute Member

Audit Committee

Councillor Meller to replace Councillor Finlayson as a full Member

Councillor Finlayson to replace Councillor Meller as a substitute Member

(b) Labour Group:

Regulatory Panel and Licensing Committee

Councillor Patrick to replace Councillor Brown as a full Member

Councillor Birks to replace Councillor Robinson as a substitute Member

Development Control Committee

Councillor Whalen to replace Councillor Patrick as a full Member

Councillor Patrick to replace Councillor Whalen as a substitute Member

Councillor Tickner to replace Councillor Glover as a substitute Member

Health and Wellbeing Scrutiny Panel

Councillor Ellis-Williams to replace Councillor Atkinson as a full Member

Councillor Atkinson to replace Councillor Ellis-Williams as a substitute Member

Business and Transformation Scrutiny Panel

Councillor Tickner to replace Councillor McNulty as a full Member

Councillor McNulty to replace Councillor Tickner as a substitute Member

Economic Growth Scrutiny Panel

Councillor Glendinning to replace Councillor Rodgerson as a full Member

Councillor Rodgerson to replace Councillor Glendinning as a substitute Member

Standards Committee

Councillor Tickner to replace Councillor Brown as a full Member

Councillor Ellis-Williams to replace Councillor Tickner as a substitute Member

Employment Panel

Councillor Glendinning to replace Councillor Robinson as a substitute Member

Audit Committee

Councillor Birks to replace Councillor Robinson as a full Member

Councillor Atkinson to replace Councillor Rodgerson as a substitute Member

Appeals Panel No 1

Councillor Ellis-Williams to replace Councillor Tickner as a full Member

Councillor Southward to replace Councillor Ellis-Williams as a substitute Member

Appeals Panel No 3

Councillor Tickner to replace Councillor Robinson as a full Member

Councillor Sherriff to replace Councillor Tickner as a substitute Member

(c) Independent Group:

Economic Growth Scrutiny Panel

Councillor Betton to replace Councillor Paton as a full Member

Councillor Paton to replace Councillor Betton as a substitute Member

18. Operation of the Provisions Relating to Call-in and Urgency 153 - 164

Pursuant to Overview and Scrutiny Procedure Rule 15(i) and Access to Information Procedure Rule 17.3, the Corporate Director of Governance and Regulatory Services to report on the operation of call-in and urgency procedures.

(Copy Reports GD.29/20 and GD.30/20 herewith)

19. Communications

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

PART 'B'
To be considered in private

- NIL -

Meeting Date: 14th July 2020

Public/Private*: Public

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

TOURISM / DISCOVER CARLISLE

The work of the Discover Carlisle team has continued throughout lockdown. The team has been instrumental in making sure that our partners in the visitor economy have access to all the information they require to protect their business and protect jobs.

During lockdown Discover Carlisle has finalised new printed publications and promotional videos to form the basis of a recovery marketing campaign. The team is supporting the reopening of the High Street by providing a liaison service between the Council and retailers and are supporting the provision of facilities for shoppers to return safely. The team are also supporting the re-opening of the hospitality industry by providing help and advice. Promotional videos have been produced to increase consumer confidence in both the retail and hospitality sectors.

The Discover Carlisle team has worked closely with the other Cumbrian District Councils and Cumbria Tourism on understanding the impact of Coronavirus on the visitor economy. The team have assisted in lobbying Government and Visit Britain on providing support and guidance to businesses. Discover Carlisle is contributing to a county wide campaign to promote shopping locally, and to encourage visitors to visit our High Streets safely. Discover Carlisle has also contributed to the work of 'England's Historic Cities' by providing intelligence and using this as an opportunity to learn from colleagues across the country.

The Discover Carlisle events programme is under review. The Farmers' Market was planned to return on 4th July, and we hope to be able to hold our Summer International Market on August Bank Holiday Weekend. Plans are also being made for City of Lights 2021.

A new Carlisle Holiday Guide has been produced which features new photography. 10,000 copies will be distributed to Tourist Information Centres nationally and will be available to those enquiring through Carlisle Tourist Information Centre. The guides will also be used to promote Carlisle at any forthcoming shows or events.

CULTURE AND EVENTS

Lockdown forced closure of the Old Fire Station, but we have been busy supporting local cultural activity by contributing to the Cumbria Arts and Culture Network and setting up virtual performances/acts streaming on-line through a newly established 'Show and Tell' section within the Discover Carlisle website. Any events and community activities, held in parks or open spaces, that could not take place due to the pandemic are being rearranged for next year.

We're now active members of a county wide group called **Cumbria Arts & Culture Network** which looks at the many issues surrounding the arts, including support for artists, venues and how the county's artistic community can bounce back from Covid-19 restrictions, as soon as it is safe to do so.

Social Media – Old Fire Station

We have been active in the promotion of various projects, groups and artists through all our social media outlets. This has not only helped us signpost relevant and useful links, it is keeping us visible within the creative community and to our own 'Old Fire Station' audience.

Poetry in the Park

As part of looking forward to how we can engage physically with the public, we've started working with a local artist who is interested in joint delivery of outdoor projects which will be largely focussed on wellbeing, mental health and the arts. 'Poetry in the Park' is an initial project which would combine a mix of recitals and writing workshops for all ages, based within a local green space.

LEISURE CONTRACTS

A big thanks to all the staff who have been working hard over the lockdown period keeping services going.

Also a big thank you to Greenwich Leisure Ltd who have been supporting our response to the Covid 19 Pandemic at the Sands Centre.

Stony Holme Golf Course has been up and running since the middle of May and has been busier than ever. Credit goes to Jim Douglas and his team for being able to get the course up and running for people to enjoy.

TULLIE HOUSE JUNE 2020

2019/20 Statistics

Tullie House welcomed its highest number of visitors in five years during FY 2019/20. 53,885 people visited the Museum galleries, up 23% on 2018/19, with a total footfall to the site of just over 200,000 (despite the closure of the Museum in mid-March - see below). This was partly due to an outstanding exhibition programme last year, including the family blockbuster 'Fantastic Fairground Factory', the internationally significant double bill of Turner and Rembrandt, and finally the very well-received 'Treasures of China' exhibition. Learning and community engagement numbers were also very strong last year with over 30,000 participants.

Covid-19 Response

The Museum closed its doors to the public on Thursday, 19th March in line with Government guidance. The majority of the staff team were furloughed as part of the Government's Corona Virus Job Retention scheme. A small number of Senior Staff and Managers have been working remotely throughout lockdown to steer the Museum through the crisis, deliver digital engagement and externally funded projects, and plan for reopening. Staff have also been conducting regular checks on the building and collections throughout lockdown. A team of staff are currently working on re-opening plans for the Museum. We are looking to implement a phased re-opening during July, in line with Government guidance.

CUMBRIA'S MUSEUM OF MILITARY LIFE

Cumbria's Museum of Military Life closed temporarily on 18th March. Three members of staff have been furloughed and the remaining member of staff has continued to engage people through social media and on-line activity. The Museum secured a £31,000 Arts Council England Emergency Response grant to help with re-opening and on-line activity. We are currently working closely with English Heritage to reopen the Castle site and Museum on 4th July. The Museum will only open the main gallery and will currently not be running any additional activity. We will review the situation at the end of July

Meeting Date: 14th July 2020

Public/Private*: Public

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

COMMUNITY SAFETY CUMBRIA PARTNERSHIP

During the Covid 19 pandemic Safer Cumbria agencies and partners have adapted their working practices in order to meet demand across the County and ensure key work continues, in order to help keep communities and individuals safe from harm. The Safer Cumbria Delivery Board last met on 3rd June and at this meeting reviewed the terms of reference and governance arrangements of the Board as well as the Business Area Groups. Safer Cumbria Outline Priority Areas were also discussed at this meeting. The Board is next due to meet in July 2020.

CUSTOMER SERVICES

Customer Services have been available by telephone, email, web access and social media throughout the Covid-19 pandemic. We have been working from home since 1st April and have handled up to 200 calls per day in additional volume. We have handled over 14,000 calls and over 4,000 emails from home 1st April.

- Ongoing business continuity planning has made this relatively seamless as we were already operating on MS Teams, MS SharePoint and Salesforce using laptops to ensure portability
- We have ensured the most vulnerable still have appropriate support by running a telephone appointment system for people who struggle to use online applications for homelessness services, housing benefit and council tax reductions. Our Supervisors call vulnerable people and walk them through any application
- We have been working with the Foodbank to ensure our vulnerable customers have access to their services by automating referrals over email and have helped over 70 people access food since 23rd March

- We have been the first point of contact for businesses who have benefitted from the Small Business Grants, Retail and Hospitality Grants and the ongoing Discretionary Business Grants
- Customer Services continue to support other areas of the Council who need telephone functionality from home as we begin recovery from Covid-19

CARLISLE COMMUNITY RESILIENCE GROUP (CaCRG)

CaCRG was established at the start of the Covid pandemic and brings together a range of community partners, organisations and groups. It is jointly chaired by Cumbria County Council and Carlisle City Council via telephone conference call, and has facilitated exceptional partnership working across the area. The group membership grew quickly reflecting the diverse and growing needs of our communities and utilising several members of the Carlisle Partnership. To support this pace of change and multiple sector communications a Shared Online Platform and Local Agency Situation Report was developed. This enabled effective communication of correct information, and has been used to support the development of a newsletter, partner email circulars, funding newsletter and social media content.

Although unprecedented and testing for all involved the crisis it has established new and effective ways of working across sectors. The virtual SharePoint and sitrep has enabled problem solving amongst agencies, swift support to local emergency response groups which have been established, ensured the gap between shielding food parcels being delivered has been supported by local support networks and groups, and the directing of local funds to the heart of those in need. The group has also seen a number of partners come together to address local issues and need. Moving forward the group is exploring sustainable local level community response structures to capitalise on the effective relationships, communities and future opportunities.

I would like to highlight a note of thanks to the amazing local emergency community response groups which have emerged in response to this crisis and additionally thank all of the exceptional partners who continue to play a key role in the emergency response.

COMMUNITY NEIGHBOURS

We are continuing to promote the telephone befriending scheme for lonely and isolated residents but with a limited staff capacity we are not as responsive as we would like to be at the present time. The funding for the first year ends in September but we are hoping Electricity North West will continue to sponsor the scheme for a further year.

DISABLED FACILITY GRANT UPDATE

The Disabled Facility Trusted Assessor is now in post and has started working alongside the existing grants team, to improve our service offer. The restriction imposed on everyone by the pandemic has resulted in the adaptation service being run as a reduced service for 8 weeks, however we have worked alongside Adult Social Care, our Private OT

Practice and our contractors to ensure safe systems of work are in place for future adaptations and Officers have continued to work at home to ensure application and referrals can be processed as far as possible. An information leaflet has been produced for our customers and the general public to explain the infection control changes we have made to the service to keep everyone safe.

EQUALITY POLICY AND EQUALITY OBJECTIVES 2020-24

The revised Equality Policy was approved by the Executive on 27th May 2020. The Policy ensures that the Council continues to meet the Public Sector Equality Duty and promotes equality of opportunity in all of its functions. The updated Policy includes the Equality Objectives 2020-24, which have been developed to continue to strengthen the Council's work on equality.

The new objectives are to:

- a) Break the cycle of inequality and improve health, wellbeing and economic prosperity.
- b) Support a diverse workforce by improving the equality data of the recruitment and retention processes.
- c) Ensure all people have access to the services they need.
- d) Celebrate the diversity of our communities and bring people together.

The Equality Action Plan will be updated on how the Council will work towards achieving these objectives and will be reported through the Annual Equality Report later this year.

DEFENCE EMPLOYER RECOGNITION SCHEME

The Council has submitted its application for the Silver Award of the Defence Employer Recognition Scheme. This scheme encourages employers to demonstrate and advocate support to defence and the armed forces community, and align their values with the [Armed Forces Covenant](#).

The Council achieved the Bronze Award in September 2019 and continues to support work with the armed forces community across the District. This includes the Council's support for the Carlisle and Eden Forces Link Project and partnership working through the Cumbria Armed Forces Covenant Partnership. The North West Silver Awards Board will assess the applications and announce the results in August.

HEALTHY CITY TEAM

Play areas, the skate park and outdoor gyms have re-opened following Government guidance to close them in March. Social distancing measures are still in place and we will keep signage in these areas to encourage people to follow guidance.

We have supported Community Centres by supplying information, paying 20/21 Annual Grant up-front and assisting colleagues to issue Government Business Grants as speedily as possible. Petheril Bank and Botcherby Community Centres have been playing a

particularly central role on local community response in lockdown, providing hubs for food distribution through Meals on Wheels and the Food Bank. Brampton and Longtown Community Centres are also playing a vital role for their communities.

To maintain some health activity, we have been running Virtual Health Walks at Talkin Tarn and more recently at Bitts Park as well, for both healthy walk participants and members of the general public.

Cllr Elizabeth Mallinson promoted the Health and Wellbeing benefits of our green spaces on Border News on Friday, 20th June and outlined the partnership approach we were taking with the Police and Fire Service to tackle the minority causing anti-social issues.

Active Spaces (April, May & June 2020)

The refurbishment and replacement of the play area at **Carliol Drive, Harraby** is complete. The majority of the existing end of life equipment and surfacing has been removed and replaced with a range of new play equipment and a small number of items of adult outdoor exercise equipment. Local residents were consulted on the proposals and many of their suggestions and preferences were incorporated in the scheme, including a wheelchair accessible roundabout, a range of 'classic' playground items and fencing around the play equipment.

Public consultation on the types of new equipment residents would like to see including in a refurbishment of the play area off **Tribune Drive, Houghton**, has ended. 98 responses were received, and these have been worked into the final specification which is currently out to Tender. All existing end of life equipment and surfacing will be removed and replaced with a range of new items. The £35,000 project is being funded by a capital pressure bid and consultation has been supported and promoted by Stanwix Rural Parish Council and Houghton Primary School. Work will be completed by early Autumn.

Meeting Date: 14th July 2020

Public/Private*: Public

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

NEIGHBOURHOOD SERVICES

In the early days of lockdown, staffing levels in April across Neighbourhood Services were down by 50% through a mix of existing long-term sickness absence, new cases of staff isolating and due to the numbers of frontline staff identified as vulnerable and sent home unable to work. Where staff could work from home, for example the Civic Centre based Technical Services Team, all staff were set up with the necessary IT equipment to support this.

To support operational delivery, swift decisions were taken to suspend garden waste and bulky collections to divert staff, with the support of agency and casual workers, to support priority refuse and recycling collections. And, at the same time introducing a range of Covid-safe working practices such as staggering the start times, providing additional sanitisation and PPE, regular cleaning of the workplaces and vehicles, and very importantly ensuring that staff were able to maintain safe social distancing through the use of minibus shuttle transport and pool vehicles to ferry staff around with the service always operating in line with, and often ahead of, national industry best practice and guidance. As services settled down, and as staff returned from isolation, action was taken to fully reinstate bulky waste collections from the end of April. Action was also taken at this time to phase in garden waste collections at 50% levels with a view to reinstating full service from 22nd June 2020. As staffing levels settled, it was also possible to release staff back to their core roles, for example supporting street cleaning operations, driving sweepers etc.

The response of the staff at this time has been incredible with their efforts and commitment recognised with fantastic support and praise from residents, Elected Members and senior colleagues with our services featuring positively in the local press and TV reports. Council vehicles carried the high profile 'Stay At Home' messages into every street across Carlisle, later being updated to the revised 'Stay Alert' message a visible sign of support for the NHS.

As occupancy across car parks fell due to lockdown, parking charges were withdrawn across all Council car parks with free parking available to all. As the lockdown measures were eased, parking charges were reintroduced from 1st June 2020 but with the free parking offer continuing for key NHS and care sector staff eligible under the Government scheme. A reduced Enforcement Team continued to work investigating reports of fly-tipping which saw an increase in May reflecting trends nationally as local HWRCs were closed.

The fleet and garage team have also worked incredibly hard behind the scenes to keep our fleet moving during this time in support of the priority services. MOT's and taxi tests were suspended for customers with the team working towards their reinstatement from July.

Staff have also supported the mobile testing site operated by the Army working out of the Swifts car park across many weeks.

Neighbourhood Services is now supporting the city centre recovery from 15th June 2020, with the development of enhanced cleaning regime and the planned installation of hand sanitisers at key points in the City (including Longtown and Brampton) and in car parks supported by other measures to support social distancing and contact etc.

ELECTRIC VEHICLE CHARGING POINTS

The project to introduce charging points for electric vehicles, of which the City Council is one of three Local Authority partners, has made progress despite the restrictions of lockdown. The share offer, with the aim of raising private funds to match the Innovate UK contribution, has reached its £130,000 target. The first dummy chargepoint has been successfully tested and the system by which payments are collected is nearing completion. The project, known as SOSCI (Scaling Of Street Charging Infrastructure), has been hampered by the furloughing of contract staff who would install the cabling and street furniture. However, as restrictions are lifted, this work should be able to restart.

Innovate UK, the Government department sponsoring the project, has agreed a three-month extension as a result of Covid-19 restrictions.

GREEN SPACES

A big thank you to all the staff in the team for keeping services going during these difficult times.

We have seen a big increase in numbers of people using our parks and green spaces during lockdown.

The Council followed Government guidance and signage was installed at all sites to promote social distancing and car parks closed for a short period to discourage travel.

The parks and green spaces have been a vital community asset during lockdown allowing people access for exercise and quiet recreation. Where the minority have caused issues for other users we have worked in partnership with the Police and Fire Service to tackle this.

The car parks at our open spaces that were closed were reopened as soon as Government guidelines allowed, including at Talkin Tarn.

Talkin Tarn Tearooms is reopening with the offer of a limited takeaway service. Since reopening Talkin Tarn car park after lockdown the site has seen a significant increase in the number of visitors enjoying this special place. The Talkin Tarn Water Sports Clubs are once again on the water, adhering to strict social distancing measures.

The Allotments have remained open throughout Covid-19 and provided a valuable resource for tenants. Twelve new plots were let out in May and we currently have over 80 people on the waiting list.

St. James' Park - Works are complete on a large-scale refurbishment of the paths and street furniture in St. James' Park, Denton Holme. All paths and steps within the park have been resurfaced and improved, together with installation of new seats and litter bins. A circular seat, with a centrally planted maple tree, has been installed in memory of former Denton Holme Councillor Hugh McDevitt as part of the scheme. The project has been funded by S106 contributions from a nearby residential development and was delivered on budget by local firm Kirkaldy & Roe Ltd.

A £6,000 investment in land drainage and the installation of an entrance track suitable for heavy vehicles has been made in Bitts Park. This is to support the ongoing use of the site as an events venue once this is safe to resume.

The initial stages of a major S106 investment in site infrastructure, landscape improvements and play and recreation facilities in Hammonds Pond, Upperby are underway. Permits are being sought from the Environment Agency to complete dredging works to Wire Mire Beck, which flows through the park. The beck has become silted up over a number of years and requires clearance to increase flows and aid with the regulation of the water level of the pond. Further projects to improve paths, replace street furniture, install a CCTV system and refurbish play areas will follow.

GROUND'S MAINTENANCE

Despite severe restrictions the Grounds Maintenance team have been working hard to keep our parks, cemeteries and open space maintained to a high standard over the past three months.

The team have had to prioritise the high use areas such as our cemeteries, parks and civic spaces and standards have been well maintained. Highway verges and less used areas

have been cut less frequently, which has allowed plants and grasses to flower which have had the added benefit of providing valuable food and habitat for bees and other insects. We are reviewing our mowing regime in order to strike an appropriate balance between biodiversity and amenity.

Litter and bin emptying have increased significantly in our parks due to the increase use and good weather. We have tried to prioritise the most used areas in good weather for example Rickerby Park. The amount of extra littering has been difficult to manage with reduced staff, but we have prioritised this when needed.

Summer bedding has arrived for our floral displays around the city. Flower beds and planted containers will be in place as usual which will be important as lockdown measures continue to ease and people are coming back to the City Centre. In total there are 37,000 bedding plants and over 150 baskets and containers to go out around our parks, cemeteries and City Centre areas.

We have placed orders for some battery powered machinery for our cemeteries. Battery powered trimmers and hedge cutters will significantly reduce noise in our cemeteries which will be beneficial to visitors and staff.

BEREAVEMENT SERVICES

Despite needing to limit numbers of mourners and service times at Carlisle Crematorium to ensure a safe environment for the public and staff, the service has continued to be able to provide meaningful funerals throughout the pandemic for families at an extremely difficult time.

As Government guidance allows, we will be transitioning back to normal service provision.

All headstone inspections and make safes have been completed in our rural and City closed churchyards thus ending the first round of our 5-year testing programme. The Memorial Testing Programme will restart with Stanwix Cemetery and ensures that our cemeteries are safe environments to visit

REGULATORY SERVICES

Private Water Supply update

In April 2019, the new Private Water Supply Regulations 2018 came into force. These regulations added additional sampling parameters to those contained in the former 2016 Regulations. The 2018 Regulations apply to private water supplies where the water is intended for human consumption and all water used in any food-production for the manufacture, processing, preservation or marketing of products or substances intended for human consumption.

There are approximately 110 private water supplies in the District serving over 400 residential properties and commercial outlets.

The new regulations placed new standards for sampling on Carlisle City Council. Officers had expected to undertake the revised sampling training in early April however this was put on hold. Training is set to commence again in the coming months after which a sampling programme will resume, subject to confirmations from the Drinking Water Inspectorate. The sampling and risk assessment processes that are in place locally are very robust and there is no risk to the public.

Local Air Quality Network

There are around 300 national air quality monitoring sites around the UK, which are managed by the Environment Agency on behalf of DEFRA. Carlisle City Council assists in the maintenance of one of these sites. The local site is in the centre of the City road network. Real time data and information is available on Uk-air.defra.gov.uk. The information shows us that there has been a dramatic improvement in air quality over the lockdown period.

The period from 23rd March to 20th April sees the most improvement across all pollution parameters, with levels gradually rising again at the start of May. Monday 12th June saw the biggest peak again with levels comparable to a Monday morning at the start of March, pre lockdown.

COVID19

Officers have been heavily involved in the enforcement of the business restriction requirements introduced during the pandemic. Enforcement work has been undertaken on the principle of Engage; Explain and Encourage before Enforcement. Regulatory Services would like to compliment the business community with their compliance with the difficult lockdown restrictions. To date Regulatory Services have only had to take enforcement actions on three occasions, three Prohibition Notices have been served – a Public House allowing food and drink to be consumed on the premises; an indoor swimming pool being open to the public, and an AirBnB allowing visitor stays.

We are continuing to receive and respond to complaints. We are also providing advice to businesses on safety compliance with infection control.

Food Safety / Interventions

On the advice and guidance of the Food Standards Agency, planned and reactive food safety interventions are being undertaken on a risk based approach during the COVID pandemic. Visits are being undertaken where significant food safety incidents are identified. Appropriate PPE and social distancing measures are in place where visits are required. Preparatory work is now being undertaken to reintroduce food interventions, focussing visits on those businesses identified as high risk or non-compliant.

The 2019/20 Food Safety Return for food activities was successfully submitted to the Food Standards Agency. A summary of the activities reported were contained in the Food Law

Enforcement Plan recently submitted to Executive with the recommendation for the Plan to be sent to Council for approval. Good progress was being made to achieve planned targets until inspection work ceased mid-March. The outstanding intervention work will be undertaken during this calendar year.

Pest Control

Following the announcement of lockdown measures in March, the Pest Control Service was temporarily suspended. Following an assessment of risk and appropriate controls implemented, a reduced service for outdoor treatments of Rats and Wasp was introduced early April. Due to one Officer being clinically vulnerable, the Pest Control Service is currently operating at 50% capacity. The introduction of treatments within enclosed areas will be introduced when the risk to Officers is deemed safe and with added controls in place.

Notice of Motion - Flood Protection and Resilience

Further to the Notice of Motion agreed by the Council at its meeting on 3rd March 2020, I wish to update Members on the issues raised and will take each one in turn.

Firstly

1. Work with Cumbria County Council, the Environment Agency, emergency services, businesses/local people of affected areas and Flood Action Groups(s) seeking the support of our local MPs urban/rural to accelerate delivery of flood protection projects across all phases of the planned work and call on the Government to increase funding to the Environment Agency to enable them to meet the increasing challenges of managing flood risk in the affected vulnerable rural and urban areas of Carlisle.

The Council continues to work with the Environment Agency (EA) on flood protection projects and resilience measures and support any business cases which have been submitted to Government for funding where necessary. As a result of the motion I have written to DEFRA and BEIS expressing our continued support for the EA and the need for funding for initiatives which will manage flood risk in those areas affected by flooding in Carlisle.

2. Work with our City Council Officers, Environment Agency, Cumbria County Council, emergency services, Carlisle Flood Action Group, residents and MPs to give all assistance needed for any business cases that the Environment Agency need to prepare in order to draw down funds and call on central government to look at supporting further flood management work as part of future proofing against changing climate conditions.

Following the floods as a result of Storm Desmond in 2015, the Council has worked closely with the Environment Agency (EA) on flood protection projects which would add to those put in place following the 2005 floods.

Following the floods in 2015, £25m was ring fenced for flood defences in Carlisle and a Strategic Flood Liaison Panel was established to oversee the projects, support business cases and advise on any planning and development issues.

These works are split into 3 phases:

Phase 1 – Warwick Road area defence raising and lengthening: Melbourne Park and Tesco. Bridge work and River Petteril channel modifications at Botcherby Bridge.

Phase 2 – City Centre defence raising Swifts, Sands Centre and Bitts Park to Dacre Road.

Phase 3 – Lower River Caldew within influence of River Eden, River Caldew and Upper Caldew.

The phase 1 works will be largely complete by Autumn 2020. Phase 2 of the programme has commenced with early work on the Sands centre now completed. Phase 3 is at design stage and Council Officers are working with the EA to support the outline business case and any planning requirements.

In addition, the EA have been working on the following schemes:

- Low Crosby
- Warwick Bridge
- Rickerby
- Etterby Terrace
- Harraby Green

3. Work with the above engaging with the affected urban and rural ward areas and call on Government through our MPs urban and rural to review the Flood Re scheme to include homes that are part of a management company (e.g. apartments in Willowholme) and also businesses, to enable them to access affordable insurance.

This is an issue that has been raised by this Council and the MP a number of times with Government following Storm Desmond and we continue to press for a scheme which will help people not able to access insurance. I raised this in my letter to DEFRA.

4. Work with everyone mentioned to collate risk implications, responsibilities, costs funding and assist in looking at organising a volunteer floor warden scheme to provide practical help to residents to protect their property at times of risk.

Flood Wardens were raised as a potential way forward after the Desmond Flood Event 2015, there are examples of schemes elsewhere in the UK.

Once residents and businesses began to recover and return, the Council embarked on a Community Emergency Planning Project called 'Rebuilding Together', this was funded by National Lottery and delivered by CVS, CAfS and ACTCumbria.

A summary of the work of the 3-year £1million project is available on the ACT Cumbria website. This project closed this year with an event at the Racecourse to mark the end. The project found that the Community Emergency Planning approach did not work as well in the City as in distinct rural areas, such as Stockdalewath, who do have a plan, and Brampton who have recently developed a plan. The focus from the 'Rebuilding Together Project' switched to Household and Individual Flood Planning, which the Council has actively promoted.

As a result of Covid-19, Carlisle Community Resilience Group (CaCRG) was set-up. Cllr E. Mallinson's Portfolio Report provides more detail on this, but there is an opportunity through this to bring together the role of Community and Flood Warden.

CLIMATE CHANGE

Work has resumed on the Draft Local Environment (Climate Change) Strategy, the next step is to finalise a consultation document that can be the basis for engagement work, this will be a user-friendly version of the Draft Strategy.

The proposal is to reform the Member Working Group as a Member Advisory Group to sign off this document and consider the feedback prior to drafting the Executive Report.

The countywide Climate Change Working Group has continued to meet, finalising the Cumbria Baseline Report and progressing the Cumbria Action for Sustainability (CAfS) bid for National Lottery Funding.

The work on the Council's carbon footprint has been further developed and subject to an internal audit to ensure that the data is robust.

The Covid-19 recovery planning work has reaffirmed the commitment to a zero carbon UK.

Meeting Date: 14th July 2020

Public/Private*: Public

Title: **Economy, Enterprise & Housing Portfolio Holder's Report –
Councillor Paul Nedved**

FUTURE HIGH STREET FUND

The business case sets out a strategy to create a resilient city centre by support economic activity, improving offer and experience and widening the opportunities to have more people living and working in the centre. The business case comprises six distinct but inter-related projects:

1. Securing redevelopment for Hooper's Department Store
2. Repurposing 6-24 Castle Street
3. Preparing Central Plaza site for redevelopment
4. Reimagining Market Square as Carlisle's events space and gateway to the Historic Quarter
5. Pedestrian enhancement of Devonshire Street
6. Remediation of the Caldew Riverside site and redevelopment for city centre living

The draft business case that submitted to Ministry for Housing Communities and Local Government (MHCLG) in March for comment gained positive feedback

- Although, as expected, areas were identified that require refinement.

Due to the impact of COVID-19, the deadline for the submission of the final business case has been extended until the 31 July.

- The Regeneration team are working on strengthening the business case and ensuring that feedback from MHCLG is addressed.
- The Team also working closely with Cumbria County Council to ensure that the project is coordinated across the two authorities.

TOWN DEAL

Progress continues to be made despite the challenges of COVID-19 and the inability to convene the Town Deal Board physically since March.

- A series of virtual workshops were held during May 2020 where the vision, strategy and objectives for the Town Investment Plan were agreed and the drafting of the Plan has now commenced.
- A virtual Board meeting was held on 18 June 2020 where details of a forthcoming public consultation were agreed.

The detailed guidance for the Towns Fund was published on 15 June 2020. This sets out the timescales for submission of Town Investment Plans

- 31st July 2020 or 31st October 2020 or 31st January 2021
- Carlisle will be submitting their Town Investment Plan in October

COVID-19 AND IMPACT ON CARLISLE'S ECONOMY

The City Council have commissioned specialist support to undertake a detailed study on the short, medium and longer-term impacts of COVID-19 on the national and local economy and key employment sectors with the District – both urban and rural.

This work will be supplemented by detailed stakeholder engagement with Carlisle's major employers, industry representative groups and community stakeholders.

This piece of work would input to the Council's economic strategy as well as the Towns Fund and Future High Street Funds applications.

The Report will be produced by the end of June 2020.

ECONOMIC STRATEGY

Progress on the developing the Council's Economic Strategy continues to be made and the COVID-19 study will form an integral part of its development and finalisation.

In addition to driving growth, increasing productivity and growing our working age population the economic strategy must now – in light of COVID-19 - ensure that activity is also focussed on supporting economic recovery across future years.

Members will be engaged over the coming weeks to help influence the strategy and emerging actions.

FREEPORTS

The Government is proposing to create up to 10 freeports across the UK and formal consultation on the concept is open until 13th July 2020.

Freeports would have different customs rules than the rest of the country, they would become innovative hubs, boost global trade, attract inward investment and increase productivity.

City Council Officers are currently working with the County Council, Cumbria LEP and Stobart Group to formulate a response to the consultation and set out our interest in developing a proposal.

Discussion are underway regarding the development of proposal document that could be submitted as part of a formal expression of interest – should the Government put out a call later in the year.

ST CUTHBERT'S GARDEN VILLAGE

The preferred final option, informed by the outcomes of consultation, is now being worked up as a full Masterplan Framework. This illustrative Masterplan will be accompanied by a Report, an Infrastructure Schedule and Strategic Design Guidance. The feedback document following last Autumn's consultation, together with an updated Frequently Asked Questions (FAQs) has been added to the dedicated St Cuthbert's website

<https://www.stcuthbertsgv.co.uk/MASTERPLAN>

Moving forward further engagement will be required on the draft Masterplan Framework in order for the programme not to slip. Given our good track record on innovation in engagement, we are giving early thought to how this can be done, looking at national examples of consultation during Covid 19, and also liaising with our Parish Councils about what is currently working for them, and how to engage with those that don't have access to technology. Initially we will consult on the preferred option with technical stakeholders. We have recently reconvened the Members' Advisory Group which includes two Parish Council representatives.

Work on the St Cuthbert's Local Plan, which will be used in tandem with the Masterplan to guide development in the area, is also continuing. A progress report has been produced which sets out feedback from the previous round of consultation, and how policies and objectives could be updated in response. The next stage of work on the Local Plan will be to fully draft the text of the strategic policies required to implement the spatial elements of the Masterplan.

We are shortly due to submit an Expression Of Interest to the MHCLG Development Corporation Fund to seek assistance with exploring different delivery models and their feasibility.

HOUSING

Cumbria Choice – Social Housing Allocations Scheme

The revised Policy, reflecting the latest good practice and updated legislation, including the Homelessness Reduction Act, is now progressing through the Committee system for approval. Cumbria Choices is a partnership of the six District Councils and seven largest Housing Associations in Cumbria. The updated Policy will ensure local people requiring social housing have a transparent and fit-for-purpose Lettings Scheme.

Extra Care Housing

Home Group have advised the Council that they have put their proposed 65 apartment Extra Care Housing Scheme on the site of the former Petteril House, at Petteril Bank, on hold pending a national review of their Schemes, as a result of the Covid-19 crisis. This is disappointing news and Officers will continue to liaise with Home Group to seek an update.

Cumbria Housing Statement

The updated Cumbria Housing Statement was adopted at the end of March. The Statement was prepared by the Cumbria Housing Group, which is a partnership of the District Councils, Cumbria County Council, and Lake District National Park Authority, and is a Statement Of Intent for all our Authorities to work more effectively together towards delivering shared priorities. The three key themes are:-

- *Housing Growth, Affordability and Community Sustainability*
- *Improving Living Conditions and Creating Thriving Communities*
- *Supporting Independent Living and Helping People Achieve Healthier, Happier Lives.*

The Statement is available on the Housing Strategy page of the Council's Website.

CBL REVIEW UPDATE

Cumbria Choice is the Allocations Policy that is used to let most of the social housing in Cumbria. In light of recent changes to legislation it has been necessary to review / rewrite the Policy in order to make it compliant with these changes. The Policy was taken to Executive (22nd June 2020) and will be at Overview and Scrutiny Panel on the 16th July 2020 and then back to the Executive on the 17th August 2020, with the hope that it will be approved at Council on the 8th September 2020. In addition to the Allocation Policy the partnership agreement between the 13 partners (6 District Councils and 7 Housing Associations) has also been reviewed and updated to reflect the legislative changes along with information sharing agreement. In addition to this it has also been necessary to procure a new IT system which, it is anticipated, will make the customer experience more efficient, we are currently in the middle of that process at this time.

Covid-19 and the Housing Market

Although the Government has now relaxed restrictions on people moving house and an estimated 75% of residential developments are now back on site (with social distancing measures) coronavirus has had a significant impact on the housing market. It remains to be seen how quickly the housing market bounces back from the virus, but in the meantime it is acknowledged property prices have fallen (which could lead to the Council receiving more economic viability assessments) and many Lenders are requiring 15% deposits, which is creating difficulties for a number of applicants on the Council's Low Cost Housing Scheme, and could lead to sales falling through. Where people have been furloughed, mortgage companies have also been requiring a commitment from their employer regarding their continued employment.

Developers have been facing supply chain issues - accessing certain building materials, particularly mortar, have been difficult due to factories in Scotland being closed due to stricter lockdown restrictions. On a more positive note, local developers have confirmed that the number of sales enquiries received remains high (partly supported by low interest rates and pent-up demand following the 10-week lockdown) and people seem to still have an appetite for new house buying and moving. Covid-19 does however appear to be influencing the type of properties people aspire to in respect of people assessing their new needs – home / office, larger garden space etc. Anecdotally, there have also been suggestions that more rural areas, such as Cumbria, may become more popular, with people wishing to move from more densely populated Cities following the virus. If this does indeed prove to be the case this could potentially lead to accelerated demand for areas such as St Cuthbert's Garden Village.

Demonstration Project / Housing Association Update

Riverside's 50 unit 'Demonstration Project' site at Beverley Rise, Harraby, has received the prestigious award of being named 'Development Of The Week' in a June edition of the Chartered Institute of Housing's *'Inside Housing'* magazine. The site was tendered by the Council for affordable housing on the proviso that the successful applicant provided practical onsite training to construction students from Carlisle College. The scheme is due to complete in November.

Carlisle's two largest Housing Associations remain optimistic, and keen to deliver new affordable homes in Carlisle. Riverside have recently secured an additional £100m borrowing from Lloyds, while Castles and Coasts have stated their intention to double their new homes provision, supported by £55m private placement funding. This is positive news for the future development of affordable homes in Carlisle.

HOMELESS, PREVENTION AND ACCOMMODATION SERVICES

	From 1 April 2019 to 31 March 2020 (full year)	From 1 April 2020 to 17 June 2020
Households provided with Housing / homelessness advice and assistance	978	262
Households assessed / assisted under the prevention duties	291	22
Households assessed / assisted under the relief duties	281	33
Households assessed as being owed the full homeless duty	15	3
Households accommodated in emergency temporary accommodation	241	45
Households supported to move on positively %	70%	65%
Average move on time (weeks)	9 weeks	9 weeks
% of those in emergency accommodation who were rough sleepers or at risk of rough sleeping	12	18
% of those in emergency accommodation who were sofa surfing	13	22
% of those in emergency accommodation who were fleeing domestic abuse	8	13
Households supported in the community to safely remain in their homes	36	36
Households provided with personal / household security items	18	10
Number of low cost housing applications assessed	127	27
Number of low cost housing applications approved	69	6
Number of households assisted with payments to address arrears	16	7
Number of households assisted with rent in advance payments	43	18
Number of households assisted with deposits	12	6
Households supported to recover benefit gains £	£1,937,619	£556,484

COVID RESPONSE

Our key plan throughout was to minimise risks to staff and clients by reducing face to face contact where feasible; as such The Benefits Advice, Homeless Team, Domestic Abuse and Rough Sleeping Officers all work remotely and via telephone assessments/advice.

In terms of the Homeless Accommodation Services this was of course not possible, however essential services continued to be delivered safely with additional measures in place, health screening, PPE and limiting face to face contact where possible. Due to staffing pressures (shielding / health vulnerabilities) we took the decision early on to prioritise keeping the 24 hour staffing on site provision at Water Street in terms of safeguarding, as we were unable to safely staff the men's scheme at John Street; as such

the dispersed provision was reprofiled to accommodate males with the support of the MHCLG.

We created additional capacity via accessing additional properties and fully utilising our dispersed accommodation, retaining and profiling self-contained bed spaces should there be a need for self-isolation. Support has been delivered via outreach to the properties and all residents issued with a mobile phone who needed it in order to maintain contact in emergencies.

We have provided temporary emergency accommodation to those in need of it throughout the lockdown, by both statutory and non-statutory placements, including 18 who were at risk of rough sleeping (for example due to bail conditions or prison / hospital discharge but unable to return home due to others shielding) and rough sleepers following the mandate to 'get everyone off the streets'. In order to prioritise beds and also minimise risks, additional checks have been undertaken in advance of placements in line with PHE guidance such as health vulnerabilities, travel, self-isolation alternatives (should it be needed), and health issues / symptoms.

We have worked very closely in partnership with local housing providers (supported, social and private landlords) to access direct let / vacant properties for those who will have a priority for rehousing in order to create constant throughput; we have assisted in terms of furniture packages, payments and transport to maximise bed spaces as quickly as possible. To date we have successfully moved on 42 households into permanent rehousing options; in addition, we have move on plans for all those placed in emergency accommodation during the COVID lockdown, regardless of whether they are owed a duty or not.

We established 'safe zones' within the schemes / properties should this be required for people who have symptoms to self-isolate and increased the cleaning regimes. We have had three residents with symptoms who we have supported to self-isolate and access postal tests – all have been negative to date.

There were no evictions during the lockdown period despite the challenges of trying to engage and support very chaotic individuals with multiple support needs throughout this time.

LOCAL AUTHORITY DISCRETIONARY BUSINESS GRANTS

In line with Government guidance Carlisle City Council opened up our grant application window on Monday 1st June 2020 at 12 noon and this closed on Monday 15th June 2020 at 12 noon. We received a high number of applications for the Discretionary Business Grant, a total of 495.

We also had a fixed allocation of £1.36 million within which we needed to prioritise businesses according to the Government criteria and those with high ongoing property related costs and significant losses of income since March 2020.

All applicants have been kept informed throughout the process and received an automated email on submission of their application. This email advised them to return evidence in support of their application. All applicants were also sent reminder emails seeking evidence to complete their applications. At the close down of the application window, every applicant was sent a further email advising them (as per our policy) that we would be considering their applications during the next 10 working days and come back with an update and advise them on plans to pay out the grant.

This deadline took us to 26th June 2020 at which point we were able to transfer all eligible applications into the payment modelling exercise to ascertain the level of grant applicable in each case. We are mindful that we need to be proportionate in allocating grant support according to need and levels of grant would therefore be based on level of lost income and ongoing fixed property costs. This process has proved to be both complex and challenging. Nevertheless, Carlisle City Council was keen to make grant payments as soon as possible, therefore we made payments via special BACS runs to ensure that grant payments went out to businesses as quickly as possible.

REGULATORY SERVICES

Warm Homes Fund for First Time Central Heating

Homelife Carlisle Home Improvement Agency have contacted over 1,000 households in Carlisle and District who do not currently have gas central heating systems to invite them to apply for a Warm Homes Fund grant for first time central heating. If a mains gas connection is viable, it is likely that the gas connection and heating system will be fully grant funded. If mains gas is not viable then households are invited to check whether they are eligible for grants for either LPG, oil or air source heat pump central heating.

Local Authority Energy Company Obligation (ECO) Flexible Eligibility Scheme

Homelife are also working with companies who are promoting the Help to Heat ECO flexible eligibility scheme in our area, for various other energy efficiency improvements including insulation and renewable energy heating. In many cases the measures will be fully funded; but where there may be a contribution towards the cost households should check with the Home Improvement Agency to see if they will qualify for Energy Efficiency grants.

Private Sector Housing Enforcement Policy

The Policy was updated to enable Officers to work differently in the COVID lockdown period when home visits were significantly affected. The amendments followed the guidance offer by the MCHLG. Further amendments will be required in the coming months to include the new Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 which is now in force.

Meeting Date: 14th July 2020

Public/Private*: Public

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

HR AND PAYROLL

It is fair to say since March 2020 the Team have been heavily involved in the Council's response to Covid – specifically relating to ensuring everyone is supported, communications are done, FAQs provided and dealing with the changing Government advice. This has meant twice monthly updates via Microsoft Teams with North West Employers and working closely with the relevant HR leaders in our other Districts. The HR & Payroll Team are all working from home and we have successfully run 3 payrolls from outside the Civic so the systems are holding up well.

I-Trent has been upgraded to Electric, which is a new, more user friendly, theme. Developments were well underway towards the implementation of the Online Recruitment model – but training scheduled for end of March has had to be postponed.

INFORMATION MANAGEMENT – LEGAL SERVICES

- Recent counts for information requests (From 11 February 2020– 23 June 2020):
- Environmental Information Regulations requests received - 9
- Environmental Information Regulations requests responded to - 6
- Freedom of Information Act requests received – 210
- Freedom of Information Act requests responded to - 172
- Data Protection Act requests received – 7
- Data Protection Act requests responded to – 7

ORGANISATIONAL DEVELOPMENT

Continue to support wellbeing and learning opportunities via virtual delivery and posters at point for frontline staff to see. SMT agreed the Wellbeing Strategy. Carried out a Pulse Survey to check in with staff and response rate was excellent (61%) with mainly positive comments. To launch benefits portal July for easy access to staff benefits including new

offer of retail discount scheme, which can also be offered to members. Promoted sign language on- line training with over 25 people now completing this training.

FINANCIAL SERVICES

The Council is continuing to monitor the financial impact of the COVID-19 pandemic and is submitting returns to MHCLG on a monthly basis outlining the actual and potential financial losses being incurred. The Council is also working closely with other authorities around Cumbria to understand the impact on wider issues such as Council Tax and Business Rates.

ELECTORAL REGISTRATION

The Elections Team are currently working flat out to deliver the new Reformed Canvass, which has been introduced this year. There are a number of changes to be implemented and this is currently more challenging due to the Coronavirus situation.

ICT UPDATE

ICT have working on supporting the Council through COVID-19

Following the requirement for staff to start working from home, ICT staff responded to get all staff working at home within two weeks including 165 staff who didn't have the facility to work from home including Wi-Fi capability for RBS computers due to laptop supply constraints. Additional Security Tokens and Licenses for VPN access, an additional 38 mobile phones and SIMs and 6 mobile Wi-Fi hotspots were purchased through our suppliers who could meet the demand period at the start of COVID-19.

The use of Microsoft Teams has increased from the handful of pilot areas to allow staff to carry out meetings, keep in touch with staff and collaborate with external agencies.

Microsoft Teams Live events was setup and configured in a few days to allow the Council

ICT have adapted quickly to the challenges and have been able to maintain the service as well as provide the additional levels of support that staff and Councillors need during this crisis, working remotely from home and providing appointments in the Civic Centre.

REVENUES & BENEFITS

In response to the COVID-19 Government business support measures, the Council has awarded £26,165,000 to 2,261 eligible businesses under the Small Business Grant and Retail, Hospitality and Leisure Grant schemes.

Meeting Date: 14th July 2020

Public/Private*: Public

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

BORDERLANDS

Good progress continues to be made on the two key projects in Carlisle - Carlisle Station and the Citadels.

- The detailed business case for the Station project is close to being finalised
- Work on the detailed business case for the Citadels has commenced, with a recent issues and options consultation undertaken between 14th May – 4th June 2020

Work is also being undertaken to support the case for additional investment to be allocated to the delivery of the Inclusive Growth Deal to support local recovery response to the economic impacts of COVID-19

- A proposal document is currently being prepared outlining the economic case for this additional investment

CARLISLE AMBASSADORS

Carlisle Ambassadors has continued to provide support and information to businesses throughout the current crisis. Unfortunately, the Ambassador meeting planned for 25th June had to be postponed and will now take place on October 1st at Carlisle Racecourse and will also be available on-line.

However, in response to the current situation a business support group has been established which meets weekly via Zoom sharing information and best practice as well as making business connections.

In addition, there is a regular 'e' newsletter which provides updates and information on a daily basis and a Facebook Group 'Small Business Support Carlisle' was established at the end of May and has 2,400 small, medium enterprises. Despite the current situation we are still receiving requests from businesses to join Carlisle Ambassadors' - membership is now 210.

ENGLAND'S HISTORIC CITIES CONSORTIA

Meetings have been held regularly since March to share issues and concerns especially for the visitor economy.

The consortia has continued to share best practice and in addition to their Benchmarking Data Report recently completed, an additional section has been produced to include a COVID 19 impact review.

Historic Cities have been supporting each other in sharing of information and guidance to support the sector during lockdown. It was evident that the visitor economy would be hardest hit by the pandemic and therefore evidence gathering and reporting nationally would be required to demonstrate the impact and needs of the sector.

Close working partnerships with Visit England, the Tourism Alliance and Core Cities has helped develop a clear picture of the impact of COVID 19 on tourism in our historic cities in England and specifically their Destination Management Organisations (DMO's) and local economies.

Reports had already been submitted to Visit England and their Board, a further submission to the DCMS Select Committee on the impact of Covid-19 on tourism was sent from England's Historic Cities Consortium on 19th June 2020.

The consortia continues to work together to deliver projects and despite the pause on decisions regarding the Discover England Fund which had been due in April, has been proactive in engaging with Visit England to review the content of the bid for DEF 5 funding to ensure it is informed by the international impact on the visitor economy and is focussed on recovery.

PROMOTING CARLISLE

Future High Street Fund

The draft business case that submitted to Ministry for Housing Communities and Local Government (MHCLG) in March for comment gained positive feedback

- Although, as expected, areas were identified that require refinement

Due to the impact of COVID-19, the deadline for the submission of the final business case has been extended until the 31st July.

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- The Team also working closely with Cumbria County Council to ensure that the project is coordinated across the two authorities

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- A series of virtual workshops were held during May 2020 where the vision, strategy and objectives for the Town Investment Plan were agreed and the drafting of the Plan has now commenced
- A virtual Board meeting was held on 18th June 2020 where details of a forthcoming public consultation were agreed

The detailed guidance for the Towns Fund was published on 15th June 2020. This sets out the timescales for submission of Town Investment Plans

- 31st July 2020 or 31st October 2020 or 31st January 2021
- Carlisle will be submitting their Town Investment Plan in October

Central Plaza

The Regeneration Team is continuing to progress the redevelopment of the site, with it forming one of the key projects in the Future High Street Fund bid.

Specialist support has been commissioned to support the proposal for a new hotel on the site and ensure that the case for investment is strong as possible.

A detailed appraisal is in the process of being finalised, which will form an important evidence base to the business case. This involves

- Further feasibility work and construction costings to demonstrate a new hotel is deliverable with some 'gap' funding
- A demand / capacity assessment to demonstrate a new hotel is viable and sustainable

EMERGENCY PLANNING

The response to the Covid-19 Pandemic has remained the priority for the Cumbria Local Resilience Forum (LRF). The fall in cases has led to the easing of restrictions and a shift to more of a focus on recovery work. Officers from the Council continue to play an important role in the LRF.

The development of a Cumbria Local Outbreak Control Plan, by the end of June, has been a significant step, moving the emphasis from civil contingencies back to health protection.

The full impact on and the role the Council has played will be the subject of a report to Executive on 20th July.

In addition, Officers are keeping a watching brief on impact of the dry weather we had in Spring on water supplies and river levels. This is currently being assessed on a weekly basis through the partnership.

Officers also worked with colleagues in the Police, Fire and Highways to ensure a Covid-19 safe and secure 'Black Lives Matters' event took place in Carlisle City Centre on 6th June 2020. The event was peaceful and respectful.

STRATEGIC PARTNERSHIPS

A number of Carlisle Partnership partners have supported and fed into the emergency response locally, as well as response and recovery structures. We are thankful for their time and contributions across the City in the various roles they are playing. A weekly email circular has been compiled which has woven in information provided by partners, City Council updates and National Government information / guidance.

Report to Council

Agenda
Item

12(i)

Meeting Date: 14 July 2020

Public/Private*: Public

Title: Health and Wellbeing Overview and Scrutiny Committee

Councillor Jack Paton

First let me thank the staff for the way they set up the Virtual Meeting, it certainly made our job a lot easier. This was a strange undertaking but with the help of the staff we got through it alright.

We spoke at length about the Health & Wellbeing Service, we were told about Health & Wellbeing Services in Community services with streams in Sport & Physical Activity.

We were told that Community Services had restructured in 2019 to align a better service and the Panel would receive further reports in the future. We asked about the results of the Social Prescribing initiatives and it was agreed that the information would be circulated to the Panel.

We supported the vision of GPs prescribing allotments to get people to grow their own food. GLL were also preparing activities for young people in the summer period and in addition the Council would provide grants to organisations like the Youth Zone to provide activities.

We thanked the team for their work in keeping our Green Spaces open for people to enjoy during these difficult times. Walking and cycling has increased during the lockdown and we think it is important that the Council work in partnership to support the Climate Change Strategy and help the health and wellbeing of the area.

Scrutiny Report

We asked for the following items to be added:-

- Disabled Facilities Grants
- Homelessness
- Domestic Abuse.

This was resolved and added.

Overview Report

We considered the notes of the Scrutiny Chairs Group and felt that the Panels should continue to have 8 Members. We felt reducing the number of Members would reduce the effectiveness across the Panels and we agreed that we would continue to meet at 10am

Cllr Jack Paton

Chair – Health and Wellbeing Overview and Scrutiny Committee

Report to Council

Agenda
Item

12(ii)

Meeting Date: 14th July 2020

Public/Private*: Public

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

Chairman's Report Business and Transformation 28th May.

The most recent Business and Transformation Panel meeting was a relatively straight forward matter to formally agree the submission of the relevant sections to the Annual Scrutiny Report. However, this was of course the first time the Panel has met since Covid-19 restrictions were commenced and at present nothing is quite normal.

This will of course have impacted the Council in much more severe ways, which we will no doubt see the first glimpses of when the appropriate monitoring reports come through the Committee cycle. There is a reluctance by ourselves, expressed in the meeting, to see Reports that were delayed coming to us, to be delayed further. This will result in the next couple of meetings having a greater number of Reports than we have become used to. I understand that under the 'Teams' style of meetings, we are restricted to no more than 4 hours in length, given the number of Reports to consider, their complexity and the impacts of Covid-19, we may for the next two meeting cycles be approaching that threshold.

It was a relief however to commence the Task and Finish Group on Absence Policy. The first meeting of the T&F Group was an overview of the current situation with questions and answers. At this early stage, and without prejudicing any recommendations, the questions developed into two broad themes; the Policy itself and the implementation and attitudinal adjustment that the new Policy will create within the Council.

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

Cllr James Bainbridge
Chairman

Report to Council

Agenda
Item

12(iii)

Meeting Date: 14th July 2020

Public/Private*: Public

Title: **Economic Growth Overview and Scrutiny Panel – Councillor Lisa Brown**

It's been a difficult few months adjusting to a different way off working, having to juggle Council and Chairing responsibilities with work and looking after my children, and I would like to thank all of the officers and staff for their hard work, support and advice during this time.

If we are to encourage diverse Councillors in the future, a change to meeting times and the ability to hold a mix of virtual meetings will be crucial. I hope this will be considered when the government looks at future legislation. Before the most recent change to the lockdown rules, I would not have been able to take part fully in Scrutiny because of childcare responsibilities which I think is a really important point to keep in mind. As it happens, this latest change has meant that I can now participate, but we can take this as an example of the things we need to consider if we want to be inclusive moving forward, especially in light of the peer review. I would hate to think anyone felt that they were disenfranchised by the current meeting times.

We have had successful test meetings and briefings and had one Economic Growth Scrutiny meeting since lockdown in March. The first EGSP went well, with good contributions from Members and Portfolio Holders. It perhaps at times felt a little less formal than an "in-person meeting" but we will learn from that experience and adapt accordingly.

The Corporate Director of Economic Development submitted report ED.15/20 which presented options for delivering housing in the St Cuthbert's Garden Village.

The Principal Planning Officer reminded the Panel of background to the St Cuthbert's Garden Village Development and set out the proposals for delivering innovation, housing type and mix as detailed in the report. She also set out how land ownership could impact plans for housing development and how a mix of developers and registered providers could be engaged to deliver the housing mix.

The Overview and Scrutiny Officer presented report OS.09/20 providing an overview of matters relating to the work of the Economic Growth Scrutiny Panel.

The Overview and Scrutiny Officer reminded the Panel that the Carlisle Corporate Peer Challenge, which had taken place at the start of 2020, was positive and highlighted a number of strengths for the Council. The report also made some comments about the role of Scrutiny. The full report had been attached to the report and suggested that decision making processes could be more streamlined with a clearer purpose for Overview and Scrutiny. The Overview and Scrutiny Officer commented that the Panel may wish to consider this matter more closely in the coming year.

The Overview and Scrutiny Officer drew the Panel's attention to their proposed Work Programme for 2020/21. She explained that the draft Programme had been based on previous Programmes and asked the Panel to consider how the work Programme could be amended to reflect the response to the current situation and virtual meetings. The Panel asked that a report be added to their Work Programme on the impact of Covid19 on the Tourism Sector.

The Corporate Director of Economic Development suggested that information on the impact of Covid19 on the tourism sector be included in a strategic report which detailed the impact of Covid19 on the economy as a whole along with information on the recovery process.

Details of all the discussions can be found in the minutes of the meeting.

Moving forward it has been agreed the Chair and Vice Chair will meet in between meetings to discuss upcoming agenda items and potential questions, the first of these meetings being held on 30/06/2020 at 6.30pm and that Scrutiny Chairs will be meeting again to look further into the Peer Challenge.

Cllr Lisa Brown

Chair – Economic Growth Overview and Scrutiny Panel

Council

**Agenda
Item:**

13

Meeting Date: 14th July 2020

Portfolio: Cross-cutting

Key Decision: No

Policy and Budget
Framework

Public / Private Public

Title: Scrutiny Annual Report 2019-20

Report of: Overview and Scrutiny Officer

Report Number: OS.15/20

Purpose / Summary:

The Overview and Scrutiny Annual Report 2019-20 summarises the role of Scrutiny at Carlisle City Council, reports on the work of the Scrutiny Panels during 2019-20 and identifies plans for 2020-21.

Recommendations:

That the Council formally accept this report.

Tracking

Executive:	N/A
Scrutiny:	Business and Transformation Scrutiny Panel 28/05/2020 Economic Growth Scrutiny Panel 04/06/2020 Health and Wellbeing Scrutiny Panel 11/06/2020
Council:	14/07/2020

1. BACKGROUND

- 1.1 The Constitution: Article 6 – Overview and Scrutiny Committees, 6.03 Specific functions [c] states that:

***‘Annual report.** Overview and scrutiny committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate’.*

- 1.2 The Overview and Scrutiny Annual Report 2019-20 summarises the role of Scrutiny at Carlisle City Council, reports on the work of the Scrutiny Panels during 2019-20 and identifies plans for 2020-21.

2. RECOMMENDATIONS

- 2.1 That Council formally accept the report.

Contact Officer: Rowan Jones

Ext: Rowan.jones@carlisle.gov.uk

Appendices Scrutiny Annual Report 2019-20
attached to report:

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

- None

CORPORATE IMPLICATIONS:

LEGAL – None

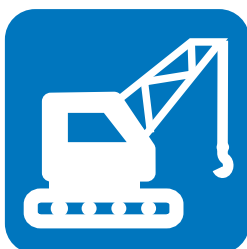
PROPERTY SERVICES - None

FINANCE – None

EQUALITY – None

INFORMATION GOVERNANCE – None

Overview and Scrutiny Annual Report 2019/20



Scrutiny in Summary

3 Panels



**Health and
Wellbeing Scrutiny
Panel (HWSP)**



**Business and
Transformation
Scrutiny Panel (BTSP)**



**Economic
Growth Scrutiny
Panel (EGSP)**



panel meetings



2 special
meetings



1 site
visit



43+
hours
of scrutiny



83
agenda items
scrutinised



Partners engaged with:

Tullie House, Environment Agency,
Kingmoor Park, GLL and Carlisle Partnership

Introduction

The Annual Report for the Civic Year 2019-20 marks the end of a year of scrutiny that was halted abruptly due to the unprecedented need to respond to the Covid-19 pandemic. Because of this, the last Panel meetings of the year took place in February 2019 and each Panel has outstanding 2019-20 workplan items, which they may wish to include in their workplans 2020-21.

Local elections for May 2020 were cancelled and social distancing measures have meant that committee meetings, including Scrutiny Panels, have been moved from physical to virtual locations, for the start of the new civic year. Members will look carefully at their work programmes, working with council officers to ensure that their scrutiny activity is targeted at the most important issues and decisions that are facing the City Council as Carlisle looks to recover and move forward from the pandemic.

What is Scrutiny and why is it important?

Scrutiny is a process to ensure that decisions taken by the Council reflect the needs and priorities of communities in Carlisle. Scrutiny is carried out by councillors who understand and promote the concerns of the people who elected them, connecting decision makers to local communities.

Council decisions can be made by Council Officers, by the Council's 'Executive' (the political leadership) and by full Council (all Councillors).

Scrutiny Panels are made up of Non-Executive Councillors who work together, across political parties, to understand why decisions are made and how the Council is performing to deliver the best possible outcomes for Carlisle and its people. Scrutiny Panels do not have decision-making powers; their role is to challenge and make recommendations that influence decision makers.

Comment from Leader of the Council, Councillor John Mallinson

Scrutiny started in May of last year following an “all out Council election” when a reduction in numbers of councillors from 52 to 39 took place. This resulted in a new administration and a lot of newly elected councillors who had to hit the ground running including taking part in the scrutiny function. We end the civic year having to deal with the dreadful Covid-19 pandemic which we are still living through.



I would like to use this report to place on record my thanks and appreciation to Scrutiny members and officers who from a standing start with many new faces really stepped up to the mark. I am also really pleased to see that you have embraced virtual meetings and been able to continue your work on scrutiny through video conferencing so helping to add your input into various aspects of council work and policies.

As we move on from lockdown. I see an exciting future for Carlisle in which Scrutiny will play its part in helping formulate policies of this Council. I say this as National government is resolute that the plans and investments identified for Carlisle should go ahead at best speed and indeed be used as a way of stimulating the post Covid-19 era.

There are many projects to keep us busy including the Garden Village with its associated New Road, the very important Borderlands project which will deliver the Station hub as well as the rejuvenation of the Citadels and surrounding Area. We also have the Towns Deal and the Future High Streets Fund. We look forward to redeveloping the Central Plaza site and also to seeing the Hooper's building redeveloped.

Carlisle City Council will be heavily involved and, in many cases, leading on these projects. The Executive look forward to the Scrutiny panels carrying out in-depth and forensic examinations as well as exploring all options and helping formulate policy, as well as keeping an eye on our day to day activities.

Once again, I would like to thank Scrutiny and the Officers on behalf of myself and my Executive Members for all the hard work you do and a particular thanks to the Chairman and Vice-Chairman who come along and report to our Executive Meetings on Scrutiny's behalf.

Corporate Peer Review 2020 – implications for Scrutiny

The Carlisle Corporate Peer Challenge earlier this year was positive and highlighted a number of strengths for the Council. It also made some recommendations including some comments around the role of scrutiny. Scrutiny Panel Members have noted the content of this report and plan to consider the recommendations and implications for scrutiny around this report in more depth during 2020-21.

Changes to Scrutiny arrangements for 2020-21

The start times of Panel meetings have been considered by Panel Members during their first meetings of the new year, 2020-21. Following these discussions, the Panels have proposed the following start times for the coming year:

- Business and Transformation to remain at 4pm.
- Economic Growth to move to 4pm.
- Health and Wellbeing to remain at 10am.

Public engagement in Scrutiny

Scrutiny Panels are open to the public to attend at the Civic Centre, when Panels are meeting at a physical location. Panel meetings can be viewed online via the Council's website, whilst virtual meetings are taking place as part of Covid-19 social distancing measures.

Agendas, report and minutes from Scrutiny Panel meetings are available on the City Council website. Members of the public can also submit questions for meetings; these need to be submitted by 12noon 11 clear days before the Panel Meeting.

For more information on these meetings or on how to engage with the Scrutiny process, please contact: **scrutiny@carlisle.gov.uk**.

Business and Transformation Scrutiny Panel (BTSP) Chair's Report, Councillor James Bainbridge



Perhaps more so than usual, the operation of BTSP this year has been framed both by historical undertakings and by circumstances outside of our usual control. A change in control of the Council naturally had an impact in the first couple of scrutiny cycles as people adapted. Also of impact has been the large capital expenditure of The Sands Centre redevelopment which, when added to re-mortgaging of historic loans, has left limited scope for additional projects within the BTSP remit this year.

There are still outstanding flood reinstatements to the Civic Centre, delayed from the start of the year until the March 2020 BTSP meeting, which was unable to take place due to the Covid-19 pandemic. The consequences of this has been that at times we have felt skewed towards Performance Monitoring, and budget out-turns rather than towards specific project led issues. Of course, the various national reviews into our current funding streams are high on our corporate radar also.

One thing that was clear from the various Out-turn Reports that we reviewed was the sound rationale to undertake a base budgeting review. Hopefully as this completes in the next civic year it will allow future Business and Transformation Scrutiny Panels to gain a new perspective.

Trialling later start times for BTSP has not resulted in overly long meetings into the evenings, which was feared. Whilst some Members like them, some have not. However, it has been a worthwhile decision to give Members the option of having a Panel which meets at a different time.

Currently BTSP are forming a small Task and Finish group to undertake work on the Council's Attendance Management Policy which is undergoing a review. Sickness levels, after an initial hopeful period before December, were an issue for the Council, even prior to the Covid-19 outbreak. But Officer engagement and an open explanation of the issues has been very informative to the Panel, and as the policy is reviewed, we felt we wished to have Member input.

We've remained (for 99.9% of the time) a friendly group who have used Scrutiny as a broadly non-political function, for that I am grateful to my fellow Panel members. This was particularly evident in our approach to the new Procurement Strategy, the first such document to be drafted after the Climate Change issue was taken onboard. Points were raised and issues considered, but without the grandstanding that you read about in other Authorities.

Moving forward, the recent Peer Review, which Members will have read from the Initial Feedback Report provided by the LGA, raises issues around the Scrutiny function. Points which echo somewhat the sentiment expressed by Members over this year. As the numbers of Councillors who can legally join a Scrutiny Panel has declined from 46 to 33 as a result of the reorganisation of wards, it is perhaps the opportunity to look at our functions and hopefully take onboard the best and most proactive practices from other Councils.

On a personal note I would like to thank Councillor Birks and Scrutiny and Democratic Services Officers for their support and input over the past year.

Comment from Councillor Gareth Ellis, Portfolio Holder for Finance, Governance and Resources

Overview and Scrutiny plays an important role in the functioning of the Council, and as a 'critical friend' to the Executive.

I would like to thank all those who participated in the scrutiny of the budget this year. The input of Business and Transformation and their suggestions assisted the Executive in making the budget proposition as widely accepted as possible in the Special Council meeting that followed.

The year ahead and the decisions we will have to make to cope with the immediate financial shock of Covid-19, and then the economic ripples to come will not be easy. I look forward to working with the panel in an open and constructive way.



Key items for Business and Transformation Scrutiny Panel in 2020-21

The following items are topics that Business and Transformation Scrutiny Panel have identified will be key their workplan for 2020/21:

- Sickness Absence Reports.
- Review of Attendance Management Policy - Task and Finish Group.
- Corporate Projects.
- Covid-19 response and recovery.
- Implication of Peer Review findings for Scrutiny.

Economic Growth Scrutiny Panel (EGSP) Chairs Report, Councillor Lisa Brown

It has been a privilege to Chair the EGSP this past year. My thanks go to Cllr Mellor as Vice Chair and all the Members and substitutes for their support and attendance, it's very clear that each member wants to see the very best for the City of Carlisle and its residents.

Our agendas have always been full, with several key projects on our work programme, such as Borderlands and St Cuthbert's Garden Village or Housing Strategies and other more day to day items such as Free after 3 car parking.

The reports brought to the scrutiny panel have provided us with a clear picture of the project and Members have been able to feedback ideas to officers and Portfolio Holders. Importantly, Members have also raised issues and concerns when they have seen potential issues arising, or perhaps felt things needed referred back to the Executive to look at again. There are important items that had to be postponed due to the Covid-19 crisis such as the Economic Strategy for the Carlisle which must be top of our agenda when Scrutiny returns. The recent Peer Review highlighted the need for an updated Carlisle Plan, so it is vital these are completed.

The Council had a clear vision for the City before March, but it will not have escaped anyone's attention how much this must change now that Covid-19 has caused such upheaval across the country. Economic growth is a powerful instrument for reducing poverty and improving quality of life, both of which have had the spotlight shone on them during recent months. Any projects we looked at before will need to be viewed in a new light and we must be sure that our growth is truly inclusive and not just for growth's sake.



Comment from Councillor Paul Nedved, Portfolio Holder for Economy, Enterprise and Housing

Scrutiny Panels play a significant role within the Council in aiding the development of policy and critically scrutinising Executive Decisions and holding the Executive to account.

As a former Chair of Scrutiny and now a Portfolio Holder I have learnt to respect Members level of expertise and interest in a wide area of Council responsibilities. Having attended regularly the Economic Growth Scrutiny and Health and Wellbeing Panels I have welcomed the robust questioning and discussions from Members which has been invaluable in contributing and shaping the decision-making process.

Economic Growth Panel have scrutinised a wide range of reports and updates notably the Borderlands Growth Deal Projects, ongoing plans to deliver St Cuthbert's Garden Village , Housing Needs and Strategy, Enterprise Zone, Business Support / High St Fund and Budget Setting and within Health and Well-being Panel reviewed reports on Homelessness, Rough Sleeping and Empty Home Grants that fall within the Economy, Enterprise and Housing Portfolio.

I would like to thank the Chairs and Panel Members for their contribution made to the Council and the commitment and hard work involved in the scrutiny process.

Equally can I thank officers and support staff also for their support, commitment and professionalism.



Potential items for Economic Growth Scrutiny Panel in 2020-21

The following items are topics that Economic Growth Scrutiny Panel are likely to find particularly helpful to include in their workplan for 2020/21:

- Economic Strategy.
- Environment (Climate Change) Strategy.
- Looking at the development of the housing offer for Carlisle.

Health and Wellbeing Scrutiny Panel (HWSP) Chairs Report, Councillor Jack Paton



This has been the most traumatic year I can ever remember; my thoughts go out to all those people who have lost their lives to this horrific virus. I am sure that we are all united in this.

As can be appreciated, we did not get through all our meetings for 2019-20. We are going forward with scrutiny in 2020-21 using video link for meetings. On the 2019-20 meetings that we did fulfil, I will be as brief as possible.

Meeting of 6 June 2019 was mostly taken up with the re-development of The Sands Centre with the integration of the Pools, plus a modern fitness centre and an area dedicated to NHS physio. Work has started on this development; we look forward to seeing the completion and all the state-of-the-art equipment.

At 11 July 2019 HWSP, we were given a presentation on the Carlisle Partnership which was very detailed and laid out its plans for the future, including a Big Lunch and funding. The Partnership were looking into setting up a group on climate change, they would work closely with the Council and all parties on this.

It was noted that the County Council had not been present at the Carlisle Partnership meetings. On the request of the panel, I wrote as HWSP Chair to the Leader of the County Council. The reply that we received was courteous but did not resolve the Panel's concerns.

We received a report about air quality and the monitors that have been put in place to tell us the impact on human health. It was refreshing to hear that the air quality was improving. Due to recent restrictions on travel I would imagine that air quality has further dramatically improved.

On 21 November 2019, the budget was the first item on the agenda and the Council's financial forecast was set out for the next five years. It was pleasing to the panel that the Sexual Assault Referral Service was added to the budget on a recurring basis. A significant budget review will probably be required due to the coronavirus; I would imagine that everything will have to change after the lockdown has been lifted.

HWSP on 9 January 2020 was chaired by the Vice Chair, Cllr Finlayson, as I was on front line duty. However, I promised my family I would retire when I reached 70 (a recent milestone) so as promised, I have complied.

I would like to thank all the staff and officers for all their hard work and dedication in keeping all the services functioning. Also, my thanks go to HWSP Members and last but not least to Cllr Christine Finlayson, my Vice Chair, for stepping into the breach.

To all staff and Members, please stay safe and we will all meet up again when this is all over.

Comment from Councillor Elizabeth Mallinson, Portfolio Holder for Communities, Health and Wellbeing

Over the last year Health and Wellbeing Scrutiny Panel has done some positive work in the area covered by my Portfolio. Just to mention a few areas they have been involved in that added value to decisions of the Executive include:

The Disabled Facilities Grants Action Plan:

This was a useful exercise in publicising the work done by the Housing and Pollution Group and Homelife in delivering housing support. HWSP reviewed the data in the Action Plan, supporting its progression. This support for the Action Plan has directly assisted the Council in responding to the Covid-19 pandemic, as the Homelife Liaison Officer post is now working closely with the Hospital to ensure Disabled Facilities Grants are used to move people safely back to their homes, thereby releasing hospital facilities and reducing admissions.

Domestic Abuse and the Council's actions:

HWSP looked at the provision for tackling domestic abuse and the Impact of the Homeless Reduction Act 2017. The Council works very closely with all key agencies and supports those in the wider community to keep people safely in their homes where possible. HWSP were very supportive in the work done by our Officers.

Review of Equality Objectives with a Task and Finish Group:

When the draft Council's Equalities Policy went to HWSP there were such positive outcomes that it was suggested that a Task and Finish Group was set up to look into the draft document. The recommendations of this T&F group helped to formulate the Council's Equalities Policy prior to it going to the Executive for adoption.

I would like to thank the committee for all the hard work that they do and that I fully support the role of scrutiny in adding value to the council work and to holding the Executive to account.



Potential items for Health and Wellbeing Scrutiny Panel in 2020-21

The following items are topics that Health and Wellbeing Scrutiny Panel are likely to find particularly helpful to include in their workplan for 2020/21:

- Emergency Planning and Community Resilience.
- Covid-19 related health issues for Carlisle communities.
- Healthy City Strategy.
- Local Environment (Climate Change) Strategy.

EXCERPT FROM THE MINUTES OF THE BUSINESS AND TRANSFORMATION SCRUTINY PANEL HELD ON 28 MAY 2020

BTSP.26/20 SCRUTINY ANNUAL REPORT

The Overview and Scrutiny Officer presented the draft Business and Transformation Scrutiny Panel section for the Scrutiny Annual Report 2019/20. (OS.06/20)

The Overview and Scrutiny Officer reported that the Constitution requires that overview and scrutiny committees report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate. The Scrutiny Annual Report was prepared to meet this requirement.

The last meetings of the 2019/20 Scrutiny year were cancelled due to the Covid-19 pandemic and the need to reduce face to face contact. Remote working practices were being established to allow Scrutiny Panels to operate in Carlisle City Council. Section 78 of the Coronavirus Act 2020 set out the guidance that allowed Councils to operate public meetings in virtual, rather than physical locations.

The Panel discussed the draft report and agreed that the Peer Challenge Review should be added to the report as it was an important document for Scrutiny.

RESOLVED – That the Scrutiny Annual Report (OS.06/20) be agreed subject to the inclusion of the Corporate Peer Challenge Feedback Report as an important topic of scrutiny moving forward.

EXCERPT FROM THE MINUTES OF THE ECONOMIC GROWTH SCRUTINY PANEL HELD ON 4 JUNE 2020

EGSP.26/20 SCRUTINY ANNUAL REPORT

The Overview and Scrutiny Officer presented the draft Economic Growth Scrutiny Panel section for the Scrutiny Annual Report 2019/20. (OS.08/20)

The Overview and Scrutiny Officer reported that the Constitution requires that overview and scrutiny committees report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate. The Scrutiny Annual Report was prepared to meet this requirement.

The last meetings of the 2019/20 Scrutiny year were cancelled due to the Covid-19 pandemic and the need to reduce face to face contact. Remote working practices were being established to allow Scrutiny Panels to operate in Carlisle City Council. Section 78 of the Coronavirus Act 2020 set out the guidance that allowed Councils to operate public meetings in virtual, rather than physical locations.

The Chair informed the Panel that the Scrutiny Chairs Group had met on 13 March 2020. Future timings of the Panels had been discussed and it was suggested that the Economic Growth Scrutiny Panel trial a 6.00pm start time. The Chair explained that she had suggested a 6pm start time, which had been supported by the Vice Chair, to encourage those who had childcare and employment responsibilities throughout the day to become more involved and active in Scrutiny. She stressed the issues which she would have with childcare should the meetings continue throughout the day due to her husband working and no one being able to come to her house to look after the children due to Covid 19.

The Panel discussed the proposal in some detail, some Members agreed that a later start time would be beneficial however some Members felt that attendance at a 6.00pm meeting would not be achievable due to commitments to Parish Councils, especially in the rural wards. After listening to the debate, the Chair suggested that a 5.00pm start time may suit Members more than 6.00pm. It was proposed and seconded that a 5.00pm start time be introduced for the Panel. Voting took place and the proposal was not agreed.

The Panel felt that a compromise would be a 4.00pm start time, this was proposed and seconded, following voting it was agreed.

The Chair did not vote in support of the 4.00pm start time and was disappointed that the meeting could not be moved to a later time.

The change to the Panel's start time would be included in an amended Civic Calendar which would be considered by Council on 14 July.

RESOLVED – 1) That the Scrutiny Annual Report (OS.08/20) be agreed subject to the inclusion of the Corporate Peer Challenge Feedback Report as an important topic of scrutiny moving forward.

2) That, subject to the agreement of Council in July, meetings of the Economic Growth Scrutiny Panel would begin at 4.00pm.

EXCERPT FROM THE MINUTES OF THE HEALTH AND WELLBEING SCRUTINY PANEL HELD ON 11 JUNE 2020

HWSP.27/20 SCRUTINY ANNUAL REPORT

The Overview and Scrutiny Officer presented the draft Health and Wellbeing Scrutiny Panel section for the Scrutiny Annual Report 2019/20. (OS.10/20)

The Overview and Scrutiny Officer reported that the Constitution requires that overview and scrutiny committees report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate. The Scrutiny Annual Report was prepared to meet this requirement.

The last meetings of the 2019/20 Scrutiny year were cancelled due to the Covid-19 pandemic and the need to reduce face to face contact. Remote working practices were being established to allow Scrutiny Panels to operate in Carlisle City Council. Section 78 of the Coronavirus Act 2020 set out the guidance that allowed Councils to operate public meetings in virtual, rather than physical locations.

In discussing the potential items for the Panel in 2020-21 the Panel acknowledged that the Covid 19 pandemic should change their focus and agreed the following should be listed as the focus of their work for 2020-21:

- Emergency Planning and Resilience
- Impact of Covid 19 on health issues in Carlisle
- Local Environment (Climate Change) Strategy

The Panel also asked that the following item be added to their Work Programme:

- Impact of Covid 19 on
 - Disabled Facilities Grants
 - Homelessness
 - Domestic Abuse

RESOLVED – 1) That the Scrutiny Annual Report (OS.10/20) be agreed with the following matters listed under 'Potential items for Health and Wellbeing Scrutiny Panel in 2020-21':

- Emergency Planning and Resilience
- Impact of Covid 19 on health issues in Carlisle
- Local Environment (Climate Change) Strategy

2) That the following items be added to the Panel's Work Programme:

- Impact of Covid 19 on
 - Disabled Facilities Grants
 - Homelessness
 - Domestic Abuse

Report to Council

**Agenda
Item:**

15(i)

Meeting Date: 14 July 2020
Portfolio: Environment and Transport
Key Decision: Yes: KD.08/20
Within Policy and Budget Framework: Yes
Public / Private: Public

Title: FOOD LAW ENFORCEMENT SERVICE PLAN 2020/21
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.31/20

Purpose / Summary:

The Food Law Enforcement Plan sets out how Regulatory Services will deploy its resources in 2020 to 2021 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It seeks to target interventions to tackle local issues whilst ensuring Carlisle City Council achieves its national statutory responsibilities. To assist members, a summary report of the plan has been produced as Appendix 1.

Recommendations:

That Council:

- i. Approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework.

Tracking

Executive:	27 May 2020 & 22 June 2020
Scrutiny:	11 June 2020 (Report was listed for information only)
Council:	14 July 2020

1. BACKGROUND

- 1.1** Standards of hygiene when eating out was the main concern for members of the public who took part in the latest Food Standards Agency's (FSA) Public Attitudes Tracker Survey (November 2019). Other concerns from the survey include food poisoning, food additives, levels of sugar and salt in food and the amount of food waste. The City Council through its Food and Public Protection Team plays a significant role in protecting the public by its food inspections and infectious disease investigations.
- 1.2** In improving food standards, Regulatory Services are contributing to ensuring a safe, healthy and sustainable food chain for the benefit of consumers. Service plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally. Service plans help local authorities to:
- follow the principles of good regulation;
 - focus on key delivery issues and outcomes;
 - provide an essential link with corporate and financial planning;
 - set objectives for the future, and identify major issues that cross service boundaries;
 - provide a means of managing performance and making performance comparisons;
 - provide information on an authority's service delivery to stakeholders, including businesses and consumers.
- 1.3** The "Framework Agreement on Official Feed and Food Controls by Local Authorities" (2010) sets out what the Food Standard Agency expects from Carlisle City Council in delivering official controls on feed and food law. To help to ensure local transparency and accountability, and to show the Service's contribution to the authority's Carlisle Plan, the Framework Agreement recommends that food service plans are approved at the relevant level established for that local authority. The Food Law Enforcement Service Plan is in Carlisle City Council's Policy Framework in Article 4 of the Constitution.
- 1.4** The Food Law Codes of Practice (March 2017), issued by the FSA, details how local authorities deliver their enforcement duties but allows local authorities flexibility over how to deliver the national food controls. The Plan sets out how and at what level official food controls will be provided, in accordance with the Codes of Practice.
- 1.5** In 2014 the Food Standards Agency's (FSA) published its strategy for 2015-2020. Within the strategy the FSA identified its flagship policy 'Regulating Our Future'. This policy aims to modernise the way food businesses are regulated, creating a system that is modern, risk based, proportionate, robust and resilient. The FSA plan to implement and deliver the new regulatory model for food by 2020. It is not fully clear

to date what impact the changes will have on the Regulatory Services Department; however, we will continue to monitor the FSA proposals and respond accordingly through the FSA's 'open policy' approach. To ensure consistency of approach, any FSA proposals will be discussed with other Cumbrian Local Authority Environmental Health Departments at the regional liaison group meetings.

- 1.6** The Plan covers the period 1st April 2020 to the 31st March 2021 and includes the statutory food safety controls to be performed by the authority e.g. Inspections/sampling. The plan also includes targeted educational and promotional work to be undertaken by the section. A summary of the previous year's performance and activities is also provided. The 2019/20 Food Law Plan also identified a shortfall of 74 interventions for Low Risk (Category E premises), which was raised as an area of concern by the FSA following receipt of the Authority's Food Law Return. An intervention plan was implemented to address the shortfall and 88% of these premises received an intervention. The remaining interventions will be targeted during the 2020/21 period.
- 1.7** Following our exit from the EU, we are now in the transition period. Enforcement of EU Food Law will continue until the end of 2020. The European Union (Withdrawal) Act 2018 provides that, from 1 January 2021, certain directly applicable EU legislation will be converted into UK law. The section will closely monitor the developments and ensure we make the appropriate changes to our authorisations, policies and procedures prior to the end of the transition period.
- 1.8** It is important to note that the plan will be subject to change following the **COVID19** outbreak, which has had a significant impact on the food business sector and how we perform our day to day enforcement duties. As the restrictions are gradually lifted, the section will need to establish what impact the outbreak has had on the planned work and how this will be managed moving forward. Taking advice from the Food Standards Agency, it is inevitable that the section will need to prioritise resources on statutory functions and on a risk-based approach. It will be essential that food officers are provided with the appropriate protective equipment and training to perform their duties safely. Risk assessments will be amended and continuously reviewed.
- 1.9** It is also important to note that officers of the Food & Public Protection Team are authorised to enforce the COVID19 'business closure' related legislation. It is likely that these provisions will remain in place for some business sectors over coming year. The team will also be involved in advising businesses on re-opening requirements as the restrictions are lifted and monitoring/enforcing control measures which may be imposed i.e. social distancing to protect staff and customers. At the time of writing this report, the Environmental Health Team have also been identified as a potential resource for the COVID19 contact tracing. All these additional responsibilities may also impact on the Food Law Enforcement Plan for 2020/21.

2. PROPOSALS

2.1 That Council:

- i. Approve the key actions of the Food Law Enforcement Service Plan in accordance with the Council's Budget and Policy Framework

3. RISKS

- 3.1** Failure to develop and implement a food law service plan which, approved at the relevant level, would not satisfy the requirements laid down in the Food Standards Agency 'framework agreement'. The framework, for which we are monitored and audited against, sets out the standards expected by Local Authorities responsible for official controls on food law. The publication of the food law enforcement plan helps ensure local transparency and accountability. To ensure compliance with the framework, the Food Law Enforcement Service Plan is in Carlisle City Council's Policy Framework in Article 4 of the Constitution.

4. CONSULTATION

4.1 Consultation to Date:

- The Plan has been drafted in consultation with officers within Regulatory Services.
- The Plan was accepted by Executive on 27 May & 22 June 2020 with no amendments made.
- The plan was referred to the 11 June 2020 Health & Wellbeing Scrutiny Panel, following which the report was listed as for information only – no changes made.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1** The recommended key actions have been identified following consultation and reflect the resources available to Regulatory Services in the financial year 2020 to 2021.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

6.1 *Priority: Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle:*

- Deliver an improved service to existing and new businesses in the District – joining up our statutory and advisory support functions. The Food Safety Service provides free and impartial advice on both legal and technical matters relevant to the trade. A key requirement of the Regulators Code is to use the

regulators unique contact with local businesses as a means of ensuring growth as well as compliance.

Priority: Further develop sports, arts and cultural facilities to support the health and wellbeing of our residents:

- Continue to support and develop the Food City Partnership. As a member of the group the Food Safety Service have a key role in the delivery of the Local Healthy Options Award and advising food businesses on healthy menu alternatives.

Priority 5: Promote Carlisle regionally and internationally as a place with much to offer – full of opportunities and potential

- We work in partnership in delivering projects with organisations such as: Cumbria County Council Trading Standards, Cumbria Food Group (made up of all 6 Cumbrian Local Authorities), PHE Laboratory Preston, PHE Health Protection Team, Food Standards Agency.

Contact Officer: **Andrew Smith (Principal Health & Ext: 7098**
 Housing Officer)

Appendices **Appendix 1 – Food Law Enforcement Plan - Summary Report**
attached to report: **Appendix 2 – Food Law Enforcement Service Plan 2020 to**
 2021

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

- None

CORPORATE IMPLICATIONS:

LEGAL – The Council has a Food Law Enforcement Service Plan in accordance with the Food Standard Agency's Framework Agreement which applies to local enforcement of all feed and food laws and incorporates the latest guidance and standards on feed and food law enforcement. As stated in the report, the Food Law Enforcement Service Plan forms part of the Council's Policy Framework and as such, needs to be considered by the relevant Scrutiny Panel before being referred by the Executive for approval by Council.

PROPERTY SERVICES - No property implications

FINANCE – The costs of implementing and monitoring this Food Law Enforcement Service Plan can be met from within existing base budgets under the control of the Governance and Regulatory Services Directorate in 2020/21.

EQUALITY – None

INFORMATION GOVERNANCE – It is recommended that Officers are mindful of the potential to record personal and special category data during inspections and the need to ensure appropriate processing and protection.

FOOD LAW ENFORCEMENT SERVICE PLAN 2020 – 2021 - Summary Report

Regulatory Services – Food & Public Protection Team

Background

This Service Plan sets out how Carlisle City Council intends to provide an effective food safety service that meets the requirements of the Food Standards (FSA) Framework. The main objective of the service plan is to ensure that all food and drink intended for sale for human consumption that is produced, stored, distributed, handled or consumed in Carlisle City is safe, hygienic and compliant with food hygiene and standards legislation and that all food businesses and food handlers comply with the Food Hygiene Regulations.

Food Business Profile

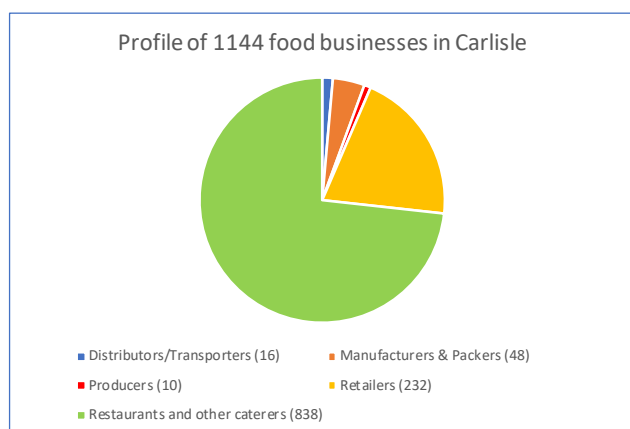


Figure 1: Chart showing the breakdown of food business types

Category	Frequency of Intervention	Number of premises
A	6 months	0
B	12 months	8
C	18 months	153
D	24 months	499
E	36 months	389
UNRATED		9
OUTSIDE		85
Total		1143

Table 1: Breakdown of food businesses by risk category and frequency of interventions (Category A being highest risk)

Key work activities performed during 2019/20

Table 2: Summary of food hygiene related visits made 2019/20

Type of visit:	Number
Food Inspection & Audit Visits	354
Food New Business Inspections	82
Food Hygiene Complaint Visits	61
Food Hygiene Revisits following inspection	38
Food Hygiene Rating Scheme (FHRS) Re-score Visits	3
Food Hygiene Rating Scheme (FHRS) Appeal Visit	1
Food Sampling Visits	58
Food Advisory Visits	44
Food Hygiene Other Visits	14
Total	655

Table 3: Number of incidents received/responded to 2019/20

Type of Incident / Action	Number
Premises hygiene complaints / Food Complaints	97
FSA Food Alerts (inc Product Recall)	71
FSA Food alerts for action by LA	3
FSA Allergy Alerts	98
Export Certificates approved	491
Requests for food advice	81
Infectious disease cases	216

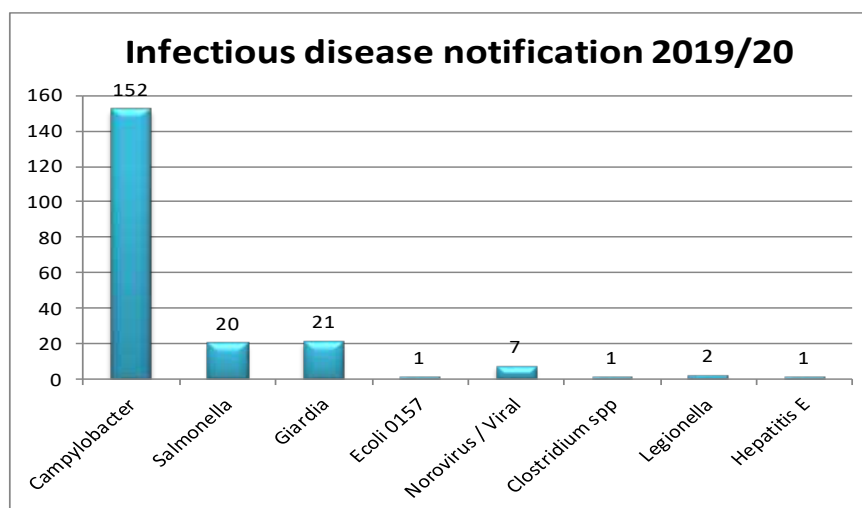


Figure 2 - Chart showing the number of foodborne / waterborne infectious diseases received and investigated during 2019/20

Enforcement actions by authorised officers during 2019/20

- 142 written warnings for food hygiene contraventions
- 2 Hygiene Improvement Notices
- 2 Voluntary Closures

Planned inspections/interventions by risk category for 2020/21

Risk Category	No of targetted premises	Carried over from 19/20
A (High risk)	0	0
B	9	0
C	99	2
D	242	23
E (Low risk)	164	15
Unrated (awaiting inspection)	8	-
TOTAL	522	40

Key objectives for 2020/21: (Subject to change following COVID19 Outbreak)

- Prioritise inspections of food businesses according to risk. at intervals in accordance with the Food Standard's Agencies Code of Practice and educate and enforce where necessary. Prioritise resources toward business that are high risk and those that are non-compliant (0-2 FHRS rated)
- Apply changes to internal policies, procedures, documents, website etc. following the EU Exit transition period as set by Central Govt / FSA
- Continue to work with and promote the National Food Hygiene Rating System – upload ratings onto FSA's FHRS website and issue FHRS rating stickers to food businesses.
- Sample foodstuffs for microbiological safety in accordance with local and national programmes.
- Participate and delivery of a Cumbria wide Healthier Food Choices Award
- Work in partnership with other agencies and regulatory bodies to achieve common goals.

FOOD LAW ENFORCEMENT SERVICE PLAN 2020 - 2021

Carlisle City Council

Regulatory Services – Food & Public Protection Team

Governance & Regulatory Services

1. Introduction

This Service Plan sets out how Carlisle City Council intends to provide an effective food safety service that meets the requirements of the Food Standards (FSA) Framework Agreement. It covers the functions carried out by authorised officers of the Food and Public Protection Team under the provisions of the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and relevant regulations made under the European Communities Act 1992.

2. Service aims and objectives

To ensure that all food and drink intended for sale for human consumption that is produced, stored, distributed, handled or consumed in Carlisle City is safe, hygienic and compliant with food hygiene and standards legislation and that all food businesses and food handlers comply with the Food Hygiene Regulations. This will be achieved through:

- Programmed inspections
- Targeted interventions
- Investigation of complaints
- Investigation and control of infectious diseases
- Sampling initiatives
- Training
- Advisory visits
- Promotional events

2.1 Links to Corporate Priorities and Plans

The Food Law Enforcement Service Plan supports and contributes to the Carlisle Plan 2015 – 2018 and the Regulatory Services Service Plan. The service provides a range of mandatory and discretionary activities that protect the health and well-being of the citizens of Carlisle. This Service links directly to some of the key priority actions of the Carlisle Plan:

Priority: Support business growth and skills development to improve opportunities and economic prospects for the people of Carlisle:

- Deliver an improved service to existing and new businesses in the District – joining up our statutory and advisory support functions. The Food Safety Service provides free and impartial advice on both legal and technical matters relevant to the trade. A key requirement of the regulators code is to use the regulators unique contact with local businesses as a means of ensuring growth as well as compliance.

Priority: Further develop sports, arts and cultural facilities to support the health and wellbeing of our residents:

- Continue to support and develop the Food City Partnership. As a member of the group, the Food Safety Service have a key role in the delivery of the Local Healthy Options Award and advising food businesses on healthy menu alternatives.

Priority: Promote Carlisle regionally and internationally as a place with much to offer – full of opportunities and potential

- We work in partnership in delivering projects with organisations such as: Cumbria County Council Trading Standards, Cumbria Food Group (made up of all 6 Cumbrian Local Authorities), PHE Laboratory Preston, PHE Health Protection Team, Food Standards Agency.

2.2 Links to Other Strategies

The Service seeks to achieve the priority outcomes for regulatory services as detailed in the Better Regulation Delivery Office document “Priority Regulatory Outcomes – A New Approach to Refreshing the National Enforcement Priorities for Local Authority Regulatory Services” (November 2011). Regulators must take into account and give due weight to the priority outcomes when developing policies and operational procedures, setting standards or giving guidance on enforcement.

Regulatory Priority Outcomes:

1. Support economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment. **(Direct Link to the Carlisle Plan)**
2. Improve quality of life and well-being by ensuring clean and safe neighbourhoods **(Direct Link to the Carlisle Plan)**
3. Help people live healthier lives by preventing ill health and harm and promoting public health.
4. Ensure a safe, healthy and sustainable food chain for the benefit of consumers and the rural economy

The “**Regulators’ Code 2014**” made under section 23 of the Legislative and Regulatory Reform Act 2006, applies to all the activities delivered by Regulatory Services. The code requires Regulatory Services, along with its principal function of protecting public health, to engage with and support business growth.

All interventions with businesses and members of the community are carried out with regard to the local authority’s commitment to equality of opportunity for local people as stated in the Equality Policy.

3 Background

3.1 Organisational structure

The structure of Food and Public Protection Team can be seen in page 12. The Principal Health & Housing Officer (Food and Public Protection) is responsible for the day to day supervision of the team and has a lead responsibility for the food hygiene function. The Food and Public Protection Team is positioned within the Regulatory Services Department and perform other regulatory duties, including Health and Safety, nuisance complaints, Public Health Burials, animal related licensing and registrations for acupuncture, cosmetic piercing & tattooing/skin colouring. The Council's Pest Control Service also sits within the Food and Public Protection Team.

3.2 Scope of the service

The Food and Public Protection Team are responsible for the enforcement of relevant Food Law, including the Food Safety and Hygiene (England) Regulations 2013.

Carlisle City Council carries out all functions relating to food safety matters, including the following:

- Carrying out interventions e.g. inspections, audits, sampling at food establishments
- Providing advice to food business operators including help on implementing the most appropriate food safety management system for that business; for example the Food Standards Agency's Safer Food, Better Business food safety management system
- Operating inland imported food control at retail and catering establishments etc.
- Registration food establishments
- Identifying and assessing premises that require approval of specific food products and ensuring that they are issued with conditional and full approval as necessary
- Undertaking food sampling
- Issuing export certificates
- Investigation of complaints concerning food establishments and food handling practices
- Investigation of cases of suspected and confirmed food poisoning
- Providing food hygiene training where appropriate
- Liaison with the local authority's procurement team when selecting new food contracts
- Consulting on relevant planning and premises licence applications

3.3 Demands on the food enforcement service

The City Council's food safety service is delivered from the 5th Floor of the Civic Centre, Rickergate, Carlisle Tel 01228 817200 Email: environmentalhealth@carlisle.gov.uk.

As of 1st April 2020 a total of **1144** food premises are subject to programmed food hygiene interventions as per the table below:

Type of Premises	Number
Distributors/Transporters	16
Manufacturers & Packers	48
Producers	10
Retailers	232
Restaurants and other caterers	837
Total	1143

The City Council also has 6 “approved” processes subject to Regulation 853/2004.

Ref no	Name	Product	App Number
66460	Nestle	Dairy - Milk powder/cream	VK302
66469	Esk	Dairy - Milk/cream	VK010
66442	Cavaghan and & Gray (Eastern Way)	Meat / Fish / Dairy / Egg	VK001
66444	Cavaghan and & Gray (Riverbank)	Fish / Dairy / Egg	VK011
66576	Bells Fishmongers	Fish	VK007
66457	Calder Foods	Meat Products / Fish / Dairy	VK004

All food premises are rated according to their level of risk, as defined by the Food Standards Agency Code of Practice. The risk rating determines the frequency and nature of the interventions that are classed as official controls. The table below provides a summary of the food business risk profile:

Category	Intervention Type	Frequency	Number of premises
A	Full & Partial Inspection / Audit	6 months	0
B	Full & Partial Inspection / Audit	12 months	8
C	Full & Partial Inspection / Audit / Other Official control - Broadly compliant premises	18 months	153
D	Inspection / Audit / Other Official Control (e.g. surveillance, verification, sampling)	24 months	499
E	Inspection / alternative enforcement strategy	36 months	389
UNRATED	Awaiting inspection		9
OUTSIDE	Outside inspection programme		85
Total			1143

Officers will aim to inspect new food premises within 28 days of being notified to the City Council. Each business will be rated in accordance with the Food Standards Agency - Food Law Code of Practice and incorporated into the inspection programme. Officers will decide if a revisit is necessary following an inspection and the Civica database will be used to programme the revisit date. The food sampling programme is an intervention that supports the other official controls undertaken by officers.

The Food and Public Protection Team are also required to meet additional demands arising from local activities, such as inspecting the visiting markets and other seasonal festivals.

Officers are required to undertake inspections/interventions outside normal working hours, for example where food businesses operate only at night or at weekends to attend markets and festivals.

The City Council has procedures in place to share its food premises database with the County Council's Trading Standards Department who have responsibility for Food Standards within the District.

In addition to businesses that form part of the programme, the local authority annually inspected 82 new food businesses.

In 2019 - 20 the local authority dealt with a range of incidents and enquiries. These are set out in the following table.

Type of Incident / Action	Number
Premises hygiene complaints / Food complaints	141
FSA Food Alerts (inc Product Recall)	71
FSA Food alerts for action by LA	2
FSA Allergy Alerts	98
Export certificates approved	491
Requests for food advice	81
Infectious disease cases	216

Summary of food hygiene related visits made 2019/20

Type of visit:	Number
Food Programmed Inspection & Audit Visits	354
Alternative Enforcement Strategy Questionnaire	19
Food New Business Inspections	82
Food Hygiene Complaint Visits	61
Food Hygiene Revisits following inspection	38
Food Hygiene Rating Scheme (FHRS) Re-score Visits	2
Food Hygiene Rating Scheme (FHRS) Appeal Visit	1
Food Sampling Visits	58
Food Advisory Visits	44
Food Hygiene Other Visits	14
Total	673

4 Service Delivery

4.1 Food interventions

In the financial year 2020-2021, targetted inspections/interventions are due to be carried out at 562 premises. The target for each category is detailed on page 14.

Risk Category	No of targetted premises	Carried over from 2019/20
A	0	0
B	9	0
C	99	2
D	242	23
E	164	15
Unrated	8	-
TOTAL	522	40*

These numbers will alter throughout the year as new businesses open and existing businesses close. Officers will aim to inspect a food business within 28 days of the scheduled date.

***Of the 40 businesses carried over from the 2019-20 period, 17 premises had been targetted for February (7) and March (11). In light of the Covid19 lockdown period commencing in March, these visits will be carried out when business restrictions are lifted and visits can be undertaken by officers safely.**

Priority will always be given to high risk food businesses (A & B risk rated businesses) and any national or local situations which require urgent attention for example Food Standards Agency food alerts or food poisoning outbreaks.

Category E premises are defined in the Food Law Code of Practice as low risk food establishments and allows local authorities to adopt an alternative enforcement strategy to ensure resources are prioritised accordingly towards higher risk premises. Local authorities must ensure low-risk premises are subject to an alternative enforcement intervention every 3 years. The current strategy adopted by this authority alternates a visit with an enforcement questionnaire every 3 years.

The 2019/20 Food Law Enforcement Plan also identified a shortfall of 74 interventions for Low Risk (Category E premises), which was raised as an area of concern by the FSA following receipt of the Authority's 2019/20 Food Law Return. An intervention plan was implemented to address the shortfall and 88% of these premises received an intervention. The remaining interventions will be targeted during the 2020/21 period.

Revisits following an inspection will be undertaken by officers when deemed necessary or in response to a requested revisit or appeal under the Food Hygiene Rating Scheme (FHRS). A total of 38 revisits following a routine inspection were undertaken during 2019/20 and 2 FHRS re-scoring visits performed for the same period.

During the course of delivering the food safety service, officers may need to resort to formal action in some circumstances. During 2019/20 officers issued:

- 142 Written warnings for food hygiene contraventions**
- 2 Hygiene Improvement Notices**
- 2 Voluntary Closures**

4.2 Enforcement policy

Regulatory Services, within which the Food & Public Protection Team sits, adopts the principles laid down in the Enforcement Concordat, which states that enforcement must be fair, consistent and equitable. The local authority's Food Safety Enforcement Policy outlines the enforcement options available for dealing with problems relating to non-compliance with the legislation. The Policy has been written having regard to Government's Regulators Code and can be found on the website:

<http://www.carlisle.gov.uk/Portals/0/Documents/Residents/Environment/A2%20Food%20Safety%20Enforcement%20Policy%202015.pdf>

4.3 Food complaints

The investigation of customer's complaints regarding food safety is an important area of work for the team. The local authority has a response target of 5 days for such complaints, however more serious complaints/allegations will be visited on the day of receipt where possible. In 2019/20 the local authority dealt with 141 food hygiene related complaints.

4.4 Primary and home authority principle

The Home Authority Principle was developed by food and trading standards authorities to aid consistent enforcement. The scheme provides businesses with a home authority source of guidance and advice and provides a system for the resolution of disputes.

Alternatively, businesses can form a 'Primary Authority' statutory partnership with a local authority to assist with consistent enforcement. The guidance and advice the local authority provides will be taken into consideration by officers carrying out inspections and dealing with instances of non-compliance.

Carlisle City Council fully endorses the Home authority and Primary Authority principle but has yet not received any requests for business support in this area.

4.5 Advice to business

The Food and Public Protection Team provide advice and support for all food businesses on request. Information is available on the local authority website, <http://www.carlisle.gov.uk/Residents/Environmental-Problems/food-safety> Information leaflets are also available from the Civic Centre Offices. Officers are available to visit businesses to advise on any aspect of food safety and hygiene. Advice is also given during the planning and building control processes.

4.6 Food sampling

A food sampling programme is produced every year which outlines the local authority's sampling strategy and approach to specific local and national demands.

The Cross Regional Survey Steering Group co-ordinate the sampling programme for Carlisle, Allerdale, Copeland, South Lakeland, Barrow and Eden. The plan is developed by the group to incorporate priorities identified by Public Health England and the Food Standards Agency. Sampling surveys to be undertaken for 2020/21 will include:

- Coleslaw and mayonnaise from large open tubs in catering premises (Regional Survey)
- Dips from Takeaways (Regional Survey)
- Fridges in communal areas with a focus on hand contact surfaces (Regional Survey)
- Children's highchairs in restaurants (Regional Survey)
- Salads/slaws and water used during production (National Study)
- Taps/water in temporary/mobile supplies (National Study)

Microbiological examinations are undertaken by Public Health England, Food, Water and Environmental Microbiology Laboratory York, National Agri-Food Innovation Campus, Block 10, Sand Hutton, York YO41 1LZ.

In 2019/20 the Food and Public Protection Team took **75** food samples, **60** of which were reported as Satisfactory, **3** Borderline and **12** unsatisfactory. Sampling initiatives for the period included:

- **Soil bearing vegetables (potatoes, carrots, leeks, celery, cabbage etc) – surveillance**
- **Sandwiches with shelf-life of +2days or more with a focus on labelling**
- **Premises with no dishwasher and single multi-purpose sink (inc swabbing)**
- **Cloths v's disposable for cleaning**

Where necessary visits were made to those premises to identify reasons why the food samples will have been unsatisfactory and repeat sampling undertaken. If necessary, results will be notified to other local authorities.

When necessary, food complaint samples are sent to the Public Analyst at Lancashire County Scientific Services, Pedders Way, Ashton-on-Ribble, Preston PR2 2TX for non-microbiological food analysis. The analysis includes testing for food composition and contamination. During 2019/20, 1 sample was submitted for analysis to identify a type of mould growth found in a ready made curry meal.

The team also utilised the insect identification service provided by the Authority's pest control product supplier, to identify a number of insects found in food complaints.

4.7 Control and investigation of outbreaks and food-related infectious disease

The Food and Public Protection Team will investigate food-related infectious disease notifications in accordance with procedures agreed with Public Health England. The response to notifications of illness will be dependant on the severity of illness ranging from immediate response in the case of serious infections e.g. E.coli 0157 & typhoid; to postal questionnaires for cases of campylobacter.

Investigation of outbreaks will be in accordance with the Outbreak Control Plan agreed with the Public Health England.

The table below summarises the number of cases notified to Carlisle City Council in 2019/20.

Disease	Number
Campylobacter	152
Salmonella	20
Ecoli 0157	1
Clostridium spp	1
Legionella	2
Norovirus / Viral	7*
Hepatitis E	1
Cryptosporidium	11
Giardia	21

*number of outbreaks e.g. residential homes

There were no confirmed food poisoning outbreaks during 2019/20; however officers of the Food & Public Protection Team investigated 7 norovirus/viral outbreaks associated with residential care settings. The number of cases associated with each outbreak in care settings is not fully recorded. The primary objective of testing is to establish whether the outbreak is food borne related or viral, and provide advice on isolation/cleaning. A limited number of samples are taken and once established the cause is viral, sampling would cease.

4.8 Food safety incidents

Food alerts are issued by the Food Standards Agency to relate information on national food issues to local authorities, the majority being for information only. Food alerts for action require officers to undertake a wide variety of courses of action dependent upon the issue at hand. In 2019/20 a total of 74 Food Alerts were received by the authority, of which 3 required action by the Food & Public Protection Team.

4.9 Liaison with other organisations

Environmental Health involves a number of stakeholders in the supply and operation of its food hygiene services including:

- Public Health England
- The County Council's Public Health and Trading Standards Departments
- Cumbria Food Liaison Group
- Cumbria Health Protection Liaison Group

- Care Quality Commission
- Cumbria Chamber of Commerce and the Carlisle and Penrith Federation of Small Business
- Food Standards Agency
- Better Regulation Delivery Office
- Carlisle Food City Steering Group
- Neighbouring local authorities

4.10 Food safety and promotions

Carlisle City Council participates in the Food Standards Agency National Food Hygiene Ratings Scheme. The scheme is designed to provide information about business hygiene standards to members of the public but is also a useful tool to drive up performance standards of food businesses. Other promotional initiatives used included:

- Local Healthy Options Award – to be replaced with the Cumbria wide Healthier Food Choices Award
- Food Safety Week – date to be confirmed by FSA
- Attendance at local events

5.0 Resources

5.1 Staffing resource

A structure chart is available on page 12. The number of full time equivalent (FTE) officers estimated to be deployed solely on food safety is set out in the following table:

Officer Post	FTE
Regulatory Services Manager	0.1
Principal Health & Housing Officer	0.3
Environmental Health Officers / Technical Officer	2.1
Total	2.5

5.2 Officer development

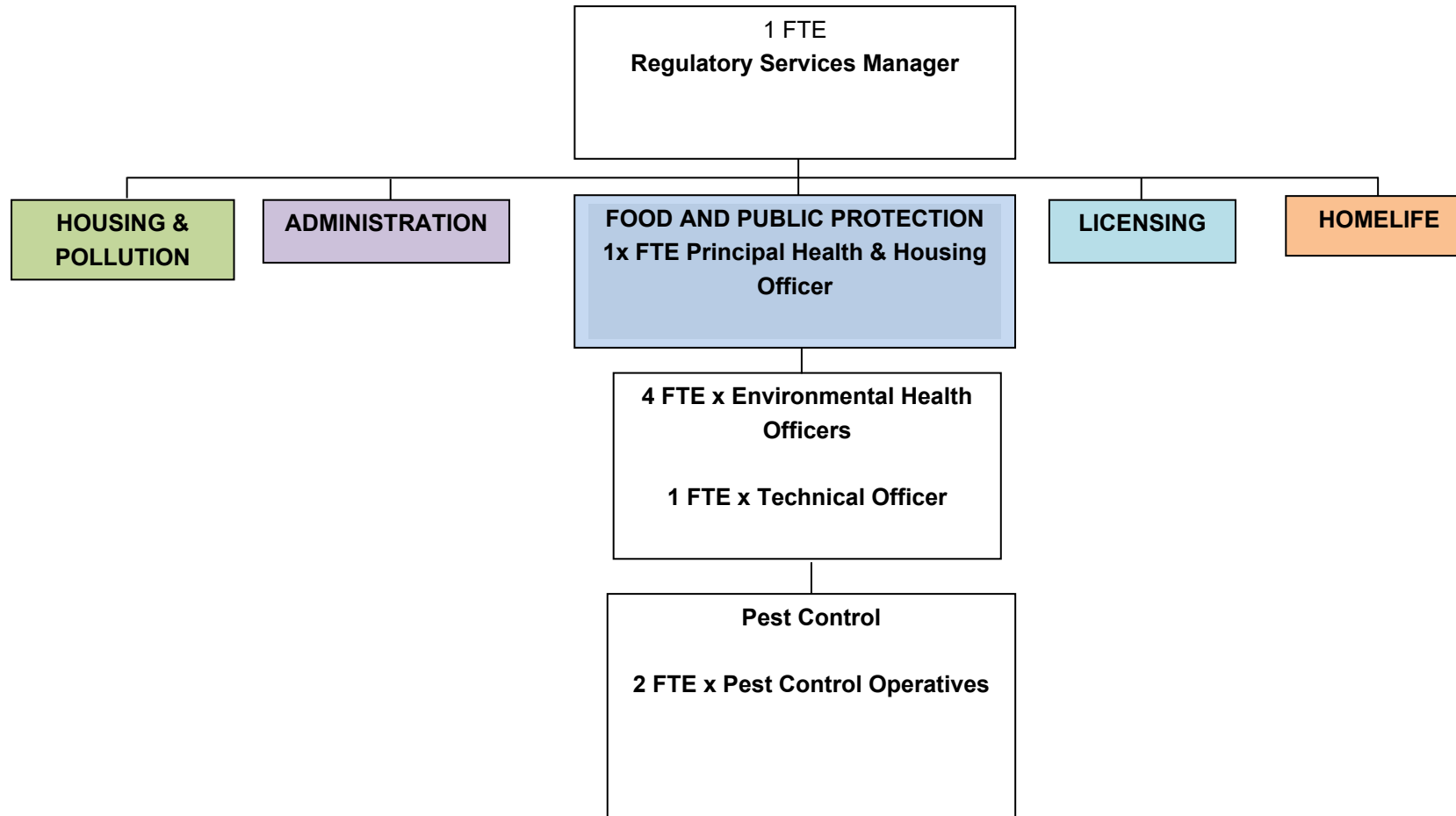
Carlisle City Council are committed to ensuring officers authorised to perform food safety enforcement functions receive relevant structured ongoing training to promote competency, ensure understanding of legislation and technological developments. As stipulated within the Food Law Code of Practice (England) March 2017, all authorised officers will receive a minimum of 10 hours training on food safety issues. All existing officers have obtained the Certificate of Registration of the Environmental Health Registration Board (EHRB) or the Diploma in Environmental Health award by the Royal Environmental Health Institute of Scotland (REHIS). A record of certificates of registration, qualifications and records of on-going training for authorised officers are stored and maintained by the department. The Principal Health & Housing Officer for Food & Public Protection team is required to monitor and report on compliance with our competency requirements. Any essential training needs identified will be provided either in-house or externally.

5.3 Quality assessment and performance management

The Principal Health & Housing Officer (Food & Public Protection) and the Regulatory Services Manager will monitor quality and performance on a monthly basis. Audit actions will be recorded on the department's database management system (FLARE – Civica App).

REGULATORY SERVICES

Structure Chart 2020 / 2021



Plan of work key actions – 2020/21 – Subject to change due to impact of COVID19 Outbreak

Outcome	Key Actions	2019/20 Performance	Target 2020/21	NOTES
<ul style="list-style-type: none"> Support Economic Growth 	Review the Council's Web Site in relation to service provided by the Food & Public Protection Team to ensure information to the public is relevant and accessible and facilitates e-government for accessing application forms etc and specifying service provision and charges where appropriate. (Priority)	Food & Safety webpages reviewed and amended where necessary.	Food & Safety webpages to be monitored to ensure information is accurate and reliable.	
	Provide an informal out of hour's service for Food & Health and Safety where circumstances necessitate. (Priority where circumstances require immediate action to protect public health)	Arrangements made for out of hours food hygiene inspections and special events (e.g. Markets, Festivals, etc.)	React to out of hours requests where circumstances necessitate.	
<ul style="list-style-type: none"> Sustainable Food Chain Healthier lives 	Inspect food businesses at intervals in accordance with the Food Standard's Agencies Code of Practice and educate and enforce where necessary. (Priority)	Category A – 100% Category B – 100% Category C – 98% Category D – 91% Category E – 81% (of targeted)	Category A – 100% Category B – 100% Category C – 80%* Category D – 80%* Category E – 50%*	*Lower target to account for impact of COVID19 – progress and target to be reviewed as year progresses

		<p>Unrated – 100% of those indented at start of year</p> <p>74 Cat E premises identified as overdue an intervention at 1/4/2019. Following an intervention strategy 88% of these received an intervention during 2019/20. Remainder will be targeted an intervention during 2020/21.</p>	Unrated (of those identified at the start of the year) – 100%	
	<p>Continue to work with and promote the National Food Hygiene Rating System.</p> <p>(Priority)</p>	<p>FHRS ratings for registered businesses within the scope of the scheme uploaded onto the FSAs FHRS website and issued window sticker following intervention.</p> <p>Continued compliance with the FSAs brand standard agreement</p>	<p>Ensure continued compliance with the Food Standards Agency brand standard agreement.</p> <p>Ensure registered food businesses within the scope of the scheme are issued a rating displayed on the FHRS website.</p>	<p>Check on:</p> <ul style="list-style-type: none"> • food.gov.uk/ratings • FHRS Web Data Tool

	<p>To sample foodstuffs for microbiological safety in accordance with local and national need</p> <p>Local sampling programme – Priority</p> <p>Participation in National Surveys - Desirable</p>	<p>Participation in PHE coordinated surveys.</p> <p>75 samples taken:</p> <ul style="list-style-type: none"> • 60 satisfactory • 3 Borderline • 12 Unsatisfactory 	<p>Collect samples as requested by the Public Health England coordinated sampling programme and local priority samples as determined by risk.</p>	<p>Planned sampling will be on a reduced basis due to the impact of COVID19 – sampling plan to be amended – liaise with PHE</p>
	<p>To actively take part in Cumbria Food Liaison Group (FLG) plan of work (Priority)</p>	<p>Representation at all FLG meetings – one cancelled due to COVID19</p> <p>Contributed to FLG work plan</p>	<p>Full Contribution and Attendance at arranged meetings and development of Action Plan</p>	
	<p>Identify all non-compliant businesses / 0-2 FHRS rated food businesses and take appropriate action to raise compliance level (to broadly compliant)</p> <p>(Priority)</p>	<p>98% of all food businesses broadly compliant</p>	<p>98% of food businesses broadly compliant</p>	
	<p>EU Exit – Transition Period – ensure authorisations, policies, procedures, letters, notices, website etc. are changed in-line with legislative changes prior to 1 January 2021 (Priority)</p>		<p>Ensure changes are made in line with legislation / guidance as issued by Central Govt / FSA</p>	

	Delivery of a Cumbria wide Healthier Food Choices Award (Desirable)	Award agreed by all Cumbrian Authorities	Launch of Award scheduled for April 2020 – delayed as a result of COVID19	Only desirable at this stage - focus will be on statutory functions and backlog of programmed inspections – to be reviewed
	Participate in “public health” related activity as requested by partners such as the County Council, Public Health England and the Food Standards Agency. (Desirable)	2019 FSA Christmas Food Safety Campaign -press release & council website	At least one campaign per year	

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 27 May 2020

EX.45/20 FOOD LAW ENFORCEMENT SERVICE PLAN 2020/21
(Key Decision – KD.08/20)

Portfolio Environment and Transport

Relevant Scrutiny Panel Health and Wellbeing

Subject Matter

The Environment and Transport Portfolio Holder submitted report GD.14/20 providing details of the Food Law Enforcement Service Plan covering the period 1 April 2020 to 31 March 2021. A summary report of the Plan had also been produced at Appendix 1 for the assistance of Members.

The Plan set out how Regulatory Services would deploy its resources in 2020 to 2021 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring that Carlisle City Council achieved its national statutory responsibilities.

The Portfolio Holder highlighted uncertainties identified within the report. Firstly, paragraph 1.5 recorded that the Food Standards Agency planned to implement and deliver the new regulatory model for food by 2020. It was not to date fully clear what impact the changes would have on the Regulatory Services Department. However, the department would continue to monitor the FSA proposals and respond accordingly through the FSA's 'open policy' approach.

Secondly, although enforcement of EU Food Law would continue until the end of 2020, the Council was not absolutely certain what would happen from 1 January 2021, so again the section would closely monitor developments and ensure that appropriate changes to authorisations, policies and procedures were made prior to the end of the transition period.

The Portfolio Holder expressed huge thanks to the Regulatory Services Team who had been engaged in management of change as a result of the COVID-19 outbreak. Their work was greatly appreciated.

The Environment and Transport Portfolio Holder then moved the recommendations.

The Communities, Health and Wellbeing Portfolio Holder formally seconded the recommendations and, in so doing, highlighted the priorities identified at paragraph 6.1; importantly the priority to 'further develop sports, arts and cultural facilities to support

the health and wellbeing of our residents'. She welcomed continued support for the development of the Food City Partnership which provided good quality local food for our residents. The Food Safety Service also had a key role in the delivery of the Local Healthy Options Award and advising food businesses on healthy menu alternatives.

Summary of options rejected that the key actions of the Food Law Enforcement Service Plan should not be agreed

DECISION

That the Executive:

1. Agreed the key actions of the Food Law Enforcement Service Plan as appended to Report GD.14/20.
2. Referred the said Plan to the Health and Wellbeing Scrutiny Panel in accordance with the Council's Budget and Policy Framework.

Reasons for Decision

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2020 to 2021

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 JUNE 2020

EX.59/20 **FOOD LAW ENFORCEMENT SERVICE PLAN 2020/21
(Key Decision – KD.08/20)

(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 Environment and Transport

Relevant Scrutiny Panel Health and Wellbeing

Subject Matter

Pursuant to Minute EX.45/20, the Environment and Transport Portfolio Holder submitted report GD.20/20 providing details of the Food Law Enforcement Service Plan covering the period 1 April 2020 to 31 March 2021. A summary report of the Plan had also been produced at Appendix 1 for the assistance of Members.

The Plan set out how Regulatory Services would deploy its resources in 2020 to 2021 to improve hygiene standards, prevent food borne diseases and help people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring that Carlisle City Council achieved its national statutory responsibilities.

The Environment and Transport Portfolio Holder indicated that the Health and Wellbeing Scrutiny Panel had chosen to receive the report for information only. He then moved the recommendations set out.

The Leader seconded the recommendations.

Summary of options rejected that the Plan should not be referred to Council for approval

DECISION

That the Executive:

- (i) Agree the key actions of the Food Law Enforcement Service Plan.
- (ii) Refer the said Plan to Council for approval in accordance with the Council's Budget and Policy Framework.

Reasons for Decision

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2020 to 2021

Report to Council

Agenda
Item:

15(ii)

Meeting Date: 14th July 2020
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD.05/20
Within Policy and Budget Framework YES
Public / Private Public

Title: PROVISIONAL GENERAL FUND REVENUE OUTTURN 2019/20
– CARRY FORWARDS
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD 13/20

Purpose / Summary: This report summarises the 2019/20 provisional outturn for the General Fund Revenue budgets and requests for the carry forward of budgets. The provisional outturn position was considered by the Executive on 22 June and will be available for the Business and Transformation Scrutiny Panel if required.

Recommendations:

Council is asked to:

- (i) Approve the carry forward requests totalling £811,000 to be incurred in 2020/21 and the release of £811,000 in 2020/21 from the General Fund Reserve as set out in the report and Appendix 1;
- (ii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £1,425,837, in addition to the transfer to the building control reserve of £60,247, as detailed in paragraphs 3.2, 3.3 and 3.4 and Appendix 2 of the report; and
- (iii) Approve the creation of new provisions and transfers into the new provisions of £84,600 as detailed in paragraph 3.2 and Appendix 2 of the report.

Tracking

Executive:	22 June 2020 (RD01/20)
Scrutiny:	BTSP 23 July 2020 (RD01/20 – if required)
Audit Committee:	30 July 2020 (RD01/20 - for information only)
Council:	14 July 2020

1. BACKGROUND

- 1.1 This report provides details of the 2019/20 provisional outturn for the General Fund Revenue budgets and the proposed carry forward requests into 2020/21 as set out in the Council's Provisional General Fund Outturn considered by the Executive (22 June 2020).
- 1.2 The provisional outturn position is summarised below:

Directorate / Appendix	Original Budget £	Net Updated Budget £	Net Spend to Date £	Variance £	Carry Forwards £	Reserves/ Provisions £	Adjusted Variance £
Community Services	8,523,900	9,742,800	9,817,903	75,103	55,300	126,474	256,877
Corporate Support	3,081,500	1,502,500	1,331,312	(171,188)	0	0	(171,188)
Economic Development	977,600	1,649,900	1,256,185	(393,715)	65,000	631,505	302,790
Finance & Resources	3,331,200	1,618,000	956,938	(661,062)	12,700	24,100	(624,262)
Governance & Regulatory Services	536,600	1,126,700	821,514	(305,186)	110,300	532,358	337,472
Corporate Management	(2,095,700)	(156,600)	(586,882)	(430,282)	23,700	196,000	(210,582)
Exceptional Items	0	500,000	(4,202)	(504,202)	544,000	0	39,798
Service Expenditure	14,355,100	15,983,300	13,592,768	(2,390,532)	811,000	1,510,437	(69,095)
Transformation & Base Budget Savings	(734,100)	0	0	0	0	0	0
Service Expenditure	13,621,000	15,983,300	13,592,768	(2,390,532)	811,000	1,510,437	(69,095)
Parish Precepts	637,600	637,600	637,627	27	0	0	27
Total	14,258,600	16,620,900	14,230,395	(2,390,505)	811,000	1,510,437	(69,068)
<u>Transfers to/(from) Reserves</u>							
Transformation Reserve	(152,100)	(152,100)	(152,100)	0	0	0	0
Welfare Reform Reserve	(200,000)	(200,000)	(200,000)	0	0	0	0
Asset Investment Reserve	(47,600)	(47,600)	(47,643)	(43)	0	0	(43)
Revenues and Benefits Reserve	(338,400)	(338,400)	(338,385)	15	0	0	15
Building Control Reserve	0	(44,600)	(44,600)	0	0	0	0
Cremator Replacement Reserve	0	117,400	117,441	41	0	0	41
Carry Forward Reserve	47,600	14,900	14,943	43	0	0	43
Revenue Grants Reserve	0	(354,600)	(354,665)	(65)	0	0	(65)
General Fund Reserve	(558,600)	(1,465,300)	1,400,619	2,865,919	(811,000)	(1,510,437)	544,482
Planning Services Reserve	0	46,300	46,300	0	0	0	0
GLL Reserve	0	(273,000)	(272,820)	180	0	0	180
Flood Reserve	0	(159,600)	(159,600)	0	0	0	0
City Centre Reserve	0	(4,600)	(4,600)	0	0	0	0
Economic Investment Reserve	0	(6,100)	(6,100)	0	0	0	0
Promoting Carlisle Reserve	0	(10,000)	(10,000)	0	0	0	0
Total Transfer to/(from) Reserves	(1,249,100)	(2,877,300)	(11,210)	2,866,090	(811,000)	(1,510,437)	544,653
Financed by:							
Precept from Collection Fund	(7,870,700)	(7,870,700)	(7,870,724)	(24)	0	0	(24)
Business Rate Retention	(5,138,800)	(5,872,900)	(6,348,461)	(475,561)	0	0	(475,561)
Total Grants	(13,009,500)	(13,743,600)	(14,219,185)	(475,585)	0	0	(475,585)
Total	(14,258,600)	(16,620,900)	(14,230,395)	2,390,505	(811,000)	(1,510,437)	69,068

2. CARRY FORWARD REQUESTS

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

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

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

2.2 Details of the carry forward requests, which itemise committed expenditure, are contained within **Appendix 1**.

2.3 The Executive at its meeting on 22 June, approved the carry forward requests totalling £811,000, for recommendation to Council, funded from the General Fund Reserve.

3. IMPACT ON RESERVES

3.1 The level of Council reserves was approved by Council in February. As a result of the outturn position, and if all of the carry forward requests and transfers to/from earmarked reserves are approved, the revised reserves position would be as follows:

	31/03/2020 £'000s	31/03/2021 £'000s	31/03/2022 £'000s	31/03/2023 £'000s	31/03/2024 £'000s	31/03/2025 £'000s
Prudent Level of Reserves	(3,100)	(3,100)	(3,100)	(3,100)	(3,100)	(3,100)
Council Resolution General Fund Reserve	(3,681)	(3,225)	(2,974)	(3,035)	(3,156)	(3,336)
Funding released for Covid-19	500	500	500	500	500	500
Revised Level of Reserves	(3,181)	(2,725)	(2,474)	(2,535)	(2,656)	(2,836)
Underspend position to be added to Reserves	(2,391)					
Additional Funding from Business Rates	(475)					
Allocated to support the Capital Programme		238				
Transfer (from)/to earmarked reserves & provisions: ⁽¹⁾						
- see paragraph 3.3	1,510					
- see paragraph 3.5	60					
Committed Carry Forwards	0	811	0	0	0	0
Revised Reserves Balance	(4,477)	(2,972)	(2,721)	(2,782)	(2,903)	(3,083)

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

The Council's policy on reserves is that wherever possible reserves should not be used to fund recurring expenditure, nor dip below minimum recommended levels; however, in situations where this does occur, this should be made explicit and steps take to replenish reserves and to address the situation in future years.

- 3.2 The Council budgeted for additional income of £2,484,000 from business rates growth and pooling over and above the baseline figure set by the Government, and the provisional outturn shows that an additional £475,000 in excess of this has been achieved in 2019/20 (subject to the completion of the NNDR3 return and final confirmation of any pooling gains). This surplus would normally be an additional contribution to General Fund Reserves; however, £237,600 of this additional funding from business rates will be reallocated and used as a contribution to support the capital programme in 2020/21.

Members should note that the information contained in this report is provisional and subject to the formal audit process; therefore, any significant changes required following the approval of the 2019/20 accounts will, if necessary, be reported to a future Executive meeting.

- 3.3 Details of transfers into and from new/existing reserves and provisions requested as part of the outturn process are contained within **Appendix 2** and are summarised below.

	Net Approval Requested £
Waverley Viaduct Reserve (new)	30,000
Apprentice Infrastructure	24,100
Flood Reserve	94,000
Carry Forward Reserve	126,900
Revenue Grants Reserve	1,150,837
Total Additional Transfers to Reserves	1,425,837
Working Directive Provision (new)	62,000
Civil Penalties Provision (new)	22,600
Total Additional Transfers to Provisions	84,600
Total Additional Transfers	1,510,437

3.4 The creation of the Waverley Viaduct Reserve is to hold allocated budgets for the development of the Waverley Viaduct.

3.5 In accordance with statutory requirements any surplus generated by the Building Control function is required to be held as an identified earmarked reserve and can only be utilised for Building Control. In 2019/20 the required amount to be transferred to the Building Control Reserve is £60,247. This is in addition to £44,600 released during 2019/20 to fund eligible costs.

4. RISKS

4.1 Risks to future years' budget and development of ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.

5. CONSULTATION

5.1 Consultation to date.
Portfolio Holders and SMT have considered the issues raised in this report.

6. CONCLUSION AND REASONS FOR RECOMMENDATIONS

6.1 Council is asked to:

- (i) Approve the carry forward requests totalling £811,000 to be incurred in 2020/21 and the release of £811,000 in 2020/21 from the General Fund Reserve as set out in the report and Appendix 1;
- (ii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £1,425,837, in addition to the transfer to the building

- control reserve of £60,247, as detailed in paragraphs 3.2, 3.3 and 3.4 and Appendix 2 of the report; and
- (iii) Approve the creation of new provisions and transfers into the new provisions of £84,600 as detailed in paragraph 3.2 and Appendix 2 of the report.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 7.1 The Council's budget is set in accordance with the priorities of the Carlisle Plan and the 2019/20 outturn shows the delivery of these priorities within budget.

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- 1. Carry Forward Requests**
- 2. Reserve/Provision Requests**

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

- **None**

CORPORATE IMPLICATIONS:

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

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

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

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

INFORMATION GOVERNANCE – There are no information governance implications.

Appendix 1 – Carry Forward Requests

Directorate/Section	Description	Requests into 2020/21 £
<u>Corporate Support</u>		
		0
<u>Finance and Resources</u>		
Human Resources	Funding for the remaining period of a fixed term post.	12,700
		12,700
<u>Corporate Management</u>		
Direct Revenue Financing	<p>Budgets allocated to fund capital programme where expenditure has slipped into 2020/21 and resources are required to be carried forward.</p> <ul style="list-style-type: none"> £7,200 relates to Bitts Park pre demolition work; £14,700 relates to Bitts Park demolition; and £1,800 relates to the provision of play area equipment. 	23,700
		23,700
<u>Community Services</u>		
Policy & Communications	Funding for the remaining period of a fixed term Apprentice post.	3,800
Healthy Cities	To fund committed works to remove former 'Urban Adventure' High Ropes Course at Bitts Park which have been delayed due to the flooding which took place in February 2020.	10,600
Neighbourhood Services	Funding for the remaining period of 3 fixed term Apprentice posts (1 within the Technical Team and 2 within Garage Services).	36,400
Small Scale Community Projects	Due to unforeseen events in 2019/20 some projects have slipped into 2020/21	4,500
		55,300
<u>Economic Development</u>		
Community Infrastructure Levy (CIL)	Required to honour existing commitments to undertake district wide CIL viability assessments as well as the viability assessments of the Stage 2 Masterplan options and preferred option.	12,400
Hadrian's Wall Heritage Site	This budget has been identified as the City Council's contribution to the preparation of the Outline Business Case (OBC) for the Hadrian's Wall Project that forms part of the wider Destination Programme that is being progressed and funded through the Borderlands Inclusive Growth Deal.	15,000
Borderlands	To undertake a masterplanning and capacity study for the Caldew Riverside site in relation to the Borderlands Citadels and Station Gateway Project.	9,700
St Cuthberts Garden Village	Required to honour existing commitments related to the St Cuthbert's Garden Village Project.	27,900
		65,000

Directorate/Section	Description	Requests into 2020/21 £
<u>Governance and Regulatory Services</u>		
Homelessness Prevention Funding	To support prevention duties and activities; carry out homelessness activities in line with the principles of the Homeless Reduction Act.	64,900
Asset Disposal	Funding for the continuation of fixed term posts to enable the Asset Disposal programme to proceed as planned.	45,400
		110,300
<u>Exceptional Items</u>		
CoronaVirus Actions	The Corporate Director of Finance and Resources approved the release of an initial £500,000 from General Fund Reserves to fund any expenditure in relation to the Coronavirus pandemic which is outwith the current budgetary provisions. This is combined with government funding received in 2019/20.	544,000
		544,000
Total General Fund Carry Forward Requests		811,000

Appendix 2 – Reserve requests

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2020/21 In to Reserve/ Provision £	Total £
<u>NEW</u> Waverley Viaduct	A reserve to earmark funds towards the development of the Waverley Viaduct.	Management of the Reserve rests with the Corporate Director of Governance and Regulatory Services	Approval to release funds from the reserve only be given by the Corporate Director of Governance and Regulatory Services.	30,000	30,000
<u>EXISTING</u> Apprentice Infrastructure	A reserve for the committed balances from the annual Apprentice Infrastructure budget that will be required in future years of the employment contracts.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Chief Finance Officer in consultation with the relevant Chief Officer.	24,100	24,100
Flood Reserve	A reserve to contribute towards flood recovery costs that are not recoverable from insurers	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by an Officer Decision Notice by the Corporate Director of Finance and Resources.	94,000	94,000
Carry Forward Reserve	A reserve to hold carry forward budgets. Any expenditure in relation to a carry forward listed will if possible be funded from base budgets but can be called from this reserve if the section is likely to be in an overspend position at year end.	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Corporate Director of Finance and Resources and/or The Chief Executive.		126,900
	Emergency Planning: Multi Agency Food Plan			5,400	
	Environmental Support: Environmental clean up and enforcement			24,100	
	England Originals: proposed match funding to grant application submitted to Discover England Fund			7,900	
	Town Twinning: events take place every 2 years			6,000	

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2020/21 In to Reserve/ Provision £	Total £
Revenue Grants Reserve	<p>Building & Facilities: Planned and Reactive Maintenance</p> <p>A reserve to hold revenue grant funds received by the Council which have not yet been utilised.</p>	Management of the Reserve rests with the Corporate Director of Finance and Resources	Approval to release funds from the reserve only be given by the Corporate Director of Finance and Resources in consultation with the relevant Chief Officer.	83,500	1,150,837
Community Services	Health and Wellbeing: Grazing Land Management			44,700	
Community Services	Partnerships: Your Place funding for Place Co-ordinator			52,274	
Governance & Regulatory Services	Regulatory Services: Warm Homes Fund			3,698	
Governance & Regulatory Services	Regulatory Services: Community Neighbours			24,258	
Governance & Regulatory Services	Regulatory Services: Gas Safe 2019/20			1,969	
Governance & Regulatory Services	Homeless Prevention and Accomodation: Rough Sleeping Initiative			68,314	
Governance & Regulatory Services	Homeless Prevention and Accomodation: Rapid Rehousing Pathway			108,382	
Governance & Regulatory Services	Homeless Prevention and Accomodation: Flexible Homelessness Support Grant			87,225	
Governance & Regulatory Services	Homeless Prevention and Accomodation: Homeless Reduction Act New Burdens Grant			21,580	
Governance & Regulatory Services	Homeless Prevention and Accomodation: Housing Related Support			104,832	
Economic Development	Investment & Policy: St Cuthberts Garden Village			340,650	
Economic Development	Investment & Policy: Self/Custom Build 2019/20 Burden Funding			15,000	
Economic Development	Investment & Policy: Brownfield Register and PIP Burden Funding			2,446	

Reserve/Provision	Purpose	Management of the Reserve	Approval to Release Funds	2020/21 In to Reserve/ Provision £	Total £
Economic Development	Regeneration: Future High Street Fund			67,313	
Economic Development	Regeneration: Town Deals grant			172,848	
Economic Development	Regeneration: Hadrian's Wall Partnership Grant Year 1			25,348	
Corporate Management	Corporate Management: EU Exit preparations			10,000	
	TOTAL RESERVE REQUESTS			1,425,837	1,425,837
<u>NEW PROVISIONS</u>					
Working Directive Provision	To establish a provision in relation to costs associated with approved Working Directives			62,000	62,000
Civil Penalties Provision	To establish a provision in relation to costs to be funded from Civil Penalties income as per the Housing and Planning Act 2016			22,600	22,600
	TOTAL PROVISION REQUESTS			84,600	84,600
	TOTAL REQUESTS FOR RESERVES & PROVISIONS			1,510,437	1,510,437

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 JUNE 2020

EX.54/20 **PROVISIONAL GENERAL FUND REVENUE OUTTURN 2019/20
(Key Decision – KD.05/20)

(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 Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.01/20 summarising the 2019/20 provisional outturn for the General Fund revenue budget and giving reasons for variances. The outturn position would result in returning £485,000 to General Fund reserves (as set out in paragraph 5.3).

Requests had been made to carry forward committed expenditure of £811,000, net transfers to/from reserves and provisions of £1,510,437 and transfer to the building control reserve of £60,247 which, if approved, would result in an overall net underspend position of £69,095 on Council Services; however it was estimated that additional funding from Business Rates income of £475,000 would be realised subject to the completion of the NNDR3 return and confirmation of any pooling gains.

The Deputy Leader considered that the above demonstrated the good work undertaken by the Finance Team and Officers within the Council.

Following completion of the NNDR3 return and final confirmation of the Business Rates Pooling, £237,600 of the additional funding from business rates would be used to support the capital programme and would not be returned to general fund reserves. That would be confirmed as part of the report to Council in July 2020.

Information on the Council's bad debt provision and balance sheet; and the impact of COVID-19 was also provided at Sections 6, 7 and 8 of the report.

The information contained within the report was provisional, subject to the formal audit process. The Draft Statement of Accounts for 2019/20 would be presented to the Audit Committee on 30 July 2020, with final approval of the audited accounts on 27 October 2020.

In conclusion, the Deputy Leader moved the recommendations, which were duly seconded by the Leader.

Summary of options rejected that the creation of new reserves and transfers, and new provisions and transfers should not be approved for recommendation to Council

DECISION

That the Executive:

- (i) Note the net underspend of £2,390,532 for Council Services as at 31 March 2020;
- (ii) Note the committed expenditure totalling £811,000, to be incurred in 2020/21 which had been approved by the Corporate Director of Finance and Resources under delegated powers, and the release of £811,000 from the General Fund Reserve in 2020/21 as detailed in Appendix D1 of the report for recommendation to Council;
- (iii) Approve the creation of new reserves and transfers into and from the new and existing reserves of £1,425,837, in addition to the transfer to the building control reserve of £60,247 as detailed in paragraphs 5.1 and 5.2 and Appendix D2 of the report for recommendation to Council;
- (iv) Approve the creation of new provisions and transfers into the new provisions of £84,600 as detailed in paragraph 5.1 and Appendix D2 of the report for recommendation to Council.

Reasons for Decision

To receive the Report on the Provisional General Fund Revenue Outturn and make recommendations to the City Council

Report to Council

**Agenda
Item:**

15(iii)

Meeting Date: 14th July 2020
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD.05/20
Within Policy and Budget Framework YES
Public / Private Public

Title: PROVISIONAL CAPITAL OUTTURN 2019/20 – CARRY FORWARDS
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD14/20

Purpose / Summary: This report provides details of the 2019/20 provisional outturn for the Council's Capital Programme and provides details of the revised Capital Programme for 2020/21. The provisional outturn was considered by the Executive on 22 June and will be available for the Business and Transformation Scrutiny Panel if required.

Recommendations:

Council is asked to:

- (i) Approve the carry forward requests totalling £2,568,500 to be met in 2020/21 as set out in the report;
- (ii) Approve the revised programme for 2020/21, together with the proposed methods of financing, as detailed at paragraph 3 which incorporates the updated budgets for the Civic Centre development.

Tracking

Executive:	22 June 2020 (RD02/20)
Scrutiny:	BTSP 23 July 2020 (RD02/20 – if required)
Audit Committee:	30 July 2020 (RD02/20 - for information only)
Council:	14 July 2020

1. BACKGROUND

- 1.1 This report provides details of the 2019/20 provisional outturn for the Council's Capital Programme and provides details of the revised Capital Programme for 2020/21.
- 1.2 The provisional outturn is summarised below:

Directorate	Revised Annual Budget	Total Expenditure	Variance	Carry Forwards (Committed)	Revised Variance
	£	£	£	£	£
Community Services	4,148,400	2,356,405	(1,791,995)	1,697,900	(94,095)
Corporate Support	54,400	24,673	(29,727)	29,700	(27)
Economic Development	1,730,400	1,649,823	(80,577)	162,300	81,723
Governance & Regulatory Services	4,678,800	4,025,205	(653,595)	656,700	3,105
Total	10,612,000	8,056,106	(2,555,894)	2,546,600	(9,294)
Capital Exceptional Items	77,700	54,923	(22,777)	21,900	(877)
Total	10,689,700	8,111,029	(2,578,671)	2,568,500	(10,171)
Reserves to be released	0	0	0	0	0
Total	10,689,700	8,111,029	(2,578,671)	2,568,500	(10,171)

2. CARRY FORWARD REQUESTS

- 2.1 In accordance with the Council's Constitution, any net underspending/savings on service estimates under the control of the Director may be carried forward. This is to facilitate greater flexibility of budgets between years as set out in the Medium-Term Financial Plan. Approval of carry forwards is subject to the following as contained in the Council's Constitution:
- the authorisation of the Corporate Director of Finance and Resources where the request relates to a specific committed item of expenditure where, due to external or other factors, the Director has been unable to spend the approved budget by 31 March. The use of the resource will be restricted to the purpose for which the estimate was originally intended. The carry forward will only be approved by the Corporate Director of Finance and Resources if the expenditure is within both the Directorate's and the Authority's budget as approved for that year. Any carry forward which would result in an over-spend for the Authority will require authorisation by the Council.*
 - any overspending on service estimates in total on budgets under the control of the Director must be carried forward to the following year, and will constitute the*

first call on service budgets in the following year, unless the Council determines otherwise by way of a supplementary estimate. The Corporate Director of Finance and Resources will report the extent of overspending carried forward to the Executive, Business and Transformation Scrutiny Panel and to the Council.

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

2.3 Carry forwards at the end of the year have been analysed to assess the year of potential expenditure to enable better profiling of budgets for future years. Of the committed carry forwards shown in **Appendix A**, it is estimated that the full £2,568,500 will be spent in 2020/21.

3. 2020/21 CAPITAL PROGRAMME AND FINANCING

3.1 The updated Capital Programme for 2020/21 is detailed in **Appendix A** totalling £29,915,800 and is based upon the programme as agreed by Council in February 2020 of £14,160,600, the commitments brought forward from 2019/20 as identified above of £2,568,500, the commitments brought forward from 2019/20 already approved of £10,952,800, an increase of £432,500 for additional Disabled Facilities Grant awarded which has recently been advised and totals £1,899,764, an increase to the capital programme of £2,581,400 as approved by Council for the Civic Centre Development project, and a reduction in the programme of £780,000 relating to identified virements and carry forwards to provide the balance of funding for the Civic Centre Development project.

3.3 The 2020/21 programme will be continually reviewed to ensure the Council has the capacity to deliver this level of programme.

3.4 If all of the carry forward requests are approved, it is suggested that the revised programme for 2020/21 is financed as follows:

	<u>Original Budget</u> £	<u>Revised Budget</u> £
Original Programme	14,160,600	14,160,600
Add: Carried forward from 2019/20 (in Year)	0	10,952,800
Add: Carried forward from 2019/20 (Year End)	0	2,568,500
Add: Other adjustments to programme	0	2,655,100
Less: Carry Forwards into 2021/22	0	(421,200)
Total Expenditure to be financed	14,160,600	29,915,800
<u>Financed by:</u>		
Capital Grants		
• DFG	1,467,300	1,899,800
• General	203,700	2,256,900
Capital Receipts	2,010,000	2,190,000
Receipts used to fund resources	(112,000)	(112,000)
Contributions from other bodies	0	96,700
Direct Revenue Financing	1,017,600	3,243,100
Borrowing Requirement (In Year)	9,574,000	20,341,300
Total Financing	14,160,600	29,915,800

4. RISKS

- 4.1 Individual capital schemes have different risks involved.

5. CONSULTATION

- 5.1 Consultation to Date.
Portfolio Holders and SMT have considered the issues raised in this report.

6. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

- 6.1 Council is asked to:
- (i) Approve the carry forward requests totalling £2,568,500 to be met in 2020/21 as set out in the report;
 - (ii) Approve the revised programme for 2020/21, together with the proposed methods of financing, as detailed at paragraph 3 which incorporates the updated budgets for the Civic Centre development.

7. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

Contact Officer: Emma Gillespie

Ext: 7289

Appendices **A – 2020/21 Revised Capital Programme**
attached to report:

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

- None

CORPORATE IMPLICATIONS:

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

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

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

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

INFORMATION GOVERNANCE – There are no information governance implications.

2020/21 CAPITAL PROGRAMME
APPENDIX A

Scheme	Original Capital Programme 2020/21 £	Carry Forwards from 2019/20 £	Carry Forwards from 2019/20 £	Other Adj's £	Carry Forwards to 2021/22 £	Revised Capital Programme 2020/21 £
<u>Current non-recurring commitments</u>						
Sands Centre Redevelopment	10,962,200	5,037,800	679,300	0	0	16,679,300
On Street Charging Points Infrastructure	203,700	0	0	0	0	203,700
Gateway 44	0	5,000,000	21,900	(400,000)	0	4,621,900
Civic Centre Development	0	0	0	2,581,400	0	2,581,400
Funding carry forward to 2021/22 for Civic project	0	0	0	421,200	(421,200)	0
Play Area Improvements	0	0	47,800	0	0	47,800
Open Space Improvements	0	0	80,700	0	0	80,700
Cemetery Infrastructure	0	0	5,700	0	0	5,700
Central Plaza	0	0	12,300	0	0	12,300
Planning Software	0	0	150,000	0	0	150,000
Bitts Park Flood Reinstatement	0	0	21,900	0	0	21,900
	11,165,900	10,037,800	1,019,600	2,602,600	(421,200)	24,404,700
<u>Recurring commitments</u>						
Planned Enhancements to Council Property	250,000	0	146,800	0	0	396,800
Vehicles, Plant & Equipment	648,000	0	884,400	0	0	1,532,400
Recycling Containers	45,000	0	0	0	0	45,000
ICT Infrastructure	281,300	0	29,700	0	0	311,000
	1,224,300	0	1,060,900	0	0	2,285,200
<u>Housing Related Grants</u>						
Private Sector Grants	1,467,300	500,000	464,800	432,500	0	2,864,600
Minor Works Grants	0	0	23,200	0	0	23,200
	1,467,300	500,000	488,000	432,500	0	2,887,800
TOTAL	13,857,500	10,537,800	2,568,500	3,035,100	(421,200)	29,577,700
<u>Capital Reserves to be released</u>						
Cemetery Infrastructure	30,000	0	0	0	0	30,000
LED Footway Lighting Installation	203,100	0	0	0	0	203,100
Skew Bridge Deck	70,000	0	0	0	0	70,000
Play Area Improvements	0	35,000	0	0	0	35,000
Public Realm Improvements	0	380,000	0	(380,000)	0	0
	303,100	415,000	0	(380,000)	0	338,100
REVISED TOTAL	14,160,600	10,952,800	2,568,500	2,655,100	(421,200)	29,915,800

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 JUNE 2020

**EX.55/20 **PROVISIONAL CAPITAL OUTTURN 2019/20 AND REVISED
CAPITAL PROGRAMME 2020/21**
(Key Decision – KD.05/20)

(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 Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.02/20 summarising the 2019/20 provisional outturn for the Council's Capital Budget; and providing details of the revised Capital Programme for 2020/21. The outturn showed that the net underspend for Council services as at 31 March 2020 once committed expenditure totalling £2,568,500 was taken into account was £10,171.

Details of the resources which had been utilised to fund the 2019/20 Capital Programme, together with the 5 year Capital Programme for the period 2020/21 to 2024/25 were also provided.

The programme for 2020/21 totalling £29,915,800 was based upon the programme as agreed by Council in February 2020 of £14,160,600, the commitments brought forward from 2019/20 as identified of £2,568,500, the commitments brought forward from 2019/20 already approved of £10,952,800, an increase of £432,500 for additional Disabled Facilities Grant awarded which had recently been advised and totalled £1,899,764, an increase to the capital programme of £2,581,400 as approved by Council for the Civic Centre Development project, and a reduction in the programme of £780,000 relating to identified virements and carry forwards to provide the balance of funding for the Civic Centre Development project.

The 2020/21 programme would be continually reviewed to ensure the Council had the capacity to deliver that level of programme. The information contained within the report was provisional and subject to the formal audit process.

The Deputy Leader concluded by moving the recommendations, which were duly seconded by the Leader.

Summary of options rejected that the net underspend and the revised programme for 2020/21 should not be recommended to Council

DECISION

That the Executive:

- (i) Note the net underspend as at 31 March 2020 of £10,171 which includes committed expenditure to be met totalling £2,568,500, which is recommended by the Corporate Director of Finance and Resources for approval to Council;
- (ii) Had considered the revised programme for 2020/21, together with the proposed methods of financing and proposed carry forward into 2021/22, as detailed at paragraph 5 and Appendix B, for recommendation to Council.

Reasons for Decision

To receive the report on the Provisional Capital Outturn for 2019/20 and make recommendations to the City Council on the 2020/21 Capital Programme

Report to Council

**Agenda
Item:**

15(iv)

Meeting Date: 14 July 2020
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD.05/20
Within Policy and Budget Framework YES
Public / Private Public

Title: TREASURY MANAGEMENT OUTTURN 2019/20
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD.03/20

Purpose / Summary:

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

Recommendations:

That this report be approved.

Tracking

Executive:	22 June 2020
Scrutiny:	BTSP 23 July 2020
Audit Committee:	30 July 2020 (for information only)
Council:	14 July 2020

Report to Executive

Agenda
Item:

Meeting Date: 22 June 2020
Portfolio: Finance, Governance and Resources
Key Decision: Yes: Recorded in the Notice Ref: KD.05/20
Within Policy and Budget Framework YES
Public / Private Public

Title: TREASURY MANAGEMENT OUTTURN 2019/20
Report of: CORPORATE DIRECTOR OF FINANCE AND RESOURCES
Report Number: RD 03/20

Purpose / Summary:

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

Recommendations:

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

Tracking

Executive:	22 June 2020
Scrutiny:	BTSP 23 July 2020
Audit Committee:	30 July 2020 (for information only)
Council:	14 July 2020

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members on various Treasury Management issues.
- 1.2 **Appendix A1** to this report sets out a final report on Treasury Management in 2019/20 as required by the CIPFA Code of Practice on Treasury Management. **Appendix A2** highlights some performance measures and **Appendix A3** shows the final prudential indicators for 2019/20.
- 1.3 **Appendices B1-B3** details the schedule of Treasury Transactions for the period 1 January 2020 – 31 March 2020.

2. RISKS

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

3. CONSULTATION

- 3.1 Business and Transformation Scrutiny Panel will consider the report on 23 July 2020 and the Audit Committee will do so on 30 July 2020.

4. CONCLUSION AND REASONS FOR RECOMMENDATIONS

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

5. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- Appendix A1 – Treasury Management 2019/2020**
- Appendix A2 – Performance Statistics**
- Appendix A3 – Prudential Code and Prudential Borrowing**
- Appendix B1 – Treasury Transactions**
- Appendix B2 – Investment Transactions**
- Appendix B3 – Outstanding Investments**

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

- None

CORPORATE IMPLICATIONS:

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

Property Services – Not applicable

Finance – Included in the report

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

Information Governance – No implications

TREASURY MANAGEMENT 2019/20

1. INTRODUCTION

- 1.1 The CIPFA Code of Practice on Treasury Management (2019) requires that full Council should receive both a mid-term and an annual report on treasury management activities during the year. This report on the treasury function during 2019/20, while being first presented to the Executive, is therefore required to have the approval of full Council in order to comply with the CIPFA Code.
- 1.2 Regular reports on treasury transactions are presented to the Executive while an interim report on treasury management in 2019/20 was presented in November 2019 (RD31/19). The purpose of this report is to complete the process of accounting for the treasury function in the last financial year in compliance with the Code. Any funding and other financing transactions are detailed and placed in the context of money market conditions in 2019/20 while the City Council's investment activities are also discussed.

Separate papers (**A2** and **A3**) provide information on performance in 2019/20 and on the Prudential Code on local authority borrowing.

2. MONEY MARKET CONDITIONS

- 2.1 The following table sets out the levels of bank base rate in 2019/20.

	%	
1 April 2019	0.75	Average = 0.72%
11 March 2020	0.25	(2018/19= 0.67%)
19 March 2020	0.10	

- 2.2 The financial year began with bank rate at 0.75% however, the rate was reduced twice in March 2020 to 0.25% (11th) and then to 0.10% (19th).
- 2.3 The pattern of long-term borrowing rates in 2019/20 can be gauged by the following table of Public Works Loans Board (PWLB) fixed rate maturity loans during the year. These are the rates cited in the regular Treasury Transactions reports and relate to the type of loan that historically has most usually been taken up by the City Council.

	1 Yr %	10 Yr %	25 Yr %
1 April 2019	1.66	2.08	2.61
31 March 2020	2.10	2.37	2.85
Highest Rate in 2019/20	2.67	2.99	3.45
Lowest Rate in 2019/20	1.37	1.35	1.93
Span of Rates	1.30	1.64	1.52

3. LONG TERM FUNDING

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

3.2 The City Council entered into two PWLB long-term loans (totalling £14m) during 2019/20 to fund elements of its capital programme, supplementing funds drawn from the authority's own resources, stock of capital receipts, and from external grants and contributions.

4. DEBT RESCHEDULING

4.1 The City Council's long-term loans portfolio at the end of March 2020 consisted of the two new PWLB loans taken out at £9m and £5m. Principal on both loans will be repaid each year with final repayments due in 2059 & 2039 respectively.

5. LOANS OUTSTANDING

5.1 Set out below is a schedule of outstanding external loans as at 31 March 2020.

	£
Secured Loan Stock	15,000,000
Public Works Loans Board (PWLB)	13,762,500
Short Term Loans	<u>12,800</u>
Total Loans Outstanding	<u>£28,775,300</u>

The £15m stock issue, placed in 1995, was transferred to short term borrowing at the end of March 2020 and this has now been fully repaid in May 2020.

6. INVESTMENT TRANSACTIONS

- 6.1 As is apparent from the regular 'Treasury Transactions' reports, the City Council continues to be a frequent investor in the short-term money market and the interest earned from these transactions makes a valuable contribution to the overall level of the Council's revenue budget. Investments are placed only with the institutions that fall within the guidelines of the Council's approved Investment Strategy and a full schedule of investments at 31 March 2020 is set out in **Appendix B3**.
- 6.2 The total at that date (£29.713m) can be compared with an average figure in 2019/20 of over £34.913m and a peak amount of over £48.403m. The closing balance in 2018/19 was £19.535m.
- 6.3 The Investment Strategy for 2019/20 embraced a mixture of longer-term investments and monies lent out for shorter periods to meet anticipated cash flow needs e.g. grant and precept payment dates. Changes were made to specific counter-party limits in 2019/20 and these were detailed in report RD25-19, approved by Council in September 2019.
- 6.4 Investment income in 2019/20 at £442,073 was in line with the original estimate of £442,900. Actual investment rates obtained from banks and building society investments in 2019/20 were generally below expectations when the budget was set however, this was mitigated by the outturn on average cash balances being higher than expected. The average yield on the Council's investments held excluding the property fund in 2019/20 was 0.96%. This is still a favourable return considering the position of bank base rates and compares well against other local authorities. This performance was assisted by a significant proportion of investments being placed for longer terms of up to a year and the use of deposit accounts for shorter dated cash requirements.
- 6.5 At 31 March the investment in the CCLA Property Fund was yielding a return of 4.41%. Dividends received in 2019/20 totalled £146,930.56. The investment has also grown in capital value since the investment was placed in July 2014 from £2,836,893 (After entry costs of £163,107) to £3,312,995 (an increase of £476,102). The capital value for 2019/20 decreased by £122,778. The overall increase in value offsets the initial entry costs but is still subject to fluctuations in the overall performance of the fund. However, the fund is continuing to grow with more local authorities taking the decision to invest.

7. INVESTMENT STRATEGY 2019/20

- 7.1 The Investment Strategy must be agreed before the start of each financial year and the 2020/21 Strategy was approved by Council on 4 February 2020. While the principles of the Strategy remain fundamentally sound, any amendments to the current schedule of investments, if agreed by the Executive, must be approved by Council.

8. PERFORMANCE MANAGEMENT

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

8.2 **Appendix A2** sets out some performance indicators in respect of both loans and investments outturn for 2019/20 and 2018/19.

9. TREASURY CONSULTANCY SERVICE (TCS)

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

10 CONCLUSIONS

10.1 At the end of March 2020, the City Council has substantial long-term loans including £14m new PWLB borrowing and the £15m Stock Issue. The stock issue has since been fully repaid in May 2020. The remaining loans will be paid back in equal instalments of principal over the lifetime of the loan. The Medium-Term Financial Plan anticipates external borrowing to support the Council's capital programme in 2020/21 and this will be further assessed during future planning of the MTFP during the course of this year. The focus of the authority's treasury management activities also remains very much on the investment aspect of the function.

10.2 Investment conditions were very similar to as they were in 2018/19, except for the March decreases in bank base which had minimal effect on investment returns in 2019/20. The impact of the reductions will however have an increased effect in 2020/21. The City Council's investment interest was slightly up on the previous year, the performance achieved was slightly better than bank base rate levels. For this authority, as indeed for most others, reduction in investment income poses a very significant financial challenge. This has been alleviated somewhat by the decision to invest in the CCLA property fund which has performed well since initial investment.

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

CITY OF CARLISLEPERFORMANCE MEASUREMENT STATISTICS1. LOANS MANAGEMENT

	2019/20 %	2018/19 %
Average External Debt Rate - Carlisle	6.17	8.78

Comment

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

2. INVESTMENT MANAGEMENT (Excl. Property Fund)

	2019/20 %	2018/19 %
Average Return in Year - Carlisle	0.96	0.99
Average Bank Base Rate in Year	0.72	0.67

Comment

The City Council's rate of return in 2019/20 on its investments was above that obtained in 2018/19; this was in line with expectations when the budget was originally set.

THE PRUDENTIAL CODE AND PRUDENTIAL BORROWING

1. Introduction

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

2. Prudential Indicators

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

3 Supported and Unsupported (or Prudential) Borrowing

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

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

	2019/20 Provisional Outturn £	2019/20 Revised Estimate £
(i) Capital Expenditure	8,111,029	10,689,700
(ii) Financing Costs		
Interest Payable - Re Borrowing	1,452,538	2,021,700
Minimum Revenue Provision	21,000	21,000
Investment Income	(442,073)	(442,900)
Total Financing Costs	1,031,465	1,599,800
(iii) Net Revenue Stream		
Funding from Govt Grants/Local Taxpayers	14,219,185	13,743,600
(iv) Ratio of Financing Costs to Net Revenue Stream	7.25%	11.64%
The figures monitor financing costs as a proportion of the total revenue stream from government grants and local taxpayers. The increase in the ratio of financing costs is mainly attributable to the forecast reduction in investment income.		
(v) Incremental Impact on Council Tax	0.62	0.62
This indicator allows the effect of the totality of the Council's capital investment decisions to be considered at budget setting time.		
(vi) Authorised Borrowing Limit	44,100,000	44,100,000
Maximum Level of Borrowing and Other Long term Liabilities	28,775,300	28,775,300
The authorised borrowing limit is determined by Council prior to the start of the financial year. The limit must not be altered without agreement by Council and should not be exceeded under any foreseeable circumstances.		

	2019/20 Provisional Outturn £	2019/20 Revised Estimate £
(vii) Operational Borrowing Limit	39,100,000	39,100,000
Maximum Level of Borrowing and Other Long term Liabilities	28,775,300	28,775,300
The operational borrowing limit is also determined by Council prior to the start of the financial year. Unlike the authorised limit, it may be breached temporarily due to cashflow variations but it should not be exceeded on a regular basis.		
(viii) Capital Financing Requirement (CFR)	14,483,857	29,231,000
As at 31 March		
The CFR is a measure of the underlying borrowing requirement of the authority for capital purposes.		

(a) Prudence and Sustainability

	2019/20 £
(i) Target New Borrowing to Date	18,000,000
Long Term Borrowing taken in 2019/20	14,000,000
(ii) Target Percentage of Fixed Rate Long Term Borrowing	100%
Actual as at 31 March 2020	100%
(iii) Target Percentage of Variable Rate Long Term Borrowing	100%
Actual as at 31 March 2020	0%
Prudent limits for both fixed and variable rate exposure have been set at 100%. This is due to the limited flexibility available to the authority in the context of its overall outstanding borrowing requirement.	
(iv) Target Minimum Level of Investments Classified as Specified	50.00%
Actual Level of Specified Investments as at 31 March 2020	100.00%
As part of the Investment Strategy for 2019/20, the Council set a minimum level of 50% for its specified as opposed to non specified investments. The two categories of investment were defined as part of the Strategy but for the City Council non specified investments will presently refer mainly to either investments of over one year in duration or investments placed with building societies that do not possess an appropriate credit rating. These tend to be the smaller building societies.	

TREASURY TRANSACTIONS
1 JANUARY 2020 TO 31 MARCH 2020

1. LOANS (DEBT)

1.1 Transactions 1 January 2020 to 31 March 2020

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

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

1.2 Loans (Debt) Outstanding at 31 March 2020

	£
City of Carlisle Stock Issue	15,000,000
P.W.L.B	13,762,500
Short Term Loans	12,800
	28,775,300

1.3 Loans Due for Repayment

	Stock Issue £	PWLB £	Total £
Short Term Debt at 31 March 2020	15,000,000	475,000	15,475,000
			15,475,000

Shown here is a calendar of future loan repayments which can be a useful aid to cash flow management. The City Council paid off the £15 million stock issue in May 2020.

1.4 Interest Rates

Link Asset Services do not forecast any future rate change for 24 months up to March 2022.

2. INVESTMENTS

	Made		Repaid	
	£	%	£	%
Short Term Investments	26,940,000	1.10-0.10	37,740,000	1.25-0.10
	26,940,000		37,740,000	

A full schedule of investment transactions is set out in **Appendix B2**. **Appendix B3** shows outstanding investments at 31 March 2020.

3. REVENUES COLLECTED

	Collected £	% of Amount Collectable %
Council Tax	62,143,990	97.12
NNDR	43,138,152	97.38
2019/20	105,282,142	97.22
Council Tax	58,790,993	97.36
NNDR	43,904,416	98.42
2018/19	102,695,410	97.80
Council Tax	55,759,579	97.57
NNDR	43,478,923	97.83
2017/18	99,238,503	97.68

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

4. BANK BALANCE

At 31 March 2020 the bank balance was £1,014,214.09 in credit.

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

5. OUTTURN ON TREASURY MANAGEMENT IN 2019/20

	Revised Estimate £000	Actual £000	Variance £000
Interest Receivable	(443)	(442)	1
Interest Payable	2,022	1,453	(569)
Less Rechargeable	(18)	(7)	11
	2,004	1,446	(558)
Principal Repaid	21	21	0
Debt Management	13	18	5
NET BALANCE	1,595	1,043	(552)

INVESTMENT TRANSACTIONS 1 JANUARY 2020 TO 31 MARCH 2020

INVESTMENTS MADE			INVESTMENTS REPAYD	
	£			£
Federated Investors	1,800,000.00	HSBC	700,000.00	
HSBC	700,000.00	HSBC	250,000.00	
Svenska	3,900,000.00	HSBC	1,000,000.00	
Federated Investors	100,000.00	Svenska	320,000.00	
Bank of Scotland	1,000,000.00	Bank of Scotland	1,000,000.00	
HSBC	550,000.00	HSBC	100,000.00	
HSBC	700,000.00	HSBC	650,000.00	
Bank of Scotland	1,000,000.00	HSBC	250,000.00	
HSBC	330,000.00	Svenska	3,400,000.00	
HSBC	670,000.00	Goldman Sachs	1,000,000.00	
Svenska	990,000.00	Svenska	270,000.00	
Svenska	430,000.00	Svenska	820,000.00	
Svenska	3,390,000.00	HSBC	2,000,000.00	
HSBC	630,000.00	HSBC	630,000.00	
HSBC	400,000.00	Bank of Scotland	2,000,000.00	
Svenska	1,850,000.00	HSBC	400,000.00	
HSBC	750,000.00	Svenska	1,400,000.00	
HSBC	250,000.00	Federated Investors	400,000.00	
Svenska	3,200,000.00	Svenska	2,150,000.00	
HSBC	900,000.00	Goldman Sachs	2,000,000.00	
Svenska	3,400,000.00	HSBC	470,000.00	
		Federated Investors	100,000.00	
		HSBC	530,000.00	
		Goldman Sachs	2,000,000.00	
		Svenska	3,200,000.00	
		HSBC	900,000.00	
		Federated Investors	500,000.00	
		Santander	1,000,000.00	
		Goldman Sachs	2,000,000.00	
		Santander	1,000,000.00	
		Federated Investors	3,000,000.00	
		Svenska	2,300,000.00	
TOTAL	26,940,000		37,740,000	
		Bfwd	40,586,482	
		Paid	26,940,000	
		Repaid	37,740,000	
		CCLAdedcrease	-	73,487
		Total		29,712,995

Outstanding Investments as at 31 March 2020

Appendix B3

Category	Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Current Days to Maturity	Days to maturity at execution	Total Interest Expected (£)
	Handelsbanken PLC	3,400,000	0.70%		Call1			0
	Goldman Sachs International Bank	1,000,000	0.96%	21/10/2019	20/04/2020	20	182	4,787
	Goldman Sachs International Bank	1,000,000	0.95%	25/10/2019	24/04/2020	24	182	4,737
	HSBC UK Bank PLC	5,000,000	0.90%		Call31			0
	HSBC UK Bank PLC	2,000,000	0.90%		Call31			0
	Santander UK plc	1,000,000	1.00%	18/11/2019	15/05/2020	45	179	4,904
	Bank of Scotland PLC	2,000,000	1.10%	11/09/2019	04/08/2020	126	328	19,770
	Bank of Scotland PLC	2,000,000	1.10%	01/11/2019	04/09/2020	157	308	18,564
	Santander UK plc	2,000,000	1.00%		Call31			0
	Santander UK plc	3,000,000	1.00%		Call31			0
	Bank of Scotland PLC	2,000,000	1.10%	05/11/2019	05/11/2020	219	366	22,060
	Bank of Scotland PLC	1,000,000	1.10%	07/01/2020	18/12/2020	262	346	10,427
	Bank of Scotland PLC	1,000,000	1.10%	20/01/2020	18/12/2020	262	333	10,036
Total Investments		£26,400,000	0.96%			139	278	£95,285

Borrower	Current Market Value (£)	Current Yield	Start Date	Initial Investment (£)	Entry Cost (£) ¹	Initial Market Value (£)	Unrealised Growth (£)
CCLA Property Fund	3,312,995	4.41%	31/07/2014	3,000,000	(163,107)	2,836,893	312,995

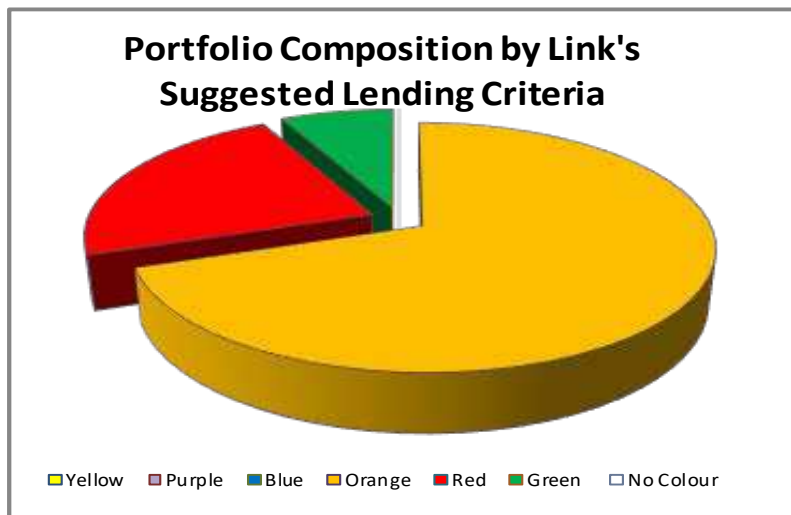
1. Entry Costs were charged against Treasury Management Budget in 2014/15

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

Investments Summary Sheet

	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	Weighted Average Rate of Return WARoR	Weighted Average Days to Maturity WAM	Weighted Average Days to Maturity from Execution WAM at Execution
Yellow	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Purple	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Blue	0.00%	-	0.00%	-	0.00%	0.00%	0	0
Orange	69.70%	18,400,000	56.52%	10,400,000	39.39%	0.95%	95	158
Red	22.73%	6,000,000	83.33%	5,000,000	18.94%	1.00%	158	180
Green	7.57%	2,000,000	0.00%	-	0.00%	0.96%	22	182
No Colour	0.00%	-	0.00%	-	0.00%	0.00%	0	0
	100.00%	26,400,000	58.33%	15,400,000	58.33%	0.96%	104	165

Weighted Average Risk				
Risk Score for Colour (1 = Low, 7 = High)	Mar 2020	Dec 2019	Sep 2019	Jun 2019
1	0.0	0.1	0.0	0.1
2	0.0	0.0	0.0	0.0
3	0.0	0.0	0.0	0.0
4	2.8	1.9	2.1	1.1
5	1.1	2.3	2.3	3.0
6	0.5	0.0	0.0	0.0
7	0.0	0.0	0.0	0.0
	3.9	4.3	4.4	4.2



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

Normal' Risk Score	3.5	3.5	3.5	3.5
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EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 JUNE 2020

EX.56/20 **TREASURY MANAGEMENT OUTTURN 2019/20
(Key Decision – KD.05/20)

(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 Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.03/20 providing the annual report on Treasury Management, as required under both the Financial Procedure Rules and the CIPFA Code of Practice on Treasury Management. Also included was the regular report on Treasury Transactions for the period 1 January 2020 to 31 March 2020.

The Deputy Leader commented, in particular, upon the £15m Stock Issue loan taken out in 1995 and in relation to which the authority had paid approximately £32m in interest. The stock issue had since been fully repaid in May 2020, meaning that it would not constitute a burden on our children and grandchildren.

The Deputy Leader concluded his presentation by moving the recommendation set out.

The Leader concurred with the sentiments expressed and duly seconded the recommendation.

Summary of options rejected that the report should not be recommended to Council
for approval

DECISION

That Report RD.03/20 be received and recommended to the City Council for approval on 14 July 2020.

Reasons for Decision

To receive the annual report on Treasury Management

Report to Council

**Agenda
Item:**

16

Meeting Date: 14 July 2020
Portfolio: Cross Cutting
Key Decision: No
Within Policy and Budget Framework No
Public / Private Public

Title: DATES AND TIMES OF MEETINGS 2020/21
Report of: Corporate Director of Governance and Resources
Report Number: GD.25/20

Purpose / Summary:

Pursuant to Council Procedure Rule 1.1 (ix) Council are asked to note and approve the schedule of ordinary meetings of the City Council and Committees for the municipal year 2020/21 as set out in the Schedule attached to this report.

A schedule had been approved by Council on 7 January 2020, however due to the Coronavirus pandemic and requests for changes to meeting start times, a new schedule has been prepared for approval.

Recommendations:

- (1) That the dates and times of meetings in the Municipal Year 2020/21 be approved as set out in the attached Schedule.
- (2) That the dates and times for meetings of the Executive, which have been chosen by the Leader, be noted.

Tracking

Executive:	
Scrutiny:	
Council:	14 July 2020

1. BACKGROUND/

- 1.1** The Constitution of the City Council requires that a calendar showing the date and time of ordinary meetings of committees, sub-committees, panels and working groups shall be prepared by the Corporate Director of Governance and Regulatory Services and approved by the Council before the commencement of the Council year and the calendar will then be distributed to all Members.

2. PROPOSALS

- 2.1** Attached at Appendix A is a draft schedule of meeting dates for the City Council, the Executive, Scrutiny Panels and the Regulatory Committees for the 2020/21 Municipal Year.
- 2.2** The 2020/21 schedule of meetings had been approved by Council on 7 January 2020. Since that date several changes to the schedule have been proposed. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 was introduced to allow Councils to operate meetings during the Coronavirus pandemic. The Regulations temporarily changed existing law to permit Council meetings to take place remotely.
- 2.3** The City Council successfully uses Teams Live Events to host and live stream remote meetings, however, live meetings can only be streamed for a maximum of four hours. The Development Control Committee regularly meets for more than four hours, to address the issue the Committee has been scheduled to meet on a four weekly cycle to allow for shorter more frequent meetings.
- 2.4** The Coronavirus pandemic caused the May 2020 Elections to be deferred to May 2021. A City Council Election had not been scheduled to take place in 2021 and meetings had been arranged accordingly. The schedule for May has been amended to take account of the Elections now scheduled for 6 May 2021 and no meetings will take place in May other than Annual Council on 24 May 2020.
- 2.5** The frequency of meetings is set out in the Constitution in respect of the Executive, Scrutiny Panels and the Audit Committee. The frequency of meetings of the Council and remaining Committees/Panels have been previously agreed and only Development Control has been amended. The frequencies are as follows:-

City Council (ordinary meetings)

8 weekly;

Scrutiny Panels	6 weekly;
Executive (required to meet at least 13 times per year)	4 weekly;
Development Control Committee	4 weekly;
Regulatory Panel	5 weekly;
Licensing Committee	Quarterly

The Audit Committee will meet in July, September, October (Special meeting), December and March.

Meetings of the Standards Committee, Appeals Panel, Employment Panel, Licensing Sub-Committees, and other meetings are held as and when required and as such are not included in this schedule.

- 2.6** The Constitution states that the Executive will meet at least 13 times per year. Dates and times for meetings of the Executive are at the discretion of the Leader and are currently every 4 weeks.
- 2.7** Following recommendations from each of the Scrutiny Panels, the Health and Wellbeing Scrutiny Panel has been scheduled to meet at 10.00am on Thursday and the Business and Transformation Scrutiny Panel and the Economic Growth Scrutiny Panel have been scheduled to meet at 4.00pm on Thursday. Economic Growth Scrutiny Panel in April 2021 will take place on Monday 12th to allow time for the consideration and amendment of the Annual Report in advance of it being sent out to full Council.
- 2.8** At the request of the Chair the Regulatory Panel meetings have been scheduled to meet at 4.00pm instead of 2.00pm.
- 2.9** With regard to the Budget process, it is proposed that the Executive meeting scheduled for Monday 9 November 2020 will be an ordinary meeting that will also include consideration of the initial draft Budget reports. The budget reports will then be circulated for consultation with the Scrutiny Panels as follows:-
Health and Wellbeing – Thursday 19 November 2020;
Economic Growth – Thursday 26 November 2020;
Business and Transformation – Tuesday 1 December 2020.

The observations of the Scrutiny Panels will then be considered at a further special Executive meeting on Monday 7 December 2020.

It is proposed that the Executive will meet again on Monday 14 December 2020 to formally agree its draft Budget for consultation.

This consultation process will include the proposals being submitted to the scheduled meeting of the Business and Transformation Scrutiny Panel on Thursday 7 January 2021 with their observations and other feedback being considered by the Executive at their meeting on Wednesday 13 January 2021.

The budget proposal will then go to a Special meeting of the City Council on 2 February 2021.

3. RISKS

- 3.1** Not having an agreed calendar of meetings contravenes the requirements of the Constitution of the City Council and would inhibit members of the public in engaging in the democratic process.

4. CONSULTATION

- 4.1** Consultation has taken place with the Scrutiny Panels, Licensing Section, Economic Development and Finance on the scheduling of meetings. The Corporate Director of Finance and Resources' comments on the arrangements for considering and processing the Budget and the views of Economic Development on the schedule of Development Control Committee meetings have been incorporated in the schedule of meetings attached.

5. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 5.1** In accordance with Procedure Rule 1.1 (x) that the dates and times of meetings in the Municipal Year 2020/21 be approved as set out in the attached appendix.
- 5.2** That the dates and times of meetings of the Executive as chosen by the Leader be noted.

6. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 6.1** To ensure that the appropriate governance arrangements are in place to enable the City Council to meet all of the Carlisle Plan priorities.

Contact Officer: Rachel Plant

Ext: 7039

**Appendices
attached to report:**

Appendix 1 – Schedule of Meetings

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

- Carlisle City Council's Constitution
- GD.69/10 – Dates and Times of Meetings 2020/21 – Council 7 January 2020

CORPORATE IMPLICATIONS:

LEGAL - comments are incorporated in the report but it should be noted that the Council must, at this stage, set its Civic Calendar to facilitate its existing committee structure, irrespective of the governance deliberations currently under consideration by the Overview and Scrutiny panels. Some of the Meetings are set (e.g. Annual Council) but it is open to Council to amend the calendar as regards other meetings, should it wish to do so.

FINANCE – subject to the Council agreeing a schedule of meetings for Council, Scrutiny Panels and Regulatory Committees and the Leader arranging a schedule of meetings of the Executive which are broadly comparable with the schedule of meetings for the current Municipal Year, there are no additional staffing/resource requirements arising from this report. The meetings necessary for the Budget process have been scheduled into the Calendar of Meetings. The Council budget meeting is currently scheduled for 2 February 2021. As this is before 8 February any proposed amendments to the budget proposals on the night would act as a reference back to the Executive and would not be effective on the night.

EQUALITY –

INFORMATION GOVERNANCE –

July 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				3	4	5
6	7			10	11	12
13	14 6.45pm—Council	15 10.00am— Development Control Site Visits	16 10.00am— Health & wellbeing Scrutiny Panel	17 10.00am— Development Control Committee	18	19
20 4.00pm—Executive	21	22	23 4.00pm—Business & Transformation Scrutiny Panel	24	25	26
27	28	29	30 10.00am—Audit Committee	31		

August 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5 4.00pm— Regulatory Panel	6	7	8	9
10	11	12 10.00am— Development Control Site Visits	13	14 10.00am— Development Control Committee	15	16
17 4.00pm—Executive	18	19	20 4.00pm—Economic Growth Scrutiny Panel	21	22	23
24	25	26	27 10.00am—Health & Wellbeing Scrutiny Panel	28	29	30
31 <i>Bank Holiday</i>			Page 143 of 164			

September 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<i>1</i>	<i>2</i>	<i>3</i> 4.00pm —Business & Transformation Scrutiny Panel	<i>4</i>	<i>5</i>	<i>6</i>
<i>7</i>	<i>8</i> 6.45pm—Council	<i>9</i> 10.00am— Development Control Site Visits 4.00pm—Regulatory Panel	<i>10</i>	<i>11</i> 10.00am— Development Control Committee	<i>12</i>	<i>13</i>
<i>14</i> 4.00pm—Executive	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i> 10.00am—Audit Committee	<i>25</i>	<i>26</i>	<i>27</i>
<i>28</i>	<i>29</i>	<i>30</i>				

October 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 4.00pm—Economic Growth Scrutiny Panel	2	3	4
5	6	7 10.00am Development Control Site Visits	8 10.00am—Health & Wellbeing Scrutiny	9 10.00am—Development Control Committee	10	11
12 4.00pm—Executive	13	14 4.00pm—Regulatory Panel followed by Licensing Committee	15 4.00pm —Business & Transformation Scrutiny Panel	16	17	18
19	20	21	22	23	24	25
26	27 10.00am—Special Audit Committee (provisional)	28	29 10.00am—Scrutiny Chairs Group Page 145 of 164	30	31	

November 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						<i>1</i>
<i>2</i>	<i>3</i> 6.45pm—Council	<i>4</i> 10.00am— Development Control Site Visits	<i>5</i>	<i>6</i> 10.00am— Development Control Committee	<i>7</i>	<i>8</i>
<i>9</i> 4.00pm—Executive	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>16</i>	<i>17</i>	<i>18</i> 4.00pm— Regulatory Panel	<i>19</i> 10.00am—Health & Wellbeing Scrutiny Panel	<i>20</i>	<i>21</i>	<i>22</i>
<i>23</i>	<i>24</i>	<i>25</i> 10.00am—Special Audit Committee (provisional)	<i>26</i> 4.00pm—Economic Growth Scrutiny Panel	<i>27</i>	<i>28</i>	<i>29</i>
<i>30</i>						

December 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	<i>1</i> 4.00pm —Business & Transformation Scrutiny Panel	<i>2</i> 10.00am— Development Control Site Visits	<i>3</i>	<i>4</i> 10.00am— Development Control Committee	<i>5</i>	<i>6</i>
<i>7</i> 4.00pm—Special Executive	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i> 4.00pm—Executive	<i>15</i>	<i>16</i> 4.00pm— Regulatory Panel	<i>17</i>	<i>18</i> 10.00am—Audit Committee	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i> <i>Christmas Day</i>	<i>26</i> <i>Boxing Day</i>	<i>27</i>
<i>28</i> <i>Bank Holiday</i>	<i>29</i>	<i>30</i>	<i>31</i>			

January 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				<i>1</i> <i>Bank Holiday</i>	<i>2</i>	<i>3</i>
<i>4</i>	<i>5</i> 6.45pm—Council	<i>6</i> 10.00am— Development Control Site Visits	<i>7</i> 4.00pm—Business & Transformation Scrutiny Panel	<i>8</i> 10.00am— Development Control Committee	<i>9</i>	<i>10</i>
<i>11</i>	<i>12</i>	<i>13</i> 4.00pm—Executive	<i>14</i> 10.00am—Health & Scrutiny Panel	<i>15</i>	<i>16</i>	<i>17</i>
<i>18</i>	<i>19</i>	<i>20</i> 4.00pm— Regulatory Panel followed by Licensing Committee	<i>21</i> 4.00pm—Economic Growth Scrutiny Panel	<i>22</i>	<i>23</i>	<i>24</i>
<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i> 10.00am—Scrutiny Chairs Group Page 148 of 164	<i>29</i>	<i>30</i>	<i>31</i>

February 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>1</i>	<i>2</i> 6.45pm—Special Council	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i> 4.00pm—Executive	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i>	<i>17</i> 10.00am— Development Control Site Visits	<i>18</i> 4.00pm—Business & Transformation Scrutiny Panel	<i>19</i> 10.00am— Development Control Committee	<i>20</i>	<i>21</i>
<i>22</i>	<i>23</i>	<i>24</i> 4.00pm— Regulatory Panel	<i>25</i> 10.00am—Health & Wellbeing Scrutiny Panel	<i>26</i>	<i>27</i>	<i>28</i>

March 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>1</i>	<i>2</i> 6.45pm—Council	<i>3</i>	<i>4</i> 4.00pm —Economic Growth Scrutiny Panel	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i> 4.00pm—Executive	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i> 10.00am—Audit Committee	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>
<i>22</i>	<i>23</i>	<i>24</i> 10.00am— Development Control Site Visits	<i>25</i>	<i>26</i> 10.00am— Development Control Committee	<i>27</i>	<i>28</i>
<i>29</i>	<i>30</i>	<i>31</i> 4.00pm— Regulatory Panel followed by Licensing Committee	Page 150 of 164			

April 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 4.00pm —Business & Transformation Scrutiny Panel	2 <i>Ban Holiday</i>	3	4
5 <i>Bank Holiday</i>	6 4.00pm—Executive	7	8 10.00am—Health & Wellbeing Scrutiny Panel	9	10	11
12 4.00pm —Economic Growth Scrutiny Panel	13 10.00am—Scrutiny Chairs Group	14	15	16	17	18
19	20	21	22	23	24	25
26	27 6.45pm—Council	28 10.00am— Development Control Site Visits 4.00pm— Regulatory Panel	29 Page 151 of 164	30 10.00am— Development Control Committee		

May 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 <i>Bank Holiday</i>	4	5	6 <i>Elections</i>	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 11.00am—Annual Council	25	26	27	28	29	30
31 <i>Bank Holiday</i>						

Report to Council

**Agenda
Item:**

18

Meeting Date: 14 July 2020
Portfolio: Cross Cutting
Key Decision: Not Applicable
Policy and Budget Framework: NO
Public / Private: Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN
AND URGENCY – ANNUAL REPORT
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.29/20

Purpose / Summary:

To report on the operation of call-in and urgency over the past twelve months to comply with Rule 15(j) of the Overview and Scrutiny procedure rules.

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:	14 July 2020

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

Rule 15 of the Overview and Scrutiny Procedure Rules sets out the procedures in which Overview and Scrutiny can call-in decisions of the Executive, Individual Portfolio Holders and Officers.

During the 2019/20 Municipal Year there has been one call-in. (Appendix 1)

2.2 Urgency Rules

Rule 15(i) 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 Chair 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 2019/20 Municipal Year, the Mayor has agreed that the decisions of the Executive, Individual Portfolio Holders and Officers as set out in appendix 2 were urgent and should not be subject to call-in procedures.

2.3 Special Urgency

Paragraph 16 (Special Urgency) of the Access to Information Procedure Rules; and Regulation 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 allow for key decision items to be dealt with where there is not 5 clear days before the meeting.

In these circumstances, the Chair of the Executive and the Chair of the relevant Scrutiny Panel have to agree that the decision proposed cannot be reasonably deferred.

During the 2019/20 Municipal Year, the Chair of the Executive and the Chairs of the relevant Scrutiny Panels have agreed that the decisions of the Executive, Individual Portfolio Holders and Officers as set out in appendix 2 were urgent and should not be subject to call-in procedures.

2.4 Private Meetings

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

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

During the 2019/20 Municipal Year, there were five items which were urgent and could not reasonably be deferred. (Appendix 3)

2.5 Items Not in the Notice of Executive Key Decisions

Rule 15 of the Access to Information Procedure Rules sets out the provision for key decisions to be considered when they have not been included in the Notice of Executive Key Decisions. Appendix 4 details key decisions which have been considered by the Executive under General Exception rules as they were not included in the Notice of Executive Key Decisions.

3. SUMMARY

- 3.1 In the past 12 months there has been one call-in. Procedures to deal with call-ins are in place and a proforma 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.
- 3.2 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, in the main, 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 Plant

Ext: 7039

Appendices attached to report:

- Appendix 1- Call Ins**
- Appendix 2 – Urgency Rules**
- Appendix 3 – Private Meetings**
- Appendix 4 – Items not in the Notice of Executive Key Decisions**

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

- Carlisle City Council's Constitution
(http://www.carlisle.gov.uk/council_and_democracy/democracy_and_elections/about_the_council/constitution.aspx)
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

CORPORATE IMPLICATIONS:

LEGAL – Contained within the report

PROPERTY SERVICES -

FINANCE –

EQUALITY –

INFORMATION GOVERNANCE –

2.1 - Appendix 1 – Call Ins

Title	Decision Taken By	Called in by	Relevant Scrutiny Panel	Date scrutinised	Minute Reference and Decision
PF.02/19	Environment and Transport Portfolio Holder	Councillors Brown, Glover and Dr Tickner	Economic Growth	1 July 2019	EGSP.43/19 – Not referred back to the decision maker or Council

2.2 - Appendix 2 – Urgency Rules

Meeting	Date	Decision Exempt from Call in and Reason
Executive	10 June 2019	EX.47/19 – The Sands Centre Redevelopment Project: If a call-in was received, call-in procedures would overlap the special City Council meeting on 25 June 2019 when the matter was scheduled for consideration.
Executive	22 July 2019	EX.65/19 – Free After Three: If a call-in was received, call-in procedures would delay the proposed introduction of the initiative on 1 August 2019 and maximisation of uptake of the scheme through the peak season, thereby prejudicing the Council's interests.
Executive	19 August 2019	EX.66/19 – Medium Term Financial Plan 2020/21 to 2024/25 EX.67/19 – Capital Investment Strategy 2020/21 to 2024/25 EX.68/19 – Asset Management Plan 2020-2025: If a call-in was received, call-in procedures would overlap the City Council meeting on 10 September 2019 when matters were scheduled for consideration.
Executive	16 September 2019	EX.78/19 – Carlisle – Your Place Project: If a call-in was received, call-in procedures would overlap/delay acceptance of the National Lottery Partnership Fund grant offer and the terms and conditions of grant by the stated deadline of 24 September thereby prejudicing the Council's interests.
Executive	18 November 2019	EX.106/19 – Innovate UK Project No 34290, Scaling on Street Charging Infrastructure (SOSCI): If a call-in was received, call in procedures would delay the granting of Executive approval for future involvement in this collaborative project, thereby prejudicing the Councils interests.
Executive	16 December 2019	EX.128/19 and EX.130/19 – Tullie House Business Plan 2019/20: If a call-in was received, call in procedures would delay submission of the matter to Council on 7 January 2020, when Council would be asked to agree core funding for the Trust, thereby prejudicing the Council's interests.

Executive	15 January 2020	<p>EX.02/20 - Budget Update - Revenue Estimates 2020/21 to 2024/25</p> <p>EX.03/20 - Local Taxation – Discounts and Premiums</p> <p>EX.04/20 - Revised Capital Programme 2019/20 and Provisional Capital Programme 2020/21 to 2024/25</p> <p>EX.05/20 - Treasury Management Strategy Statement, Investment Strategy and Minimum Revenue Provision Strategy 2020/21</p> <p>EX.06/20 - Provisional Pension Fund Valuation</p> <p>EX.07/20 - Provisional Local Government Finance Settlement 2020/21</p> <p>EX.08/20 - Executive Response to the Budget Consultation and Recommendations for the 2020/21 Budget:</p> <p>If a call-in was received, call in procedures would overlap the City Council meeting on 4 February 2020 when the 2020/21 Budget proposals were scheduled for consideration.</p>
Executive	10 February 2020	<p>EX.23/20 – Capital Budget Overview and Monitoring Report: April to December 2019:</p> <p>If a call-in was received, call in procedures would overlap the City Council meeting on 3 March 2020 when the matter was scheduled for consideration.</p>
Executive	9 March 2020	<p>EX.40/20 – Citadels Project:</p> <p>Call-in procedures would delay the decision to take this work forward putting at risk the deliverability of the project programme which must be concluded by March. Delay in this phase of the project would have had implications on the delivery of the wider programme for the Citadels Project, thereby prejudicing the Council's interests.</p>
Leader	6 April 2020	<p>LD.001/20 – St Cuthbert's Garden Village</p> <p>It is not currently possible to convene a Scrutiny Panel meeting due to the coronavirus pandemic; and any delay caused by the call-in process would delay the continuation of the project workstream in line with the programme, including necessary budget arrangements, thereby prejudicing the Council's interests.</p>

		LD.002/20 – Sewell’s Lonning Upgrade: It is not currently possible to convene a Scrutiny Panel meeting due to the coronavirus pandemic, in addition to which the project programme is tight; and any delay caused by the call-in process would delay the above-mentioned approval, thereby prejudicing the Council’s interests.
Executive	30 April 2020	EX.41/20 and EX.43/20 – Civic Centre Reinstatement and Development Project: If a call-in was received, call in procedures would overlap the City Council meeting on 5 May 2020 when the matter was scheduled for consideration.

Special Urgency

OD.35/20	3 March 2020	Sands Centre Redevelopment Project: There have been lengthy negotiations regarding the contract details and specifications which have delayed the finalisation of the contract terms. Any further delay to concluding the contract would significantly impact the overall building timescales and any delay would result in adverse financial impact on the Council.
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2.3 - Appendix 3 – Private Meetings

Meeting	Date	
Executive	16 September 2019	Waverley Viaduct
Executive	14 October 2019	Tullie House Business Plan
Executive	9 March 2020	Civic Centre Reinstatement and Development Project Citadels Project
Executive	30 April 2020	Civic Centre Reinstatement and Development Project

2.4 Appendix 4 - Key Items Not included in the Notice of Executive Key Decisions

Executive Meeting Date	Reference	Title
17 June 2019	EX.48/19	Provisional General Fund Revenue Outturn 2018/19 – Carry Forward
	EX.49/19	Provisional Capital Outturn 2018/19 – Carry Forwards
16 September 2019	EX.78/19	Carlisle – Your Place Project
	EX.85/19	Waverley Viaduct
18 November 2019	EX.106/19	Innovate UK Project No 34290, Scaling on Street Charging Infrastructure
	EX.114/19	Central Plaza Resilience Fund
10 February 2020	EX.18/20	Local Environment (Climate Change) Strategy
9 March 2020	EX.40/20	Citadels Project
30 April 2020	EX.41/20 / EX.43/20	Civic Centre Reinstatement and Development Project

Report to Council

Agenda
Item:

18

Meeting Date: 14 July 2020
Portfolio: Cross-cutting
Key Decision: Not applicable
Policy and Budget Framework: Not applicable
Public / Private: Public

Title: OPERATION OF THE PROVISIONS RELATING TO CALL-IN AND URGENCY
Report of: Corporate Director of Governance and Regulatory Services
Report Number: GD.30/20

Purpose / Summary:

To report on the operation of call-in and urgency since the start of the current municipal year.

Recommendations:

That the position be noted.

Tracking

Executive:	N/A
Scrutiny:	N/A
Council:	14 July 2020

1. BACKGROUND

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

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

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

The Executive, at their meeting on 22 June 2020, considered the following reports which were referred to Council. The items are to be considered by the Council on 14 July 2020. If a call-in was to be received on the matters, the call-in procedure would overlap the City Council meeting.

All Members will have received copies of the reports and minutes with the Summons for the Council meeting and will have the opportunity to consider the items at the Council meeting on 14 July 2020.

- Provisional General Fund Revenue Outturn 2019/20
- Provisional Capital Outturn 2019/20 and Revised Capital Programme 2020/21
- Treasury Management Outturn 2019/20
- Food Law Enforcement Service Plan 2020/21

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

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

3.1 That the position be noted.

Contact Officer: Morag Durham

Ext: 7036

**Appendices
attached to report:** None

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

- Carlisle City Council's Constitution
<https://www.carlisle.gov.uk/Council/Council-and-Democracy/Constitution>
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

CORPORATE IMPLICATIONS:

LEGAL – Report is by the Corporate Director of Governance and Regulatory Services and legal comments are included

PROPERTY SERVICES – Not applicable

FINANCE – Not applicable

EQUALITY – Not applicable

INFORMATION GOVERNANCE – Not applicable