Corporate Overview and Scrutiny Committee

Will meet on
Friday, 15 September 2006
at
9.30 a.m.
in
Lonsdale Room (G36), Allerdale House, Workington

Membership:

Councillor Margaret Snaith (Chairman)

Councillor Elizabeth Barracough  Councillor Bob Hardon
Councillor Nicholas Hardy        Councillor Ivor Humes
Councillor Les Lytollis          Councillor Anthony Markley
Councillor Pat McCracken         Councillor Kenneth McDonald
Councillor Dianne Moyes         Councillor Sam Standage
Councillor David Wilson

Members of the public are welcome to attend the meeting. If you have any questions or queries simply contact Sheila Brown on 01900 702561.

AGENDA

1. Draft Minutes (Pages 1 - 6)
   To agree as a correct record the draft minutes of the last meeting.

2. Apologies for absence.

3. Declaration of interests
   Councillors/Staff to give notice of any personal or prejudicial interest and the nature of that interest relating to any item on the agenda in accordance with the adopted Code of Conduct.

4. Questions
   To answer questions from members of the public – 2 days notice of which must have been given in writing or by electronic mail.
5. Market Town Initiatives (Pages 7 - 32)

To question the Chairman and Project Managers of both the Keswick and North Allerdale Partnership regarding the Service Level Agreement *(Wards Affected: All Saints Cockermouth; Aspatria; Boltons; Broughton St Bridgets; Christchurch Cockermouth; Crummock; Dalton; Derwent Valley; Holme; Keswick; Marsh; Silloth; Solway; Wampooll; Warnell; Waver; Wharrels; Wigton;)*

6. Executive Minutes (Pages 33 - 46)

To consider the draft executive minutes held on 30 August 2006.

7. Work Plan (Pages 47 - 48)

To consider the content of the work plan.

8. Forward Plan

To consider the content of the current forward plan (to follow)

9. Draft Computer and Telephone Usage Policy (Pages 49 - 50)

To consider:-

- The Volumes of external e-mails stopped with Allerdale Borough Council
- A summary of the Allerdale email system for personal use
- Ability to change Councillors passwords.

Borough Solicitor

---

**DATE OF NEXT MEETING**
Friday, 29 September 2006 at 9.30 a.m.
Lonsdale Room (G36), Allerdale House, Workington
At a meeting of the CORPORATE OVERVIEW AND SCRUTINY COMMITTEE held in Lonsdale Room (G36), Allerdale House, Workington on Friday, 18 August 2006 at 9.30 a.m.

Members

Mrs M A Snaith (Chairman)

Mr N Hardy  
Mr I A Humes  
Mr L G Lytollis  
Mr A J Markley  
Mrs P McCracken  
D Moyes  
Mr S Standage  
Mr D Wilson

Apologies for absence were received from Councillors Miss E D Barraclough, Mr R G Hardon and Mr K McDonald

Also Present – Mr. G. Casson.

Staff Present

G Bishop, S Brown, S Kirkpatrick and A March

1  MINUTES

The minutes of the meeting held on 16 June, 30 June, 14 July, and 28 July 2006 were signed as a correct record.

2  DECLARATION OF INTERESTS

10. Market Town Initiatives.
   Councillor Anthony Markley; Personal; Member of Silloth Town Council.

10. Market Town Initiatives.
   Councillor Nicholas Hardy; Personal; Friendship with Member of North West Development Agency.

10. Market Town Initiatives.
   Councillor David Wilson; Personal; Member of Aspatria Town Council.

10. Market Town Initiatives.
   Councillor Dianne Moyes; Personal; Member of Cockermouth Town Council.

10. Market Town Initiatives.
   Councillor Les Lytollis; Personal; Member of Cockermouth Town Council.

10. Market Town Initiatives.
   Councillor Margaret Snaith; Personal; Member of Silloth Town Council.

10. Market Town Initiatives.
   Councillor Sam Standage; Personal; Member of Cockermouth Town Council and Member of Cockermouth Market Town Initiative.
3 QUESTIONS

None Received.

4 WORK PLAN

Members considered their work plan to date.

AGREED –

- That the contents of the work plan be noted.
- That the Council’s use of consultancies be added to the work plan.

5 FORWARD PLAN

Members considered the content of the forward plan for the period 1 September 2006 – 31 December 2006. Six new key decisions had been added to the plan:-

- Budget Strategy.
- SAS610 Auditor’s Report.
- Statement of Accounts required by Auditors.
- Sickness Absence Policy.
- Home Working Policy.
- Purchase of HR & Payroll IT System.

AGREED – That:-

(a) That the contents of the Forward Plan be noted.
(b) That the leader of the Executive be contacted to ascertain progress made by Board of Cumbria Vision, in respect of the Memorandum of Understanding between the North West Development Agency & Sub-Regional Partnerships.
(c) That the key decision relating to Gershon savings in the current financial year be removed from the forward plan as it had been agreed by Executive.

6 CONSULTATION AND THE FORWARD PLAN

Members of Corporate Overview and Scrutiny discussed with the Chief Executive their concerns regarding timescales allowed for consultation.

The Chief Executive stated that she valued Overview and Scrutiny’s input and promised that she would, where ever possible, ensure that Overview and Scrutiny had time to provide a meaningful response.

Members also discussed the importance of including items on the forward plan in a timely manner.

AGREED – That the points raised be taken on board by the Chief Executive.

7 CORPORATE IMPROVEMENT PLAN REFRESHMENT PROJECT PLAN
Members received a presentation in respect of the Corporate Improvement Plan Refreshment 2006 Project Plan.

It was anticipated that the annual refresh would allow the Executive, Corporate Management Team and representatives from Overview and Scrutiny to:

- Review achievements
- Evaluate Progress
- Focus on what is important
- Prioritise

The three main stages of the refresh process were:

- The development and discussion of the refreshment CIP.
- The presentation of the draft refreshment CIP.
- A discussion focussing on the final document.

Key dates of the Project Plan were:

- Draft report to be on the Corporate Overview and Scrutiny Committee agenda for the 15 December 2006.
- Final report to be on the Corporate Overview and Scrutiny Committee agenda for approval on the 19 January 2006.

AGREED – That the project plan be noted.

8 DRAFT COMPUTER AND TELEPHONY USAGE POLICY

Members discussed:

- The Computer and Telephony Usage Policy
- Email Monitoring
- Monitoring procedures
- Internet Usage Monitoring

The Council on average sends and receives approximately 2700 external emails each day. In line with industry best practice, the Council utilises an automatic Content Filtering System called Surf Control which monitors all outgoing and incoming email against a set of pre-defined rules and dictionaries.

On average, 45% of all external emails are stopped automatically by the Content Filtering System on a daily basis. Most of these emails are stopped as spam.

If an external email is stopped by the monitoring system, it is placed into one of several quarantine queues. Both the sender and recipient are not notified of this. IT Services Officers manually assess the quarantine queues and make a judgement on the mail depending on the content;

- Harmful nature (such as a virus) emails will not be released.
• Spam mail will not be released: the user is not informed.
• Offensive or personal nature mail will be judged by a member of IT Services and a judgement made as to whether it should be released for business purposes.

The following principles are applied:-

• If an email is not of a business nature then it is not released, and the user is not notified.
• If an email is mildly offensive then it is not released, and the user is not notified.
• If an email is overly offensive then IT Services will inform the Internal Audit department who will review and take the appropriate action. The user is not notified of the involvement of the Internal Audit department. Internal Audit does not undertake any proactive monitoring of emails.
• If an email is of a legitimate business nature and has been stopped incorrectly, then it is released onwards.
• If an email is of a legitimate business but contains an offensive word, then a judgement is made by IT Services as to the best appropriate action.

Members were assured that access to email was strictly limited.

AGREED – That the following information be provided by the IT Services Manager:-

• The volumes of external emails stopped within Allerdale Borough Council
• A summary of personal use of the Allerdale email system
• Explore the possibility of introducing the ability for Councillors to change their password

9 MARKET TOWN INITIATIVES

Members considered the following documents in respect of their review of their review into the relationship between Keswick and North Allerdale Partnerships and the Council as their accountable body:-

• The definition of ‘accountable body status’
• The report submitted to the Executive on 29 October 2003 in relation to the Council acting as the accountable body for the market towns initiative.
• The content of the Service Level Agreement with Cockermouth Market Town initiative.
• The latest version of the Service Level Agreement with Keswick and NAP.

AGREED – That the Chairman and Project Managers of both the Keswick and North Allerdale Partnership be invited to the next meeting to discuss why the wording of the Service Level Agreement could not be agreed.

10 SHOP MOBILITY

Member’s considered the Executive’s response to Corporate Overview and Scrutiny’s report on the lack of provision of a Shop Mobility scheme in the new multi storey car park. The Executive had requested that a full options appraisal be undertaken.
Mr G Casson, a disabled member of the public had attended the meeting and expressed his desire to be come involved in the review.

**RESOLVED** –

- That a sub group be formed to undertake the options appraisal. The sub group was to consist of Councillors Humes, Markley, McCracken & Wilson. It was also agreed that Mr G. Casson be co-opted onto the group.

11 **PLANNING ENFORCEMENT**

Member’s completed the key questions form in respect of the review of Planning Enforcement.

The following reasons were given for the review:-

- To develop a better understanding of planning enforcement.
- To consider how enforcement activity is organised, and whether it is organised appropriately.
- To assess how consistent and adequate enforcement is.
- To assess the effectiveness of enforcement.

**RESOLVED** – That the following information be requested from the Head of Planning Services:-

- The legal position regarding planning enforcement
- The appeals procedure regarding planning enforcement appeals
- A copy of our enforcement policy
- Types of enforcement action undertaken
- Duties of an enforcement officer
- Details of staffing levels and resources for enforcement
- Details of the number of investigations, number of notices issued details of court action taken
- Details of any performance indicators
- Reporting methods for breaches

The meeting closed at 11.30 a.m.
This page is intentionally left blank
### RURAL REGENERATION PARTNERSHIPS IN ALLERDALE

<table>
<thead>
<tr>
<th>Purpose of Report</th>
<th>To inform the Council of the progress made by rural regeneration partnerships, to obtain the support of the Council for Strategic Action Plans they have produced and to gain, in principle, support for the Council managing public funding on their behalf.</th>
</tr>
</thead>
</table>
| Recommendations   | 1) That the Council endorses the regeneration action plans created through North Allerdale Partnership, Cockermouth Partnership and Keswick Area Partnership.  
2) That the Council agrees to act as an accountable body for regeneration funding secured through these rural partnerships subject to individual partnership agreements.  
3) That the Council becomes an active partner in delivering the action plans through supporting the implementation of projects that deliver our key aims. |
| Environmental Implications | Action Plans feature projects to positively enhance both the built and natural environment of Allerdale town and countryside. |
| Community Safety Implications | Action Plans feature projects to positively address community safety issues. |
| Financial Implications | i. The financial implications of the delivery of the action plans could be significant and are dependent on the translation of the policy and project ideas identified within the action plans into projects. |
ii. North Allerdale Partnership is the most advanced group as they have begun to translate their action plan into a scheme to receive public funding support for projects.

iii. The total programme costs so far identified are £12,000,000 over five years with a bid in the region of £4,000,000 to be submitted to NWDA in the coming months. Allerdale Borough Council would be expected to be accountable body for NWDA and potential ERDF funding. As with any external grant programme, there is a risk of clawback if grant is misused or agreed outputs are not delivered. The council has adequate procedures in place to minimise such risk.

iv. Where the Council is expected to manage a significant programme of funding it is likely that it will seek an administration fee from the partnerships. This will ensure that the Council has the necessary structures in place to support the management of such funds and the capacity to deliver for local partnerships without placing pressure on our current staff resources.

Human Rights Implications

There are no human rights implications.

Employment Implications

i. Action Plans feature projects to positively address issues relating to employment and underemployment in rural Allerdale. It is likely that some projects may feed into existing Allerdale initiatives such as the Intermediate Labour Market.

ii. The North Allerdale Strategic Action Plan features such projects as an Into Work initiative that will act as a rural equivalent of a successful urban scheme which has been running throughout 2002/3.

Health and Safety Implications

There are no health and safety implications.
Wards Affected

<table>
<thead>
<tr>
<th>Ward</th>
<th>Cockermouth</th>
<th>Keswick</th>
<th>North Allerdale</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints</td>
<td></td>
<td>Boltons</td>
<td>Aspatria</td>
</tr>
<tr>
<td>Castle</td>
<td></td>
<td>(in part)</td>
<td>Boltons (in part)</td>
</tr>
<tr>
<td>Cockermouth</td>
<td></td>
<td>Derwent</td>
<td>Holme</td>
</tr>
<tr>
<td>Crummock</td>
<td></td>
<td>Valley</td>
<td>Marsh</td>
</tr>
<tr>
<td>Dalton</td>
<td></td>
<td>Keswick</td>
<td>Silloth</td>
</tr>
<tr>
<td>St Bridgets</td>
<td></td>
<td></td>
<td>Solway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wampool</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Waver</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wharnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wharrels</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wigton</td>
</tr>
</tbody>
</table>

The Contribution this Decision would make to the Council’s Key Aims

Rural Renewal has been identified as a major theme in the emerging revised Community Strategy.

Portfolio Holder

Cllr. William Jefferson

Lead Member of Staff

Ben Brincombe

(A detailed listed of implications is appended to the report)

1.0 Introduction

1.1 There are three rural regeneration partnerships active in Allerdale. These groups are led by local people and cover five towns: Aspatria, Cockermouth, Keswick, Silloth and Wigton together with their rural hinterlands.

1.2 Cockermouth and Keswick Partnerships are working independently, whereas Aspatria, Silloth and Wigton have joined forces to form a co-ordinated three-town Initiative under the umbrella of the North Allerdale Partnership.

1.3 All three regeneration partnerships have recently been involved in the Market Towns Initiative (MTI). The MTI was (is), led by The Countryside Agency and North West Development Agency and is aimed at both improving and consolidating the commercial and social activity of rural market towns in England. Launched as part of a crosscutting strategy, the Initiative is aimed at addressing rural deprivation, as the decline of market towns has been identified as one of the principle causes.

1.4 The concept of the market towns initiative is to develop local solutions to local problems, which will be achieved by setting up partnerships with representatives from the voluntary sector, service providers, schools and colleges, business groups and local government.
Community participation is a key element as detailed local knowledge and skills are essential in addressing highly localised issues.

1.5 Although the Market Towns Initiative has raised the profile of our partnerships, informed funding partners about the needs of rural towns and facilitated the employment of dedicated officers, the real key to delivery of regeneration strategies within Cumbria’s rural towns has been the establishment of Rural Regeneration Cumbria. The government/NWDA decision to invest £67 million into rural regeneration in Cumbria has greatly enhanced the chances of the rural partnerships receiving significant levels of investment. This is an opportunity not to be missed for our rural towns as only through a successful delivery programme of projects can the partnerships build credibility and secure the long term investment they need.

2.0 Other Options Considered

2.1 Other options for the delivery of regeneration initiatives such as the creation of Solway Rural initiative have not always provided the necessary community leadership for projects in Rural Allerdale.

2.2 In the past, concerns have been raised over the councils commitment to its rural wards and the urban/rural split in terms of resource allocation. The Council’s involvement in Rural Regeneration Partnerships has seen the Council taking a lead role in addressing this perception and ensures that the council is an active partner in regeneration whilst ensuring that local communities drive forward their regeneration agendas.

2.3 Long term, depending on resources and requirements for implementation, a rural regeneration structure mirroring West Allerdale Regeneration may be required to cover the boroughs rural towns. The creation of such an organisation would be subject to the support of the rural regeneration partnerships and at present is not a viable option owing to the diversity of the three action plans and progress of the partnerships.

3.0 Details of any consultation undertaken

3.1 Please see information presented in sections 4-6 below.

4.0 How are the market town partnerships impacting on Allerdale?

4.1 The three partnerships have so far produced strategic regeneration action plans for their areas. The action plans are accessible as downloadable documents through the Allerdale Borough Council website www.allerdale.gov.uk.

4.2 These documents are vitally important to the future of the towns and their rural surroundings as they detail the broad range of projects - from built environment to business support schemes that will be developed and implemented over the next five years.

4.3 This work has led to the creation of three new co-ordinator posts to help the partnerships with the delivery of their action plans over their five-year lifespans.
5.0 **The North Allerdale Partnership and Strategic Action Plan**

5.1 The delivery body for regeneration in North Allerdale is the North Allerdale Partnership. The partnership is structured in order to be community led and able to take on a decision-making role within a regeneration programme.

5.2 The partnership’s executive is made up of 16 individuals representing towns, businesses, young people, the elderly, the environment and tourism. The executive is supported by officers of Allerdale Borough Council, Cumbria County Council, Solway Rural Initiative, Rural Regeneration Cumbria, NWDA and Countryside Agency. Although the executive currently contains some elected members, it is proposed that in addition a separate “members forum” be created featuring all borough and county members in order to brief them of progress and gain their support and involvement in initiatives.

5.3 There is a need to see a strong community role in managing this new rural regeneration programme with community involvement through the local Neighbourhood forums and other groups such as the Solway Coast AONB Joint Advisory Committee. As with the potential West Allerdale Regeneration the NAP should act as a “mini local strategic partnership” feeding into the broader West Cumbria LSP.

5.4 The North Allerdale Strategic Action Plan has the potential to bring significant regeneration funding into the area. This funding has been set-aside for Market Towns through the Market Towns Initiative and NAP is seen as a key partnership by NWDA in delivering their rural regeneration agenda. The rural regeneration company has also identified NAP as a key delivery body for its programmes.

5.5 The North Allerdale strategic action plan has an initial five-year lifespan with a total programme likely to be in the region of £12m.

5.6 The funding will support a range of physical, economic and environmental projects in the area. Extensive town centre public realm improvements and a range of projects to stimulate and support local jobs, tourism and business development are at the heart of the action plan. The plan also identifies social and community projects that will support economic regeneration initiatives.

6.0 **The Cockermouth Partnership and Cockermouth Action Plan**

6.1 The Cockermouth Partnership came together from a range of local organisations, traders, the Town Council and local residents to generate a new future for the town.

6.2 The partnership has a steering group made up of a range of interests within the town and has successfully established a Company Limited by Guarantee that long term is planned to become a delivery body for regeneration initiatives in the town. The need for a partner able to support the management of significant regeneration funds will be a necessity in the short term as the partnership builds a track record for managing public funding.

6.3 As with NAP, early consultation and planned ongoing consultation has been conducted through public meetings and by engaging with the local Neighbourhood forums.

6.4 The likely level of resource to be secured through the Cockermouth Action Plan will be dependent on how the towns Market Towns Officer translates this Community led
document into a programme of funded projects. The action plan features a range of initiatives from community aspirations to existing projects being managed by organisations active in the town. Therefore, it is difficult to identify a likely programme of funding or expenditure profile at present.

6.5 The Cockermouth action plan has a flagship project to re-vitalise Market Place through such initiatives as active promotion, physical improvements and working with partners such as Jennings, who are planning to install a river walkway to their site.

7.0 The Keswick Area Partnership and Action Plan

7.1 The Keswick Area Partnership have come together to work through the Market Towns Initiative process towards the creation of an action plan for the town. The partnership has a wide membership bringing together local politicians at all levels, representatives of statutory agencies, voluntary bodies and the private sector from both Keswick and the surrounding rural areas.

7.2 As with Cockermouth, the partnership has a steering group made up of a range of interests within the town and has successfully established a Company Limited by Guarantee.

7.3 The likely level of resource to be secured through the Keswick Area Action Plan will be dependent on how the towns Market Towns Officer translates this Community led document into a programme of funded projects. The action plan features a range of initiatives from community aspirations to existing projects being managed by organisations active in the town. Therefore it is difficult to identify a likely programme of funding or expenditure profile at present.

7.4 The Keswick Area Action plan features such projects as the Derwentwater Foreshore improvements, support for the Keswick museum and initiatives relating to broadband provision in the local area.

7.5 Keswick have also recently been successful in their inclusion in a National Pilot of Business Improvement Districts. The BID pilot scheme in Keswick will look at translating what is very much an Urban “crime and grime” project into a model that will benefit rural market towns. Keswick has the opportunity to become an example of good practice for others to follow once the legislation for BIDS is in place. BIDS will be the subject of a separate report to Council as this project will require active involvement from the Borough Council.

8.0 The Next Steps

8.1 The coming months will see the translation of all three action plans into delivery programmes or schemes for NWDA funding. Bids will be submitted to primary funders and projects will be developed in consultation with stakeholders.

8.2 Partnerships will be forging their own way forward with the support of the Allerdale Regeneration Group with its network of project officers.

8.3 Endorsement of the action plans by the Council is seen as being a key step along the way to regenerating our rural towns as this will allow the Allerdale Regeneration Group to
continue to support initiatives and ensure that its work continues to meet community aspirations and needs.

D MARTIN
HEAD OF REGENERATION

Reports/RRPinA.291003
08.10.03
BB/hb
**Report Implications**

Please delete where applicable.

| Category                                           | Yes | Sport | Yes | Legal | No | Tourism | Yes | Social Inclusion | Yes | E-Government | No | Human Rights | No | North West Regional | No | Youth Issues | Yes | European | No | Ethnic Minority Issues | No | National | No | Older People Issues | Yes | Partnership | Yes | Disability Issues | No | Heritage/Culture | Yes | Employment (external to the Council) | Yes | Planning Policy | No | Employment (internal) | Yes | Enforcement | No | Environmental/sustainability | Yes | Transport | Yes | Environmental/visual | Yes | Asset Management | No | Health | Yes | Health & Safety | No |

Is this a statutory recommendation? No

Is this a key decision? Yes

Has a risk assessment been undertaken? No

Wards affected

<table>
<thead>
<tr>
<th><strong>Cockermouth</strong></th>
<th><strong>Keswick</strong></th>
<th><strong>North Allerdale</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints</td>
<td>Boltons (in part)</td>
<td>Aspatria</td>
</tr>
<tr>
<td>Castle</td>
<td>Derwent Valley</td>
<td>Boltons (in part)</td>
</tr>
<tr>
<td>Cockermouth</td>
<td>Keswick</td>
<td>Holme</td>
</tr>
<tr>
<td>Crummock</td>
<td></td>
<td>Marsh</td>
</tr>
<tr>
<td>Dalton</td>
<td></td>
<td>Silloth</td>
</tr>
<tr>
<td>St Bridgets</td>
<td></td>
<td>Solway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


HC/SHS
1 April 2003
AGENDAS/Dem Services Gen/1.4.03 new report
ACCOUNTABLE BODY RESPONSIBILITIES

1. **Receipt of grant** – claim grant from NWDA, and other contributors and pay claims on the partnership which are due.

2. **Grant Offer Letters** – enter into contracts with project deliverers on behalf of partnership.

3. **In kind contributions** – ensure all agreed in-kind contributions are properly recorded and reported.

4. **Project appraisal** – ensure systems are in place and that projects have received formal approval before any payments are made.

5. **Progress monitoring** – ensure all required information on expenditure, activities, outputs and outcomes are properly recorded and reported.

6. **Competitive Tendering** – wherever possible contracts should be let through competitive tendering procedures. The Accountable Body will ensure this is followed, including following EC Procurement Directives above relevant thresholds.

7. **Withholding funds** – the Accountable Body reserves the right to withhold funds from projects which do not contribute to the delivery of the performance plan, are not properly appraised or fail to deliver the required outputs.

8. **Accounts** – the Accountable Body will account for the income and expenditure of the partnership and provide an annual audited statement of grant.

9. **Inventory of assets** – ensure an inventory of assets is established and maintained, including arrangements with projects for the reporting of purchases and disposals.

10. **Conflicts of interest** – will ensure the partnership establishes procedures for the declaring, recording and dealing with conflicts of interest.

11. **Employment of staff** – the Accountable Body will employ staff on behalf of the partnership.

12. **Audit** – can ask for internal audit/others to examine any aspects of the scheme, including records maintained by projects.

13. **Other** – the Accountable Body may provide other services as required eg accommodation, legal services.
PARTNERSHIP

1. Board
   - Approve and submit performance plans
   - Ensure effective systems are established
   - Monitor progress towards scheme objectives, including regular reviews/evaluation to assist the planning and strategic direction.
   - Approve projects based on robust appraisals
   - Establish and implement a forward strategy.

2. Sub-groups
   - Useful to assist the Board by considering particular issues/themes and providing advice.

3. Community Forums
   - Present the scheme’s activities to the community
   - Receive views from the community
   - Provide feedback to the Board

4. Appraisal panel
   - Useful to review project appraisals to ensure consistency and standards.

5. Scheme Manager
   - Manage delivery of the scheme, through staff
   - Oversee project development, appraisal, approval and monitoring/verification
   - Ensure effective operation of systems required by Accountable Body and Board
   - Ensure observance of rules/regulation of grant funding

6. Monitoring
   - Regular returns from projects
   - Checking and verification of information
   - Production of reports/information for NWDA, Accountable Body and Board

7. Finance
   - Maintain adequate records of expenditure/receipts, as per Accountable Body requirements
   - Maintain asset register/inventory
   - Ensure preparation of annual audit of grant expenditure
8. Documentation

- Organisation chart
- Job descriptions
- Written procedures (e.g., terms of reference for Board/groups, conflicts of interest, appraisal and approval of projects)
- Procedures handbook outlining requirements of project managers
- Standard grant offer letter
CONFLICTS OF INTEREST PROCEDURES

Comprehensive arrangements should be put in place for the declaring, recording and dealing with conflicts of interest. This should be a formal written document which is issued to all relevant Board/group members. The following issues should be included:

- A standing requirement for interests to be declared at the start of meetings;
- Identification of what constitutes a conflict;
- A requirement for members declaring an interest to take no part in the discussion/decision, and where necessary to leave the meeting;
- A clear record in the minutes of the meeting of the interests declared and action taken.

It is also recommended that a register of interests is established, to ensure transparency.
Memorandum of Agreement

Between

Allerdale Borough Council

-and-

Keswick Area Partnership Ltd/North Allerdale Partnership

Dated 1st April 2006
THIS AGREEMENT dated 1st April 2006
is made between:-

1. ALLERDALE BOROUGH COUNCIL whose principal office is at Allerdale House,
   Workington, Cumbria, CA14 3YJ ("The Accountable Body")
   /KESWICK AREA PARTNERSHIP LTD a company limited by guarantee
   (Company Registration Number 4865251) whose registered office is at 50 Main
   Street, Keswick, Cumbria, CA12 5JS ("The Partnership")
   /NORTH ALLERDALE PARTNERSHIP whose principal office is at the Council
   Information Centre, King Street, Wigton, Cumbria CA7 9EP ("The Partnership")
   /NORTH WEST REGIONAL DEVELOPMENT AGENCY the regional development
   agency for the North West of England whose principal office is at PO Box 37,
   Renaissance House, Centre Park, Warrington, Cheshire, WA1 1XS ("NWDA")

2. The purpose of the agreement is to provide "The Partnership" with
   ◦ Statutory accountable body and financial functions and
   ◦ Payroll and personnel services for Partnership staff
   ◦ Support to the Partnership staff as the Partnership request

3. The Agreement takes effect from 1st April 2006 and will continue until 31st March
   2008, unless terminated earlier, in accordance with paragraph 6 below.

4. The arrangements will be reviewed annually in connection with annual funding
   agreements in respect of the approved North West Development Agency (NWDA)
   Scheme ("the Scheme") or changes to the NWDA Guidance Manual.

5. The Agreement defines the relationship between "The Accountable Body" and
   "The Partnership" by establishing governing principles by which the management
   arrangements of the "Scheme" will be implemented and monitored by the parties
to this Agreement.

6. The Agreement may be terminated by "The Accountable Body" or "The
   Partnership" giving to the other party no less than 30 days written notice.

NOW IT IS HEREBY AGREED as follows:-

DEFINITIONS AND INTERPRETATION

/"The Accountable Body" means Allerdale Borough Council (ABC).

/"The Partnership" means Keswick Area Partnership (KAP) or North Allerdale Partnership
   (NAP).

/"Programmes" means the 'Vision into Delivery - Keswick Market Town Studies', the
   'Keswick Market Town Project Management' Project and 'Vision into Reality' programmes
   of work outlined in the respective "Partnership Delivery Plans" and supported by the
   Annual Performance Plans for which Allerdale Borough Council is the Accountable Body.

/"Delivery Plans" means the 'Vision into Delivery' and 'Vision into Reality' delivery plans
   developed and compiled by the "Partnership" dated October 2004 to March 2008.

/"Scheme" means the projects with 'Vision into Delivery' and 'Vision into Reality'
   delivery plans developed and compiled by the Partnership dated October 2004 to March
   2008.

/"Funder" means (for the purposes of this document) The North West Development
   Agency (NWDA) where Allerdale Borough Council is the accountable body.
"Delivery Agent" means those Agencies outlined within the Delivery Plan who will deliver the substantive parts of the programmes outlined in the Delivery plan.

"Grant" means the Offer from North-West Development Agency for the complete funding of the programmes amounting to £......... for KAP and £868,988 for NAP.

"Project Manager" means the Manager responsible for managing the proceedings of the "Partnership" identifying, applying for finance, and overseeing the delivery of the above named programmes and work with the "Accountable Body" to ensure all management and financial processes are adhered to.

Keswick Area Partnership Ltd/North Allerdale Partnership

Keswick Area Partnership - The Partnership is a Company Limited by Guarantee and has been established as an independent Community Regeneration Partnership under the Market Town Initiative Programme to source funding to deliver programmes of work within Keswick and its hinterland. The "Accountable Body" has been delegated responsibility for the financial probity of the NWDA programme by the "Partnership".

The "Partnership" Steering Group is comprised of representatives from the public, private and voluntary sectors. Officers of Allerdale Borough Council, Cumbria Constabulary, Cumbria County Council, Keswick Town Council, Job Centre Plus, Lake District National Park Authority and North West Regional Development Agency also attend in an observer capacity.

North Allerdale Partnership - The Partnership is an unincorporated association of recognised constituted bodies (this status is to be reviewed during 2006/07) and has been established as an independent Community Regeneration Partnership under the Market Town Initiative Programme to source funding to deliver programmes of work within Aspatria, Silloth and Wigton and their surrounding hinterlands. The "Accountable Body" has been delegated responsibility for the financial probity of the NWDA programme by the "Partnership".

The "Partnership" Steering Group is comprised of representatives from the Regeneration Partnerships, Towns Councils, Business Associations and the Voluntary Sector. Officers of Allerdale Borough Council, Cumbria Constabulary, Cumbria County Council and North West Regional Development Agency also attend in an observer capacity.

The Accountable Body agrees to:

Management

1. Attend "Partnership" Steering Group meetings.

2. Ensure that a representative from the "Accountable Body" attends "Partnership" meetings where project appraisals are an agenda item.

3. Undertake the payroll function on behalf of the "Partnership", providing local authority terms and conditions of service, performing all payroll associated functions and matters relating to Employment Law of a pure payroll nature.

4. Provide office accommodation for the "Partnership" in Keswick/Wigton as a contribution in kind, including the provision of a hot desk for MTI's at Allerdale House in Workington.

5. Provide access to Grant Finder as licensed to the "Accountable Body" to assist with the effective delivery of the "Partnership".

6. ABC will invite the MTI Project Managers to the Regeneration Team meetings.
7. ABC will provide appropriate training and ICT support for MTI Officers on POPs and other ICT systems, as necessary, to enable MTI Officers to maintain and operate Allerdale Borough Council ICT systems effectively and efficiently.

8. System K

9. Arrange a review of the Memorandum of Agreement to discuss any aspects of the partnership arrangements as required by both parties. We will arrange a joint agenda and attendance for the meetings.

10. The above are all included in the 5% management fee.

Scheme Delivery

11. Undertake the "Accountable Body" function for financial transactions that take place as a result of the "Partnership's" applications and "grants" from the "NWDA"

12. Provide the "Partnership" with copies of non-confidential Committee reports that refer to the "Partnership" when the agenda is published.

13. Assist with the preparation and securing of funding as necessary for the effective delivery of the "scheme" as requested.

14. The above are all included in the 5% management fee.

Financial Systems

15. ABC Audit and Accountancy Teams to provide support to the Partnership to ensure compliance with agreed financial and procurement procedures.

16. Allerdale Borough Council will email the Partnerships with the income amounts for their input into System K.

17. Provide the "Partnership" with quarterly general ledger reports.

18. ABC provide quarterly management fee costs information to the Partnership to enable compilation of the quarterly claim to NWDA.

19. Notify the "NWDA", the Partnership Chair and/or any other appropriate funders of any circumstances involving suspected financial irregularity etc. In the use of "scheme-grant" including fraud or other impropriety, mismanagement, or use of funds for purposes other than those approved.

20. Support the Partnership in using the councils procedures in relation to ordering and invoicing for goods and services. The Partnership can order up to £500. Over this the Partnership will request an order from the Rural Regeneration Officer. The Council will raise a purchase order within 3 working days of receiving an order request from the Partnership. The invoices will be received by the Invoice Team in Allerdale Council (to assist in the process of measuring and monitoring our Best Value Performance Indicator), who upon receipt will subsequently send on to the Partnerships for Confirmation of receipt. The Council will train the Partnership on the use of POPs when the timing is appropriate.

21. To pay claims from third parties for grants relating to NWDA funded projects in accordance with the terms of their funding contracts after authorisation by the "Partnership Project Manager", where the appropriate match funding has been secured.

22. Assist with "NWDA" health check audits and implement any necessary actions.

23. The above are all included in the 5% management fee.

The Partnership agrees to:
Version 10 for consideration between ABC/KAP and NAP/NWDA

Management
1. Ensure all operational and strategic issues are managed by the "Partnership".
2. "Partnership" Chairman will undertake line management responsibility for the "Partnership Project Manager and Project Administrator", including employment law, Allerdale's procedures, ABC support, documentation - what to be held where, annual appraisals, work programme setting meetings, personal development reviews, timesheets, annual leave, sickness, regrades, insurance etc – to come from Philippa.
3. The Partnership will invite ABC to the Partnership meetings and provide the update paperwork for meetings, including financial profiling.
4. Liaise with NWDA to agree appropriate monitoring and reporting systems.
5. Progress reports will be provided to Allerdale Borough Council at the quarterly Partnership meetings. This information will be provided with the agenda, at the meeting itself, or if no Allerdale representative is present, will be e-mailed as soon after the meeting as possible.
6. The KAP MTI Project Manager will provide briefings and updates, as necessary, relating to the performance of the "Partnership".
7. Undertake associated training in relation to Grant Finder to ensure effective use of the system.
8. Until March 2008, the Partnership will be the key contact for regeneration activities for Keswick/Wigton, Aspatria and Silloth and its/four hinterlands.

Scheme Delivery
9. Ensure the "Partnership" has Single Programme Appraisal Guidance (SPAG) and Systems and Procedures Improvement Plan (SAPIP) compliant procedures covering project application, appraisal, approvals, monitoring information and established effective financial systems and ensure that the procedures are appropriate for NDWA.
10. Complete the "NWDA Annual Delivery Plan" within the agreed timescale and furthermore implement and meet financial profiling requirements, including the "NWDA Vision into Reality" programme and provide copies to the "Accountable Body".
11. Undertake monitoring of all "Scheme" projects to ensure financial and output targets and to notify the funders and the "Accountable Body" promptly of any significant variances.
12. The Partnership will utilise the services of Cumbria County Council's Regeneration Support Team to undertake project appraisals that fall outside the NWDA delegated limit agreed in the Scheme Contract. The Partnership may undertake appraisals internally where projects fall within their delegated limit, on condition that they have received training from NWDA. The Accountable Body will have opportunity to comment on the final application and appraisal.
13. Payment of licences.......
14. Keswick MTI act as System K supervisor, as previously agreed by the MTI Project Managers involved. This will include providing password access to system users, input budget, funding, output headings etc., including all associated tasks but not including the change or input of any Partnership information other than that relating to the KAP Partnership.
15. Provide the Accountable Body with read only access to the Partnership information kept on System K.
16. Input project and programme data relating to the "Partnership" onto System K with financial, milestone and output information and asset details. Undertake any training required to update knowledge necessary to use System K effectively.
17. Inform the "Accountable Body" and the "NWDA" of any significant changes to the approved "Delivery Plans".

18. Ensure that the "Accountable Body" is informed of "Partnership" meetings where projects appraisals are an agenda item.

**Financial Systems**

19. Ensure that a Capital Asset register is set up and maintained in respect of assets acquired using "Scheme" funds of more than £500 per item in agreement with the "NWDA" Audit Team.

20. Compile "programme" expenditure for grant claims to the "NWDA" including management costs of the "Accountable Body". Claim and associated monitoring report provided to the "Accountable Body" for sign off.

21. Assist with annual (or as appropriate) "NWDA" health check audits and Allerdale Borough Council audits and implement any necessary actions.

22. The Partnership will use the council's procedures in relation to ordering and invoicing for goods and services. The Partnership can order up to £500. Over this the Partnership will request an order from the Rural Regeneration Officer. The Council will raise a purchase order within 3 working days of receiving an order request from the Partnership. The invoices will be received by the Invoice Team in Allerdale Council (as this assists the process of measuring and monitoring our Best Value Performance Indicator), who upon receipt will subsequently send on to the Partnerships for confirmation of receipt. The Council will train the Partnership on the use of POPS when the timing is appropriate.

Signed on behalf of the
Accountable Body

Authorised Signatory (Position)

Date

Signed on behalf of the
Partnership

Authorised Signatory (Position)

Date

Signed on behalf of the
NWDA

Authorised Signatory (Position)

Date
Dear Mr. Sewell

SCHEME/PROGRAMME NAME: NORTH ALLERDALE PARTNERSHIP MARKET TOWN INITIATIVE
APPROVAL OF ANNUAL PERFORMANCE PLAN

The Agency is pleased to be able to invest further funding in North Allerdale Partnership Market Town Initiative in accordance with the agreement dated 8th November 2005.

It is our intention to provide a 1 year maximum indicative grant allocation to assist you with your budget planning processes. However it should be noted that any references to any amount of funding for periods beyond 2006/7 remain subject to the absolute discretion of the Agency. Furthermore nothing in this letter or the accompanying documents shall impose any obligation whatsoever on the Agency to provide any funding beyond 2006/7. The table below highlights your budget for 2006/7 and subject to the foregoing an indicative maximum profile for 2007/8.

<table>
<thead>
<tr>
<th>2006/7 Budget</th>
<th>2007/8 Maximum Indicative Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>£ 244,433</td>
<td>£ 526,233</td>
</tr>
</tbody>
</table>

Approval is subject to:

- Your adherence to the terms and conditions set out in the grant offer letter/funding agreement dated 8 November 2005;

- Any changes to the Annual Performance Plan, from that approved, must be agreed in writing with the NWDA Contract Manager;
Accountable Body as Guarantor

In acceptance of this renewal offer letter, Allerdale Borough Council agrees and confirms to the Agency that it assumes responsibility as the Accountable Body for the Project and is bound and will fully comply with the Agency’s terms and conditions including any Standard and Special conditions comprised in that letter.

Both the Partnership and Allerdale Borough Council should therefore sign the attached contract and return to Karen Spriggs within 14 days of the date of this renewal offer letter.

If you have any queries concerning this letter, please contact the NWDA Contract Manager, Karen Spriggs on 01768 861324.

Yours sincerely

[Signature]

Peter White
Executive Director Infrastructure
Peter.white@nwda.co.uk
Service Level Agreement
between
The Cockermouth Partnership Limited
and
Allerdale Borough Council
October 2005

Notation:
CPL = Cockermouth Partnership Ltd
ABC = Allerdale Borough Council

Relationship Overview
The Cockermouth Partnership Ltd (CPL) and Allerdale Borough Council (ABC) have been working together for some years to maximise the opportunities that the Market Town Initiative programme (MTI) offers the townspeople of Cockermouth and its rural hinterland. The MTI has also brought other funding possibilities to the attention of CPL, and ABC is keen to assist in accessing as much of this as possible. CPL recognises ABC’s “Values” statement and other personnel related policy documents and ABC recognises and supports the role of CPL.

Aim
The aim of this agreement is to define the relationships, roles and responsibilities between CPL (which is actively managed through an elected Steering Group and Board of Directors) and the ABC Regeneration Team, through which both bodies work in productive partnership to fulfil the actions defined and maintained in the Cockermouth Action Plan.

This agreement shall remain active whilst it remains to the advantage of both parties. It will be reviewed annually and amended as necessary to reflect any significant changes that both parties wish to incorporate. It is recognised that CPL has a long-term aim of developing systems and procedures that will negate the need for ABC to hold accountable body status in future years.

ABC Officer Support to CPL
ABC will offer significant support in the form of officer time to assist in the following areas, including (but not limited to):

1. Hold the Accountable Body status for financial transactions that take place as a result of the MTI Scheme Bid to North West Development Agency and other funders connected with that scheme, plus any other schemes mutually agreed in advance and to provide assistance with the preparation and securing of funding where requested.

2. Consideration of grant assistance as and when requested which will be decided on the basis of achieving some parity for all 3 MTI Partnerships currently within Allerdale;

3. Liaison with funding bodies to agree appropriate monitoring and reporting systems;
4. Assistance and strategic input at Cockermouth Partnership Ltd meetings and events;
5. Assistance with development and implementation of projects which cross MTI boundaries within Allerdale and sub-region;
6. Liaison and communication of activities to assist in Cockermouth Partnership Ltd Public Relations requirements, within the Council's officer and member structure;
7. Personnel support for all employee matters, including payroll, National Insurance & pension provisions, matters requiring disciplinary procedures and all other matters covered by employment law;
8. Provision of office hot desk which is always available within Allerdale House.
9. Support as required to maintain and develop efficient IT systems and communication;
10. Associated training, access to and use of System K licensed project monitoring software;
11. Associated training, access to and use of Grantfinder (or similar) licensed funding directory software;
12. Provision of Monthly Management Accounts, quarterly invoices and an annual expenditure summary;
13. Share the line management responsibility for the CPL Project Manager jointly. This will result in a written Work Programme, which is agreed by the CPL Project Manager, ABC Regeneration Strategy Manager, and the CPL Steering Group. This will be updated at least every 3 months;
14. Fees for the above services provided by ABC for 2005-06 will be 5% of the income received by the partnership, less the amount paid out for Project Appraisals, through grant funding for projects for which ABC is the Accountable Body. This figure will be negotiated each financial year, agreed and confirmed in writing at least three months before imposition to allow time to seek funding.

CPL agree to:
1. Share the line management responsibility for the MTI officer jointly as in Item 13 above;
2. Maintain, refresh and prioritise the Cockermouth Action Plan and associated projects through an annual review process facilitated by the CPL Project Manager;
3. Promote community engagement, communication and involvement in the Cockermouth Action Plan and associated projects through public meetings and specific working groups.
4. Work with ABC to ensure that optimum funding sources are established to enable fulfilment of agreed projects within the Cockermouth Action Plan;
5. Provide full financial controls and systems to record, audit, monitor and report to all necessary bodies, as required by Company Law, and in line with the terms and conditions of any fundholders that have been agreed by CPL;
6. Provide information requested by ABC Staff to ensure compliance of their role as Accountable Body, and to meet specific fund-holder requirements as may be required. Such requirements shall be mutually determined and agreed by the CPL and ABC in a clear and transparent manner;
7. Undertake, or commission the undertaking of, appraisals for all projects requiring spend within the MTI programme. Keep ABC informed within this process.

8. Pay all legitimate and agreed invoices tendered by Allerdale Borough Council by the end of each month, or to seek formal approval for any delay through the ABC Rural Regeneration Officer.

Financial Systems and Procedures

All procurements should be made in accordance with ABC’s Procurement Strategy and Financial Regulations. ABC withholds the right to refuse payment on all procurements that are not in compliance with their Financial Regulations.

The following systems and procedures apply for all financial arrangements where Allerdale Borough Council act as an Accountable Body on behalf of the Cockermouth Partnership Ltd.

These arrangements are driven by approved PROJECTS to deliver the agreed Cockermouth Action Plan, created from the Market Towns Initiative 2002.

Points of Contact:

For the Cockermouth Partnership Ltd:

- Treasurer: Chris George
  10 Caldecote Avenue, Cockermouth CA13 9EQ
  Work Tel: 01946 811771
  Work email: cgeorge@capalex.com

For Allerdale Borough Council:

- Finance Dept: Miss Alison Parker
  Allerdale House, Workington CA14 3YJ
  Work Tel: 01900 326333
  Work email: alison.parker@allerdale.gov.uk

In addition, all correspondence shall be copied to:

- Ged Acton, CPL Project Manager: ged.acton@allerdale.gov.uk
- Debbie Keir, ABC Rural Regeneration Officer: debbie.keir@allerdale.gov.uk
- The appropriate, nominated CPL Project Champion

Budget:

- Each CPL project will be clearly defined in writing, with a budget drawn up to represent all expected income and expenditure to deliver the project. The budget will itemise expenditure using category codes mutually agreed between CPL & ABC, to allow full recording and analysis of actual against budgeted expenditure.

- Each project will have a nominated CPL Project Champion who will take the responsibility to monitor & report progress on delivery of each project.

- Each project budget will be drawn up to cover the declared lifespan of the project, and to reflect the CPL accounting period – from April to March each year.

- Each project budget will be agreed and signed off by the CPL Project Champion, and authorised by both the CPL Chair and the ABC Regeneration Strategy Manager.
• Significant amendments to projects (anything that may affect the outputs, outcome, timescale or costs) must be reported to ABC and the CPL Steering group as soon as is practical in order to obtain funders approval if necessary.

**Fund Building:**

• Each Project Champion is responsible for compilation of the project plan, including applications for funding, confirmation/quotes for expenditure and delivery partners.

• Copies of all applications and offer letters will be supplied to the ABC Rural Regeneration Officer for information and record.

• CPL, through the CPL Project Manager and the Project Champion, will satisfactorily report on project outcomes as required by fund holder procedures.

• All applications associated with the NWDA Scheme Bid, claims and reports will be submitted to ABC for action.

• Any funds obtained or received by CPL for projects where ABC is acting as Accountable Body will either be paid directly to Allerdale Borough Council or by transfer from CPL accounts.

• The investment of any advanced funds that may be obtained will be subject to agreement between the CPL Steering Group and ABC Regeneration Strategy Manager.

**Orders:**

• ABC will procure goods and services for projects only as previously approved on each project plan.

• An Order Request will be made by CPL to ABC for the issue of an order to obtain services or goods using an agreed pro-forma. The Request will confirm the Project reference and budget heading against which the order is required, and submitted via the Rural Regeneration Officer.

• The Request will be authorised by CPL as follows:
  o Value not exceeding £500: CPL Project Manager
  o Value of £500 - £20,000: CPL Project Manager & CPL Project Champion
  o Value in excess of £20,000: CPL Project Manager, CPL Project Champion & CPL Chair

• ABC will verify the Order Request via the Rural Regeneration Officer and will raise & issue an order within 2 working days of verification. A standard ABC Order Form will be used, and a copy supplied to the CPL Project Manager for confirmation & record.

• For items of general costs and administration of CPL, ABC will pay expenses up to the approved budgetary limits on submission of a completed ABC Claim form plus valid receipts or invoices.

• ABC will pay all approved invoices within standard ABC Terms & Conditions.
Reporting:

- ABC Finance Dept will provide monthly statements within 5 working days after each month end to the CPL Treasurer, itemising all income and expenditure per approved project. The statement will further identify expenditure by category. These statements are to correspond with agreed projects and budgets.

- ABC Finance Dept will provide a full, itemised summary statement of expenditure or income at quarterly intervals to the CPL Treasurer, plus associated receipts/evidence of authorised expenditure within 10 working days after the following months:
  - March (covering Jan - Mar)
  - June (covering April – June)
  - September (covering July – September)
  - December (covering Oct - Dec)

- The CPL Treasurer will reconcile and report all financial matters to the CPL Steering Group on a monthly basis.

Agreed:

<table>
<thead>
<tr>
<th>The Cockermouth Partnership Limited</th>
<th>Allerdale Borough Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: J. Smith</td>
<td>Name: Gillian Bishop</td>
</tr>
<tr>
<td>Position: CHAIRMAN</td>
<td>Position: CHIEF EXECUTIVE</td>
</tr>
<tr>
<td>Signature: J. Smith</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date: 13/3/06</td>
<td>Date: 16/3/06</td>
</tr>
</tbody>
</table>
This page is intentionally left blank
At a meeting of the EXECUTIVE held in Derwent Room, Allerdale House, Workington on Wednesday, 30 August 2006 at 10.00 a.m.

Members

Mr P Tibble (Chairman)
Mr J Askew
Mr P G Kendall
Mrs C C McCarron-Holmes
Mrs M T Rourke
Mr G Scott
Mr A Smith
Mr D A P Thomas

Apologies for absence were received from Councillors Mr J H Milburn and Mr J Musgrave

Also Present - R Rimmer

Staff Present

G Bishop, C Carre, Y Castle, P Daley, R Evans, N Fardon, A Fitzgerald, P Fox, P Hardy, D Martin, S Money, I Payne and J Reynolds

1 ATTENDANCE UNDER STANDING ORDER 36

Councillors L Lytollis and R Munby attended the meeting under standing order number 36.

2 MINUTES

The minutes of the meetings held on 28th June 2006 and 19th July 2006 were signed as a correct record.

3 DECLARATION OF INTEREST

   Councillor Phil Tibble; Personal; Member of South Workington Neighbourhood Management Committee.

20. Port of Workington Investment Programme Revision to Allerdale Contribution.
   Councillor Alan Smith; Personal; Board member appointed by the Council.

   Councillor Alan Smith; Personal; Previously employed by Corus.

28. Fit For Purpose Update.
   Carole Carre; Personal; Employed by the Council.

28. Fit For Purpose Update.
   Councillor Maureen Rourke; Personal; Grand daughter employed by the Council.
4 QUESTIONS

None received.

5 DOG FOULING

The Legal Executive submitted a report which gave details of the change in legislation and the method of making Dog Control Orders. The report also sought approval to apply an order throughout the Borough.

Dog Fouling was currently controlled by the Dogs (Fouling of Land) Act 1996 but was restrictive in the land to which it could be applied.

The Cleaner Neighbourhoods and Environment Act 2005 replaced the Dogs (Fouling of Land) Act 1996, allowing Councils to make Dog Control Orders and also enlarged the land to which it could be applied.

RECOMMENDED – That Council be requested to authorise the Borough Solicitor to make appropriate designation under the Dog Control Orders (Procedure) Regulations 2006.

6 HOUSING ACT 2004 HOUSING HEALTH & SAFETY RATING SYSTEM

Allerdale Housing Services Team Leader submitted a report which gave details of the replacement of the Housing Fitness Standard with the Housing Health & Safety Rating System and its associated Enforcement provisions.

The housing fitness standard was introduced by the Local Government and Housing Act 1989 which inserted a new s604 in the Housing Act 1985. If a local authority identified a property as unfit it had a duty to take action.

The test of fitness and its criteria was replaced with an evidence-based risk assessment procedure, the Housing Health and Safety Rating System (HHSRS).

HHSRS was a new approach to the assessment of risks to health and safety in residential premises. Local authorities would base enforcement decisions in respect of all residential premises on assessments under HHSRS. This reform would enable the Council to address more effectively the hazards to health and safety present in a dwelling.

Officers had undertaken training in both the assessment of dwellings and enforcement options to enable them to carry out the duties and responsibilities of the Council.

RECOMMENDED – that Council be requested to note the replacement

(a) Note the replacement of the Housing Fitness Standard with the Housing Health & Safety Rating System.

(b) Delegate the authority to serve relevant statutory notices to the Chief
Executive who in turn will delegate powers to appropriately qualified officers within the Council.

7 CORPORATE IMPROVEMENT PLAN REFRESHMENT 2006 PROJECT PLAN

The Information & Research Officer submitted a report which gave details of the Corporate Improvement Plan refreshment 2006 Project Plan.

The Corporate Improvement Plan would be reviewed on a yearly basis to ensure increased value for money and efficiencies. It would also allow the Council to check what the stakeholder priorities were and make amendments where necessary.

AGREED – That the contents of the Project Plan be noted.

8 CUMBRIA JOINT PLANNING COMMITTEE

Further to minute number 24 (2006/2007), the Head of Regeneration in conjunction with the Regeneration Strategy Manager submitted a report which gave details of the outcome of the proposal to set up a Cumbria Joint Planning Committee.

At the meeting of the Shadow Committee held on 10 July 2006, two authorities (Carlisle and Eden) stated they did not support the Joint Committee, on that basis the Council withdrew their support. However, all Local Planning Authorities expressed their support for joint working to prepare and adopt the relevant Supplementary Planning Documents (SPDs).

A Cumbria Joint Planning Committee would not be formed and the Shadow Committee would not meet again and the relevant SPDs would be prepared through joint working.

AGREED – That the contents of the report be noted.

9 LOCAL AREA AGREEMENT

Further to minute number 84 (2006/2007), the Interim Director of Community Services submitted a report which gave details of the latest version of the Cumbria Local Area Agreement submitted to Government Office North West on the 29 June 2006.

The final draft of the Local Area Agreement was appended to the report for members information.

AGREED – That the contents of the report be noted.

10 REVIEW OF ASSISTED AREAS

The Head of Regeneration submitted a report which gave details of the Stage 2 Consultation from the DTi on the Assisted Area Review and outlined the case for re-including Seaton, Flimby, Ewanrigg and Netherhall Wards in the defined Assisted Area map.

The Government was undertaking a review of the Assisted Area map and a Stage 1 consultation on the criteria to be used for defining assisted areas was undertaken
between February and April 2006. The consultation with stakeholders on the criteria for a new Assisted Areas Map for the UK would help establish the areas eligible for investment aid during the period 2007-2013.

The Department for Trade and Industry (DTi) requested detailed comments on the draft Assisted Area Map, Stage 2 of the Consultation by the 7 August 2006.

Whilst Cumbria as a whole retained a good coverage of assisted area status, Allerdale had only 5 wards in the proposals with wards in the Maryport area being omitted. It was important that those wards be re-included to support the ongoing regeneration in that area.

Members considered the proposed North West Wards and the Joint Cumbrian partners response to the Assisted Area Review that was appended to the report.

RECOMMENDED – That Council be requested to

(a) Endorse the Cumbria partners joint response as the Allerdale response.

(b) Accept the actions taken by officers to forward the response to the DTi consultation by the closing date of 7 August 2006.

(c) Reluctantly agree to the withdrawal of St Johns Ward from the draft Assisted Area Map if it would assist in the reinstatement of the Seaton, Flimby, Ewanrigg and Netherall Wards.

11 DEVELOPING CHILDREN’S TRUST ARRANGEMENTS

The Senior Performance Improvement Officer submitted a report which gave details of the progress on two elements of the change for children agenda – information sharing and the Common Assessment Framework.

Cumbria County Council and partners had been working towards Children’s Trust arrangements in Cumbria from 2005 to deliver improved outcomes for children, young people and their families.

Information sharing was a key element in creating effective children’s trust arrangements. The sharing of information was an important process that would assist Cumbria County Council and its partners to meet their duty to cooperate under Section 10 of the Children Act 2004.

The Change for Children information Sharing workstream had developed an Information Sharing Toolkit (IST). This would enable organisations to share both aggregated data and personal information within the legal framework in order to effectively safeguard children and jointly plan and commission services.

The Common Assessment Framework (CAF) was a tool to drive multi-agency working by embedding shared processes, developing a shared language of need and improving the information flow between agencies.
The CAF would need to be implemented by all local authorities by March 2008 to meet the requirements of the Children Act 2004. It was felt appropriate for the Council to commit £2,000 towards the successful implementation of the CAF across Cumbria.

RESOLVED – That

(a) The decision to sign up to the proposed Cumbria Information Sharing Toolkit be supported.

(b) The financial contribution towards the implementation/training plan for the rollout of the Common Assessment Framework be supported.

12 **PARTNERSHIP WORKING REVIEW REPORT**

The Senior Performance Improvement Officer submitted a report which gave details of the action plan and evaluation framework arising from the Council’s Partnership Working Best Value Review.

Working in partnership with other organisations was recognised as a critical task for the Council. It was also recognised that partnership working could pose substantial risks and making partnerships work effectively was a significant challenge.

The Review had developed a Partnership Working Framework, a mechanism for evaluating the effectiveness of existing and future partnerships and facilitating their development.

The Action Plan appended to the report set out the next steps for developing the Council’s approach to partnership working including the launch and roll out of the Partnership Working Framework.

RESOLVED – That the report, action plan and implementation of the Partnership Working Framework be supported.

13 **SOUTH WORKINGTON NEIGHBOURHOOD MANAGEMENT DELIVERY PLAN**

Further to minute number 154 (2006/07) the Head of Environment submitted a report which gave details of the Delivery Plan for Neighbourhood Management in South Workington.

The Delivery Plan had now been agreed by the Neighbourhood Committee and gave details of:

- The objectives of the plan;
- What was known about the area;
- The Partnership;
- The Financial Plan and the use of resources in Year 1;
- Baseline information and
- The Delivery Plan summary.

RECOMMENDED – That Council be requested to endorse the South Workington Neighbourhood Management Delivery Plan.
CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT


The Clean Neighbourhood and Environment Act was drafted in response to the need to clarify and enhance the role of Local Authorities in relation to ‘environmental crime’, such as littering, dog fouling and fly tipping that could have a detrimental impact on the appearance of towns and cities and if not addressed could lead to an upturn in antisocial behaviour.

The Act covered the following areas:

- Crime & Disorder
- Fixed Penalty Notices (FPN)
- Nuisance and Abandoned Vehicles
- Litter
- Graffiti and Fly-posting Waste
- Dogs
- Noise

Implementation of the Act would require officers to be trained and authorised to issue Fixed Penalty Notices. The new arrangements for Streetscene and local environmental quality proposed within the Fit for Purpose Review would allow the Council to develop a coherent strategy to use the new powers effectively and equitably.

The Council would also need to continue to work in partnership with other Districts to promote and raise awareness.

RECOMMENDED – That Council be requested to:

(a) Include the Enforcement Protocols contained within the Clean Neighbourhood and Environment Act 2005 in the Council’s Policy Framework.

(b) Adopt the default notice levels for Fixed Penalty Notices and recommended discount periods under the Clean Neighbourhood and Environment Act 2005 contained in Appendix 1 of the report.

(c) Approve the Director of Community Services to have delegated authority to authorise officers to issue Fixed Penalty Notices under the Clean Neighbourhood and Environment Act 2005.

(d) Participate in a campaign to promote and raise awareness of the Clean Neighbourhoods Act 2005 in partnership with all Cumbrian District Councils.

CUMBRIA STRATEGIC WASTE PARTNERSHIP

Further to minute number 476 (2004/2005) the Partnership & Projects Manager submitted a report which sought consideration to appoint a substitute for the portfolio
holder and for devolved decision making at the Cumbria Strategic Waste Partnership Board.

The Cumbria Strategic Waste Partnership Board was a key function in ensuring that the districts and the county were working together for the common aims of meeting targets, developing reuse and recycling, assisting with community projects and using local outlets for recycled materials.

Any risks involved in the devolution of some decision making to the Cumbria Strategic Waste Partnership Board were vastly outweighed by large fines that would be imposed if Cumbria failed to meet future government-set targets for the amount of waste going to landfill sites.

The Partnership Board had played a key role in considering technical and operation links in preparation of the new county waste disposal contracts.

The ‘Reduce, Reuse, Recycle’ agenda was a major objective of the Council who equally had a responsibility to contribute to strategies to achieve county wide targets.

RECOMMENDED – That Council be requested to:

(a) Reaffirm the commitment to the Cumbria Strategic Waste Partnership Board.

(b) Forward nominations for a deputy to represent the Council at meetings of the Board when the portfolio holder for contracts is unable to attend.

(c) Agree to major strategy or policy decisions with respect to waste management be subject to the agreement of the Executive and that decision making on all other matters with respect to waste work, including the implementation of policies be devolved to the portfolio holder or deputy to achieve continuity.

(d) Approve that the portfolio holder or deputy could agree the use of funding that had been allocated to the partnership in relation to waste activities.

16 PROPOSED HOUSEHOLD WASTE RECYCLING CENTRE AND MATERIALS FACILITY, SOLWAY ROAD, CLAY FLATTS, WORKINGTON

The Head of Regeneration submitted a report which gave details of an approach from the County Council requesting that the Council sell a small piece of their land to help facilitate the development of a new Household waste recycling centre on Solway Road, Workington.

The County Council had for some time been looking to improve their household waste Recycling Centre. A number of alternative sites had been looked at but the land opposite the existing site was the preferred option.

The Council was faced with taking a decision on conflicting priorities and would have to balance the need to have sufficient industrial land available to meet the demands of
the local economy whilst at the same time in partnership with the County Council have in place modern, necessary facilities to meet the new Government recycling targets to avoid potential fines.

RESOLVED – That the Council agree to the sale of its freehold interest in the land shown on the plan attached to the report with terms and conditions to be agreed by the Valuation Officer.

17 STREET TRADING - REVIEW OF CONSENT STREETS

Further to minute number 78 (2006/2007), the Environmental Health Unit Manager submitted a report which sought consideration to change the designation of consent streets and prohibited streets.

Changing the designation required statutory consultation and advertising, this had now taken place with no representations being received. To bring the changes of designation into effect it was necessary to pass the resolution and undertake further statutory advertising.

RESOLVED – That the designation of consent streets and prohibited streets set out in Appendix 1 be changed with effect from 9 October 2006.

18 HR PAYROLL

Further to minute number 620 (2005/2006) the Head of Human Resources submitted a report which gave details of the progress of the joint procurement of a new HR and Payroll system with Carlisle City Council.

The current IT system for the provision of payroll and HR information was now obsolete with ongoing support for the system to be discontinued.

A detailed options appraisal had been provided to advise of the options for procurement. Following the completion of a tendering exercise it was recommended to procure the HR and Payroll system from Midland.

The most beneficial solution for the Council was for the collaboration with Carlisle City Council to continue through the installation and testing of the new system.

The Council would benefit from financial savings through the joint procurement of the system by sharing implementation costs with Carlisle City Council and South Lakeland District Council. There were also potential additional savings and benefits to be made through a shared approach to delivering payroll services.

RESOLVED – That

(a) The purchase of an IT system for Payroll and Human Resources be supported.

(b) The options appraisal for the delivery of payroll services and implementation of the preferred option be supported.

19 KESWICK MUSEUM AND ART GALLERY (KMAG)
The Keswick Museum Project Manager submitted a report which gave details of the current situation of the development project at the Keswick Museum and Art Gallery (KMAG). The report also sought a capital and revenue commitment from the Council to secure a sustainable future for the building.

The Council as sole Trustee was responsible for the building and the collection. Keswick Museum and Art Gallery continued to operate at an annual deficit of approximately £95,000 and in its current form was unsustainable.

If the Council wished to dispose of the Museum, by law it had to either hand over the building and its collection to Keswick Town Council or sell the building and collection and hand over the proceeds of the sale.

Members considered the Development Options appended to the report.

The preferred option involved the Council transferring ownership and responsibility for KMAG to a new Charitable Company, but this could not occur whilst the museum operated at a deficit.

It was proposed as an interim measure, that the new company take over the operation of KMAG in return for a management fee and the Council retain ownership and responsibility for the assets.

The preferred development option required a capital investment from the Council of £310,000 capital (9%) and £180,000 revenue support (5%) over 3 years from 2007/08 to 2009/10. Those costs were currently unbudgeted.

**RECOMMENDED** – That Council be requested to:

(a) Approve Development Option A – Redevelopment of the Museum into a dynamic visitor attraction and learning centre owned and operated by an independent charitable trust.

(b) Agree to support the project into its next phase (to include a letter detailing that support).

(c) Approve a supplementary estimate of £310,000 for the preferred development option.

---

**20 PORT OF WORKINGTON INVESTMENT PROGRAMME REVISION TO ALLERDALE CONTRIBUTION**

Further to minute numbers 477 (2004/2005) and 370 (2005/2006) the Head of Regeneration submitted a report which gave details of the progress at the Port of Workington since the involvement of the Council on the Harbour Board. The report also sought a response to a request from the Port Manager to revise the agreed list of projects the Council would contribute to.

Members considered the Ports achievements detailed in the report over the last 12 months. Those successes show the Harbour Board was having an impact on the future prospects for the Port.
The Port had requested that the list of projects was reviewed in line with planned changes in the Investment Plan programme. Year 2 of the 10 year Investment Plan was currently being considered and years 3 – 10 would be subject to a critical review of projects. The review would enable better budgeting and programming to take account of operational requirements of the Port.

The Council had therefore been requested to agree to contribute to the following year 2 projects:

1) Business Development Manager - £50,000 revenue contribution in 2006/07.
2) Dock Gate Refurbishment and Nelcon Crane Refurbishment - £70,000 capital contribution in 2006/07.

RECOMMENDED – That Council be requested to:

(a) Welcome the progress at the Port.
(b) Agree to the revised list of projects for 2006/07 as specified in the report and to consider future years contributions when the Critical Review of the Investment Plan was completed.

21 CORUS/DERWENT HOWE MASTERPLAN

The Head of Regeneration submitted a report which gave details of the current position regarding the masterplan for the redevelopment of Corus/Derwent Howe. The report also sought views on the Council’s position of a potential tourism attraction based on Workington’s transport and energy history as part of that masterplan.

The Workington Corus plant would cease production at the end of August 2006. On the announcement of the closure by Corus, the NWDA established a Project Corus Working Group with a brief to examine how the effects of the closure might be mitigated.

The release of the site provided an opportunity to look at the whole future development of Derwent Howe. One proposal was to include a major tourism attraction based on the transport and energy history of the town and at an early stage, such a development would require substantial public sector support. The council would need to determine whether it would consider being a major partner.

Steel Action were supporting Workington by inviting input from other areas that had experienced similar closure of their steel industry.

RECOMMENDED – That Council be requested to:

(a) Note the position of the Corus/Derwent Howe Masterplan.
(b) Adopt a ‘wait and see’ position on the possible development of a new tourism attraction on the site until further details are clear.
(c) Note the involvement of Steel Action in respect of the Corus Site closure.
RECOMMENDATION REFERRED - DERWENT FOREST UPDATE REPORT

The Head of Regeneration submitted a report which gave details of the current position regarding the acquisition and development of the Derwent Forest site at Broughton Moor.

At the last meeting of the Task Group held in April 2005, members noted that the North West Regional Development Agency (NWRDA) had not agreed the full funding application submitted in July 2005 and there would be at least a six month delay in moving towards approval.

Cumbria Vision had unanimously approved the project in July 2006 and were asked to review the projects economic benefits and sustainability by demonstrating potential for the follow-on engagement of the private sector in the regeneration of the 6 identified development sites, totalling 52.5 hectares.

The review had been completed by Donaldsons and substantiated evidence of market interest could be demonstrated for the 13 identified private sector developer/investor parties short listed from the initial contact database comprising of 140 parties.

Housing remained an issue for the site and existing local and regional planning policies had been reviewed to enable limited housing on the site in support of major regeneration projects linked to leisure and tourism developments.

The Government Office North West (GONW) had confirmed that ERDF grants worth an initial £1.6m with a possible increase to £2.6m could be made available subject to contractual commitment to the project by September 2006.

Members discussed the offer from the County Council to become more engaged with the project and become joint owners of the site sharing any potential risks.

RECOMMENDED – That Council be requested to:

(a) Note the position of the Derwent Forest project.

(b) Enter into an agreement with Cumbria County Council to jointly own the Derwent Forest site to share risk and support the development of the site.

RECOMMENDATION REFERRED - CONSULTATION: CUMBRIA MINERALS & WASTE DEVELOPMENT FRAMEWORK


The Cumbria Minerals & Waste Development Framework (MWDF) had arisen due to changes to the planning system in 2004. The document would direct minerals and waste developments for those areas of the county outside the Lake District National Park including Allerdale. The MWDF had been prepared by Cumbria County Council, and
would eventually undergo a public examination before being submitted to the Secretary of State (Department of Communities and Local Government) for approval.

The Minerals & Waste Issues and Options Paper was the first phase of the MWDF. It grouped the main parts of the framework into one document with alternative options presented within each section. The final MWDF would be presented as a selection of separate documents, with a Core Strategy, General Development Control Policies, Site Specific Allocations and a Proposals Map.

The objectives for the MWDF were concerned largely with ensuring that the management and disposal of waste and the management and extraction of minerals were as sustainable as possible. It aimed to promote the reuse, recycling and composting of waste whilst minimising the use of landfill and similarly, it aimed to promote the reuse and recycling of raw materials to reduce the need for new primary extraction by:

- Seeking to minimise the impacts of minerals and waste developments on climate change;
- Making provision for the supply of the minerals needed by society from environmentally acceptable sources;
- Making provision for the waste management facilities that Cumbria needs to increase the amount of waste reused, recycled or composted to meet national targets and to minimise the disposal of waste to landfill;
- Seeking maximum local economic benefits from minerals and waste developments;
- Promoting efficient use of minerals and the reuse/recycling of suitable materials in order to minimise the need for new primary extraction;
- Helping secure the management of waste as near as possible to where it is produced without endangering human health and without harming the environment;
- Securing sound working practises so that the environmental impacts of minerals and waste developments, including traffic, are kept to a minimum;
- Protecting and, where possible, to enhance the overall quality of the environment including high standards of restoration once developments are completed;
- Helping conserve and safeguard mineral resources.

**RECOMMENDED** - That Council be requested to approve the response appended to the report for submission to Cumbria County Council.

**24 COMPARISON OF CAPITAL EXPENDITURE FOR 2005/2006 WITH BUDGET**

The Director of Finance submitted a report which gave details of the Capital Expenditure incurred in 2005/2006.

Members also considered details of the Housing Services capital expenditure for 2005/2006 and the capital expenditure in respect of Other Services for 2005/2006.

**RECOMMENDED** - That Council be requested to:-
(a) Note the contents of the report

(b) Carry forward resources to 2006/07 to enable uncompleted, budgeted capital works to be completed.

25 COMPARISON OF REVENUE OUTTURN FOR 2005-06 WITH BUDGET

The Director of Finance submitted a report which gave details of the net revenue expenditure incurred in 2005/06 on the services provided by the Council.

During the year the Council had generated significant income over and above that originally budgeted, those savings had been directed towards projects identified in the year but which were unable to be financially supported at the time.

The report compared the original Budget, adjusted for virements and Supplementary Estimates to the actual income and expenditure for 2004/05.

RESOLVED - That the contents of the report be noted and approved.

Resolved -
“That under Section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in paragraphs 2, 3 and 5 of part 1 of Schedule 12 (a) of the Act.”

26 TREASURY MANAGEMENT OPERATION - ANNUAL REPORT 2005/2006

The Director of Finance submitted a summary of the Councils' Treasury Management activity for 2005/2006. The Council had demonstrated compliance with the 2001 revision of the CIPFA Code of Practice on treasury management and compliance with the Treasury Policy Statement and Borrowing Policy.

RESOLVED - That the report be received.

27 CREATING A SINGLE REGENERATION DELIVERY TEAM FOR WEST CUMBRIA

The Head of Regeneration submitted a report which gave details of the proposed West Cumbria Delivery Team that would enable the successful delivery of physical regeneration projects in Allerdale and Copeland in association with Allerdale Borough Council, Copeland Borough Council, Cumbria County Council and West Lakes Renaissance.

There was a growing realisation that if local partners were to have sufficient capacity to achieve the ambitious regeneration and housing proposals an integrated regeneration delivery team, working across Allerdale andCopeland was essential to ensure an efficient, coherent and successful approach.

RESOLVED – That
(a) The proposal appended to the report be agreed in principle.

(b) A further report be presented to the Executive outlining the detailed implications of the proposal for the Council at a later date.

28 FIT FOR PURPOSE UPDATE

The Chief Executive submitted a report which gave details of the current position and next steps in relation to the Fit for Purpose Organisational Review.

Further to minute numbers 91 and 118 (2006/2007), the Chief Executive went into formal consultation with staff and trade unions on the structure, related job descriptions and person specifications. The consultation raised a number of issues for further consideration.

A series of meetings had taken place with Service Areas, Portfolio Holders and Unison and the consultation period had been concluded. There was overall general support for the new directorates, the management structure and key posts. The next steps for the way forward would build on the positive position and would include:

- Meetings with all Service Areas to discuss the current position on the FFP Review and to discuss and agree the ongoing implications for the Service Areas;
- Commencement of Redeployment activity in line with the Implementation Plan;
- Recruitment to vacant posts;
- Management of the temporary contract situation;
- Ongoing weekly communications;
- Bi-weekly meetings of the FFP Project Team;
- Ongoing consultation with Trade Unions.

RECOMMENDED – That Council be requested to:

(a) Approve the content and recommendations contained within the report.

(b) Agree to commence implementation based on the agreed positions contained within the report.

(c) Agree to receive future update reports on the progress and position of the implementation of the new structure.

The meeting closed at 1.00 p.m.
<table>
<thead>
<tr>
<th>REVIEW SUBJECT</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constitution</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Turnover</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parish Charter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Enforcement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shop Mobility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fit for Purpose</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
<td>Jul</td>
<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td><strong>Review Subject</strong></td>
<td><strong>Performance management &amp; delivery (CIP, BVPI etc)</strong></td>
<td><strong>Mining Issues</strong></td>
<td><strong>Consultation &amp; Forward Plan</strong></td>
<td><strong>MTIs</strong></td>
<td><strong>Accountable Body Role</strong></td>
<td><strong>Monitoring of Councillor e-mails</strong></td>
<td><strong>Consultation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESPONSE FROM STEPHEN KIRKPATRICK

Please could you pass on the following update to members of the Corporate Overview and Scrutiny committee in response to actions that I took away from last week’s meeting:

Use of Allerdale email system for personal use

I raised this issue with the Nick Fardon, in his role as Borough Solicitor & Monitoring Officer, as requested. The policy regarding personal use of the email system originally came into force in consultation with UNISON and was specifically aimed at officers of the Council rather than Members. However, concerns were raised by UNISON regarding Councillors being treated differently to Officers, therefore in consultation with UNISON and the then group leaders it was agreed that the policy not to allow personal use of the email system was implemented for all Councillors and Officers.

The advise was that the policy should remain the same for all users of the Council email system but that any Councillor with special requirements (such as family abroad), where no alternative methods are readily available, should make a written request to the Monitoring Officer for special dispensation.

Regulation of Investigatory Powers Act

Nick Fardon and Sharon Owen (Trainee Solicitor) advised that this act only applies to covert surveillance operations and therefore does not apply to this policy.

Volume of outgoing external emails stopped

As requested, we have looked into the number of outgoing emails that are stopped. During the month of July there were a total of 1283 outgoing emails stopped which equate to approximately 61 per working day.

The figures for July are as follows:

- 21 working days.
- Approximately 2700 external (incoming & outgoing) emails per working day.
- Approximately 45% (1215) of external emails stopped per working day.
- Approximately 61 outgoing emails stopped per day.
- This equates to 5% of all stopped external emails being stopped as outgoing on a daily basis.

These figures highlight that only 5% of all stopped emails (or 2.5% of all external emails) per day are stopped as outgoing. This is a very low number compared to those stopped as incoming.

Introduction of the ability for Councillors to change passwords

We are currently investigating the potential for allowing Councillors to change their computer password and will report back in full as soon as possible.

Passwords for office based staff are set to expire after 100 days, after which time the user is required to change their password whilst logging on to the computer.

However, as Councillors normally only ever logon to their PC from home (rather than directly on to a PC within a Council office) then we are technically unable to set Councillors up in the same way as Officers.
The problem is that if a Councillor’s password expires then the computer will simply
not see the network and the Councillor will not be given the option to change their
password. In this instance, the Councillor will be required to bring their computer in to
IT Services to get the password changed.

We do have the ability to allow Councillors to change their password at their own
leisure but do not have the ability to force passwords to expire after a certain time
period.

As detailed, I will provide further information once our research has been concluded.