

## **Executive Report to Full Council Report – 27th October 2009**

### **Transformational Leadership**

#### **CP - Improve our Financial Management – Councillor E Woodburn**

The Council met the statutory deadline for the production of the (draft) Annual Accounts 2008/09 and achieved this Corporate Improvement Plan target. The District Auditor reported to the Audit Committee on 23<sup>rd</sup> September setting out the findings from the audit. The audit of the Council's Statements of Account 2008/09 was formally completed by the statutory deadline (30<sup>th</sup> September) and an unqualified (clean) audit opinion has been received.

The Council has signed up to the Prompt Payments Code (PPC) devised by the Institute of Credit Management and supported by the Secretary of State for Business. Government Office Northwest is encouraging all Local Authorities, particularly those whose payment statistics for payment of undisputed invoices within 30 days of over 90% success rate to agree to the PPC. Copeland paid 97% of all undisputed invoices for the year to 30<sup>th</sup> September within 30 days. Prompt payment is one way we can positively support businesses i.e. helping cashflow, in this period of economic downturn.

#### **CP - Improve our Performance – Councillor E Woodburn**

The Annual Governance Report 2008/09 from the Audit Commission was received by the Audit Committee at its meeting on 23<sup>rd</sup> September. The report focuses upon the Annual Accounts 208/09 and the associated financial management, internal control and financial governance practices.

In reporting that no material errors were included in the draft Statements of Account, the District Auditor concluded that they represented a significant achievement by the Council, given the audit opinions for the 2006/07 and 2007/08 Accounts were received at the end of March 2009. More work can, and will be done to improve the quality of the Accounts going forward. Nonetheless, the external auditor's assessment of a score of '2; for financial reporting ('1' was received in 2007/08) as part of the Use of Resources assessment for 2008/09 reflects this achievement and a foundation upon which to build.

The Annual Governance Report also included the Use of Resources (UoR) scores for 2008/09. The Council will receive the UoR report and commentary as part of the Organisational Assessment in December

## **CP - Information Security Project – Councillor E Woodburn**

The Council has been working towards achievement of COCO (Code of Connection) standards by the national deadline of 30<sup>th</sup> September. Government auditors have confirmed the Council meets the requirements and we are judged to be COCO compliant. This means we can share data securely with other government bodies such as the DWP, NHS etc by a secure IT network. The Corporate Improvement Plan target has been achieved.

All Councils will be subject to annual renewal processes and to regular Government inspection. We will need, therefore, to continue to develop our IT and other working practices to comply with COCO, as it evolves, and to ensure we can evidence its practical application to maintain our place on the Government Connect network.

## **CP Work Effectively with others to meet the needs of Copeland – Councillor Elaine Woodburn**

### **Managing Radioactive Waste Safely (MRWS)**

The MRWS Steering group will be visiting all of the Neighbourhood Forums in West Cumbria to update the communities on the MRWS process. An informative leaflet will also be popping through every household in West Cumbria weeks commencing 16<sup>th</sup> and 23<sup>rd</sup> November. The quarterly survey of 3000 people on the Cumbria Citizens Panel is being used to ask a series of brief questions about the public's attitude to MRWS. There will also be a small selection of people from the citizens panel recruited to form a face to face residents panel.

A memorandum of understanding has been signed by CCC, ABC and ourselves which will enable and inform joint working and inform decision making by the LA's participating in the MRWS process

## **Improving Quality of Life**

### **CP Reduced Crime and Disorder - Councillor N Williams**

#### **West Cumbria CDRP Strategic Priorities 2009/10**

Under CDRP Reform there is a requirement to carry out an annual strategic assessment which was undertaken at the end of 2008/9 and the outcomes presented to the CDRP Strategy Group. The priorities for action for 2009/10 have been confirmed as being the same as last year with an addition of burglary. A task and finish group has been set up to specifically look at burglary and propose what actions are needed.

The list of West Cumbria CDRP strategic priorities for 2009/10 are attached as Appendix A

**The portfolio holder, Cllr Norman Williams, recommends to Full Council that**

**“Copeland Borough Council endorse the West Cumbria CDRP strategic priorities for 2009/10”.**

### **CP Reduced Crime and Disorder – Councillor Allan Holliday**

#### **Park Watch – Combating Anti-Social Behaviour**

Members will recall that I recently attended the launch of the first Park Watch scheme at Egremont Castle and Gardens.

Park Watch is a partnership between Copeland Borough Council and the West Cumbria Crime and Disorder Reduction Partnership, and the aim of this new initiative is to enable the police and local agencies to deal with local concerns about crime and disorder in public parks. This is achieved by encouraging visitors and residents living around our parks to report incidents as they are taking place.

With Park Watch, we hope to see a reduction in anti-social behaviour and crime, whilst at the same time positively encouraging public use of our parks.

In support of Park Watch a second initiative is also undertaken which involves the taking of “Street Safe Surveys” around the area of the park to identify concerns and problems. This initiative also encourages local residents to complete community diaries detailing any issues they have witnessed in the park.

Finally a third approach is undertaken in which a crime prevention survey is carried out to identify what actions can be taken to improve the park security and to design out potential crime.

Although Egremont Castle and Gardens was the first Park Watch in Copeland, over the next six months all of our Parks will be part of this exciting new initiative.

#### **Parks Friends Group – Millom**

The Council’s parks team work closely with our community and over the last few years a number of Park Friends Groups have been established to help with the development and management of their local parks, with a number of these groups helping to achieve the National Green and Green Flag Heritage Awards.

Continuing this good work I can inform members that a new parks friends group is being established in Millom, following a very well attended public meeting a new constituted Friends of Millom Park Group was formed. One of the group's tasks is for Millom Park to become part of Park Watch. The launch is planned for early November.

## **CP Economic Sustainability – Councillor A Holliday**

### **Support for Small Local Food Businesses**

Following the successful Food Standards Agency grant supported programme in 2006, Copeland have again been successful in securing funding to provide no cost training and mentoring support to small local business in the implementation of food safety management systems.

Up to 55 small local food businesses who were unable to attend the events in 2006 will be contacted and invited to a ½ day training session with follow up one to one mentoring at their food business to develop and put in place a food safety management system – Safer Food Better Business (SFBB). Training sessions will be held in Whitehaven and Millom.

The Safer Food Better Business System developed by the food business will be evaluated by Environmental Health Officers when in place for at least a month, providing further guidance and support.

Safer Food Better Business provides small local food businesses with food safety information including guidance on safe preparation of food, effective cleaning and cleaning systems, correct storage of food and training records. The implementation of an effective food safety management system is required to achieve a high confidence in management risk rating.

The Safer Food Better Business Grant supports and contributes to National Indicator NI 182 – level of food premises, which “broadly comply” with food safety legislation – the indicator requires inspection resources to be targeted at the premises not complying with food safety legislation.

The Safer Food Better Business Grant will also provide support to small local food businesses to maintain their 5★ (excellent) and 4★ (very good) star ratings **or** improve from 3★(good), 2★(fair), 1★ (poor) and 0★(very poor) ratings.

## **CP Increase Opportunities for Physical Activity – Councillor H Branney**

### **Moor Active – Cleator Moor Sport & Physical Activity Development Worker**

Leisure Copeland and the Council's Cultural Services team are delivering Moor Active – the Cleator Moor Sport & Physical Activity Development Worker project until 2012.

The project has now employed a Sport & Physical Activity Development Worker for three years (who started in April 2009) focusing on delivery to currently inactive adults with a particular emphasis on women's participation. Accompanying this worker, an apprentice has been employed as part of the project and who is working towards achieving level 2 NVQ coaching qualifications.

This project has already delivered sessions to 1264 residents in the first five months. Further developments and activities are planned including taster events, first time activity sessions (no experience required), girls only fitness, street football and sessions on the mobile climbing wall.

## **CP Reduce Household Waste to Landfill – Councillor A Holliday**

### **Extension of Black Box Recycling Scheme**

Work is currently underway to add additional properties in the more rural areas to the council's black box kerbside recycling scheme. This is in support of the recent changes to alternate week refuse and garden waste collections, but also to maximise the number of households receiving the service within the capacity of the vehicles which are able to make the collections. A GIS mapping exercise is being carried out to assess which properties are not currently on the scheme, and to help with efficient routing of vehicles.

There are currently almost 90% of residential properties in the borough with a kerbside collection of glass, cans and paper.

We are presently consulting the residents of Whitehaven town Centre with regards to the implementation of a recycling collection scheme. The initial discussions have been welcomed by those we've spoken to and a further report will be forthcoming once all options have been considered.

## **Promoting Prosperity**

### **CP Supporting development of health facilities – Councillor E Woodburn**

The Council is continuing regular dialogue with the Hospital Project Team in giving advice on planning matters, and in facilitating meetings with County Highways staff. The Council has introduced the Project Team to adjacent landowners to enable an agreement to use the nearby land as a contractors compound and the Council is assisting in securing further land as temporary contractor car parking.

The Trust Board is working with the Strategic Health Authority and NHS Cumbria to secure approval of the Outline Business Case which it hopes to attain at the November meeting of the SHA Board. In the meantime the Trust Board have secured an allocation of £6.8 m capital funding in advance of the Full Business Case approval to fund necessary early enabling works during the current financial year. These will include:-

- Necessary site surveys in advance of construction
- Some Demolition and site clearance works
- Adjacent land use costs
- Provision of temporary accommodation and car parking
- Phase 3 Design Fees
- Works to the existing maternity unit which will be retained and refurbished within the overall scheme

A dedicated website for the project is under development which will provide up to date information on all aspects of the project including monitoring progress against the programme.

### **CP Housing to meet the needs of the future – Councillor G Clements**

#### **Housing**

#### **Audit Commission Re-inspection**

In September 2009 we sent the inspectors a self-assessment and evidential document list for their desktop analysis. They will be on site in Copeland for one week ending 23 October and expect to send us their initial report before the end of November. There will be a round table meeting in the third week of December and the final report will be published early in 2010.

### **Meeting Housing Need**

Housing associations completed 22 new social rented homes (including 4 acquisitions) in the year ending 31 March 2009. The Home Housing Group are currently on site with the development of 20 new homes at Walkmill Court, Whitehaven and 8 at Rottington Road, Millom. These are scheduled for completion in December 2009 or January 2010. By end March 2010 we will have achieved 50 additional affordable homes in the last two years.

### **South Whitehaven Housing Market Renewal**

On 4 September Robert Napier, Chair of the Homes & Communities Agency (HCA) and Deborah McLaughlin, its North West Region Director, visited the Housing Market Renewal Programme in South Whitehaven. They saw the work being done on Woodhouse Evolution, the project title chosen by residents following extensive consultation. We had earlier supported the Home Group's funding bid to the HCA for the development of 28 new two bedroom bungalows and 2 three bedroom bungalows for older and disabled residents of the estate.

### **Private Housing Sector Renewal**

Our new financial assistance policy went live on 1 April 2009, designed to help homeowners achieve the Decent Homes Standard and remove housing health & safety hazards. Demand continues to be very vigorous and this year we expect to see some homes returned to occupation by first time buyers of properties which have been empty for more than 6 months and were in poor condition. However, the biggest growth in applications has come from homeowners on low incomes, at whom the policy was specifically targeted.

### **CP Improve our Performance – Councillor G Clements**

### **Revenue and Benefits Shared Services**

The final business case is being considered at a Special Executive meeting. An initial meeting between portfolio holders of Allerdale Borough and Carlisle City Council took place on 25 September to discuss the criteria for the employing authority, this will further be considered on 16 October 2009. A presentation on the proposed business case will be given to all members prior to Full Council.

## **CP Improve our Performance – Councillor G Blackwell**

### **Scheme of Delegation for the Determination of Planning and Other Applications**

In approving a revised Delegation Scheme for the determination of planning applications and other development proposals on 31 March 2009 a requirement was attached for the scheme to be reviewed following 6 months of becoming operational.

Since 1 April 2009:

- The percentage of decisions taken under delegated powers has increased from 72% last year to 88% as at 30 September 2009, thereby approaching the Government's target of 90%.
- Only two requests have been received from Members for planning applications to be referred to the Planning Panel for determination. One related to a 'major' development proposal which could not have been determined at officer level in any event. The other related to a householder development for an extension on the rear of a semi-detached house which was subsequently approved by the Planning Panel.
- No adverse comments have been received from Town/Parish Councils who are notified in writing of the reasons why a decision has been taken contrary to their recommendation, whether this decision has been taken under delegated authority or by the Planning Panel.

In the light of the above, Full Council is requested to endorse continued support for the planning delegation scheme.

### **Development Control Performance**

Following on from the above, the revised planning delegation scheme has enabled continued achievement of top quartile performance for all three categories of planning applications at the mid year point as follows:-

Major applications - 88% dealt with in less than 13 weeks (15 out of 17)

Minor applications - 95% dealt with in less than 8 weeks (81 out of 85)

Other applications - 100% (177 out of 177 dealt with in less than 8 weeks)



This makes Copeland one of the best performing authorities in the country.

## **CP Regeneration of Whitehaven Town Centre – Councillor C Giel**

### **Whitehaven Civic Quarter**

The Whitehaven Town Centre is an integral part of the Whitehaven Regeneration Programme. The main objectives of the project are:

- To enhance the key 'gateway site' and approach to the town centre
- To create a new and improved public space as focal points for new life and activity
- To improve the integration of new and existing development into the urban grain and to set higher standards of architectural landscape design for all town centre development
- To set high standards for design, materials and maintenance, which will reflect the raised aspirations of the town

Works at the Civic Halls commenced on site 21<sup>st</sup> September and the completion date is 11<sup>th</sup> December.

Local Whitehaven businesses have been kept informed of key dates and traffic management plans. A pedestrian access will be retained through the works period with access being altered to allow for contraction works to all areas of the site.

### **Mount Pleasant**

Whitehaven Mount Pleasant forms an important part of the Whitehaven Regeneration Programme and is a key linkage between Whitehaven Harbour Public Realm and The Coastal Park. The project will deliver a high quality accessible area incorporating new lighting, surfacing and a vantage point.

Planning permission for the scheme was given in September 2009 and six company schemes have been shortlisted using delegated procedures and tender documents are currently being drafted for issue this month. The 16 week contract is expected to commence in January 2010.

### **North Shore Developments – Councillor Cath Giel**

Following a number of detailed discussions with key stakeholders involved in the new TESCO store development at North Shore Whitehaven, and the associated Public Transport Interchange adjacent to that development, I am pleased to announce that we have reached agreement with all partner organisations with regard to the appropriate scale of the Interchange and the new TESCO store. We are working hard with TESCO and hope to receive a planning application early in the new year, we then have 13 weeks to determine the application. Should the application be successful, we are optimistic that the construction of the store will follow, this is however subject to the approval process as part of TESCO's national development programme and until planning permission is secured TESCO will not be able to confirm their position in this regard.

### **Albion Square Development – Councillors Elaine Woodburn / Cath Giel**

As Members know Copeland Borough Council is leading on this proposed office development in partnership with West Lakes Renaissance, NWDA and others. We have appointed RMJM as lead design consultants and an initial stakeholder discussion has been held. This was extremely positive and the development was welcomed by all.

There is to be drop in session for members of the public, where they will be given the opportunity to learn about the project. This will take place from **2.00pm to 7.00pm on the 10th November and we are arranging for a Member briefing from 12.30pm to 2.00pm on the same day, both to be held in the United Reform Church Whitehaven.**

### **CP Creating Sufficient and Diverse Jobs – Councillor C Giel**

#### **Worklessness Development Funding / Commissioning**

The Commissioning Panel of the Working Neighbourhoods Fund (WNF) approved a number of worklessness related projects which are in line with Copeland's Worklessness Framework These projects are also aligned to the proposed activity which Copeland will deliver through the Future Jobs Fund. The Future Jobs Fund is an exciting new initiative backed by significant money from the government, which will help to generate jobs for those in greatest need, particularly young people, and also those in areas of high unemployment. A summary of the approved projects funded by WNF is as follows:

Pathways to Art is a programme which works with those on long-term incapacity benefit to offer creative activity as part of a confidence building, therapeutic and motivating programme. **£100k**

### Sports Volunteer Development - Cultural Services - Copeland Borough Council

This area of work is to employ a Sports Volunteer Development Officer who will grow and sustain sports volunteers in schools and the community. The focus for this activity will be residents between 14- 24 years, but it will also include residents who fall outside of this age range with a focus on Super Output Areas across Copeland. **£100k**

### Developing Intermediate Labour Market – Home Group

This project aims to establish an Intermediate Labour Market Initiative (ILM) for the Copeland area. The overall aim is to introduce a “Journey” from benefits to employment and training, a step by step approach to the development of local people furthest from the job market. **£100k**

### CP Economic Sustainability – Councillor C Giel

#### North West Community Coalfields Regeneration Programme

The following activities have been commissioned in Round 1 of the North West Community Coalfield Regeneration Programme (NWCCRP) and will be delivered across Copeland and Allerdale as from 1 September 2009:

- Tackling Barriers in hard to reach areas through delivery of smaller grassroots interventions.
- Engaging Incapacity Benefit Claimants

The successful tenderer for both activities is an organisation called Routes to Work. Each tender was to the value of £250,000. Routes to Work will subcontract Copeland elements of the activity to Phoenix Enterprise Centre which is based in Cleator Moor.

The commissioning process for Round 2 of the Programme is now under way and information is available on the following websites as from 18 September 2009:

- [wigan.gov.uk](http://wigan.gov.uk)
- [supply2.gov.uk](http://supply2.gov.uk)

Copeland and Allerdale are now seeking to procure activities to support the development of Intermediate Labour Market opportunities. Commissioned activity will be delivered in key wards across the Boroughs of Allerdale and Copeland. The value of this contract is up to £239,390 and activity is due to commence on 23 November 2009.

**RECOMMENDATION TO COUNCIL – see Appendix B**

Partnership Development and Asset Management  
22 September 2009 EXE/09/0051  
Portfolio Holder: Councillor Ms E Woodburn

**Decision: That Council be recommended to approve in principle that**

**a) a lease to Her Majesty’s Revenue and Customs (or body designated by such for holding property for their functions) of part of the Copeland Centre be granted; and**

**(b) the completion of any ancillary documentation necessary to facilitate such lease; and in both cases the approval of the detailed terms of such documentation be delegated to the Head of Development Operations in consultation with the Head of Finance and Management Information Services and the Head of Legal and Democratic Services**

Appendix A

<b>Strategic Priority</b>	<b>Key Headings</b>
<b>Violent crime</b>	<p><b>Leadership</b> – race and diversity and equality</p> <p><b>Tackling strategic issues</b></p> <ul style="list-style-type: none"> <li>• developing the economy</li> <li>• reducing stresses in everyday lives</li> </ul> <p><b>Effective licensing and enforcement arrangements</b></p> <p><b>Infrastructure</b> - Enabling better communication and knowledge between partners, Pub watch co-ordinator and robust Pubwatch structure</p> <p><b>Advice and support</b> – engaging with young people</p>
<b>Domestic Abuse</b>	<p><b>Leadership</b> – equal, consistent access across the county</p> <p><b>Tackling strategic issues</b> – creating a supportive environment through</p> <ul style="list-style-type: none"> <li>• ensuring housing shortfalls are identified and rectified</li> <li>• identifying challenging areas, such as gaining confidence of those with drug and alcohol issues in reporting domestic violence</li> <li>• developing effective support for children etc</li> <li>• acknowledging and working on issues such as the role and treatment of women in society</li> </ul> <p><b>Enforcement</b> – arrests, convictions</p> <p><b>Infrastructure</b> – IDVAs, specialist domestic abuse courts</p> <p><b>Advice and support :</b></p> <ul style="list-style-type: none"> <li>• education to prevent domestic abuse through children’s services</li> <li>• support to victims of domestic abuse</li> <li>• rehabilitation of perpetrators of domestic abuse</li> <li>• availability of services to reduce stress and improve wellbeing</li> <li>• accessible support and advice to people to manage their relationships</li> <li>• accessible support and advice to people at risk of being subject to abuse</li> </ul>
<b>Criminal Damage and Antisocial Behaviour</b>	<p><b>Leadership</b> – good quality of life regardless of locality</p>

	<p><b>Tackling strategic issues</b> – developing the range and quality of opportunities and environments for local people and business</p> <p><b>Enforcement</b> – Police and Housing meetings, School Inclusion meetings, Prevent and Deter, Intervention Panel</p> <p><b>Infrastructure</b> – Admin support for enforcement</p> <p><b>Advice and support</b> – raising awareness about Anti Social Behaviour. including through schools, criminal damage campaign, drug and alcohol awareness for young people in schools</p>
<b>Casualty reduction</b>	<p><b>Leadership</b> - co-ordinated countywide approach supported</p> <p><b>Tackling strategic issues</b> – ensuring:</p> <ul style="list-style-type: none"> <li>• those most at risk are identified</li> <li>• driving policies are in place in the workplace</li> <li>• road network is effectively managed and developed</li> <li>• adequate opportunity for local people to have themselves and their vehicles tested for safety</li> <li>• adequate access to car maintenance facilities and access to safety equipment such as child car seats and properly controlled sales of vehicles</li> <li>• a fit for purpose fire and rescue service and health service including acute facilities is available</li> <li>• buildings and planning developments are in line with best practice for fire and road safety</li> </ul> <p><b>Enforcement</b> – specific A roads with established higher casualty figures, drink / drug driving, mobile phones</p> <p><b>Infrastructure</b> – Improving signage to reduce casualties amongst motorcyclists</p> <p><b>Advice and support</b> – Fire and rescue work in schools around road and fire safety and through referral and special events</p>
<b>Drugs and alcohol</b>	<p><b>Leadership</b> – priority issue supported across county, working towards co -ordinated county wide approach being supported together with equal access to services</p>

	<p><b>Tackling strategic issues:</b></p> <ul style="list-style-type: none"> <li>• development and improved management of the economy, including leisure and tourism opportunities which incorporate alcohol</li> <li>• ensuring housing requirements are met</li> </ul> <p><b>Enforcement</b> – Licensing panels for Allerdale and Copeland, Trading Standards and other test purchasing</p> <p><b>Infrastructure</b> – Development of satellite centres in West Cumbria through Drug and Alcohol Action Team</p> <p><b>Advice and support :</b></p> <ul style="list-style-type: none"> <li>• Commissioning of services for drugs and alcohol through Drug and Alcohol Action Team, including ones for young people</li> <li>• Healthy schools</li> <li>• Ensuring the needs of young people, including effective protection are met</li> <li>• For parents and carers</li> <li>• For young carers</li> </ul>
<p><b>Public Perception and Engagement</b></p>	<p><b>Leadership – ensuring:</b></p> <ul style="list-style-type: none"> <li>• engagement includes those whose voice is at risk of not being heard</li> <li>• frameworks and structures for engagement are robust</li> <li>• issues raised are responded to effectively, including changing the allocation of resources or changing service design if required</li> <li>• assured accountability</li> </ul> <p><b>Tackling strategic issues</b> – ensuring:</p> <ul style="list-style-type: none"> <li>• engagement activity is co-ordinated to maximise citizens’ time</li> <li>• marketing and communications activity is co -ordinated to minimise and cross – check for potentially conflicting messages</li> </ul> <p><b>Enforcement</b> – ensuring:</p> <ul style="list-style-type: none"> <li>• local people are clear as to what will be enforced</li> <li>• outcomes of enforcement activity</li> </ul> <p><b>Infrastructure</b> – ensuring that proper arrangements are in place:</p> <ul style="list-style-type: none"> <li>• for engagement activity</li> </ul>

	<ul style="list-style-type: none"> <li>• to document issues raised through engagement activity</li> <li>• to monitor outcomes and ensure participants are aware of them</li> <li>• to ensure best practice in terms of effective marketing and communication is used and developed</li> </ul> <p><b>Advice and support</b> – ensure proper advice and support arrangements are in place for those who may wish to be heard</p>
<p><b>Neighbourhoods and Localities</b></p>	<p><b>Leadership</b> – Place shaping</p> <p><b>Tackling strategic issues</b> – Neighbourhood policing, Neighbourhood management – reducing inequalities</p> <p><b>Enforcement</b> – ensuring the higher needs of neighbourhoods with greater problems are met through involving local perspectives on:</p> <ul style="list-style-type: none"> <li>• sufficient and effective enforcement activity</li> <li>• partners working on the preventative agenda</li> </ul> <p><b>Infrastructure</b> – Ensuring there are effective:</p> <ul style="list-style-type: none"> <li>• ways of capturing needs</li> <li>• responding to the needs of localities and engaging with local people, organisations and businesses</li> <li>• ensuring that improvements have been delivered and services adapted and responsive to developing or endemic issues</li> </ul> <p><b>Advice and support</b> - ensuring that people in neighbourhoods and localities have opportunities to understand:</p> <ul style="list-style-type: none"> <li>• how they can become involved in decisions and developments affecting their local area</li> <li>• the positive outcomes which can come from it</li> <li>• support available to participate</li> </ul>
<p><b>Burglary</b></p>	<p>To adopt a problem solving approach towards the issues of burglary in West Cumbria with a view to achieving long term sustainable reductions.</p>



## **PARTNERSHIP DEVELOPMENT AND ASSET MANAGEMENT**

**EXECUTIVE MEMBER:** Councillor Elaine Woodburn  
**LEAD OFFICER:** Head of Development Operations Pat Graham  
**REPORT AUTHOR:** Contracts and Property Manager Chris Lloyd

**Summary:** Members are advised of potential improvements in shared services through a partnership with Her Majesty's Revenue Commissioners (HMRC) to provide their 'Face to Face' services within the Copeland Centre for a period of three years. Some income will be generated but the Council will not incur any costs.

**Recommendation:** That Council be recommended to approve in principle (a) the grant of a lease to Her Majesty's Revenue and Customs (or body designated by such for holding property for their functions) of part of the Copeland Centre; and (b) the completion of any ancillary documentation necessary to facilitate such lease; and in both cases the approval of the detailed terms of such documentation being delegated to the Head of Development Operations in consultation with the Head of Finance and Management Information Services and the Head of Legal and Democratic Services.

### **1. INTRODUCTION**

#### *1.1 Approach from HMRC for accommodation*

As a result of national changes to governance Her Majesty's Revenue and Customs has approached Copeland Borough Council to explore the opportunity for provision of space at the Copeland Centre for provision of services within the town and Borough.

A positive response from the Council demonstrate a willingness to contribute to provision of joined up services and officers would wish to make every effort to assist so long as this does not prejudice Council services. The proposals have been taken to Corporate Team where a positive response was received.

#### *1.2 HMRC requirements*

The HMRC approached the Council about the potential for accommodating a 'Face to Face' presence in Whitehaven within the Copeland Centre.

This is as a result of changes to HMRC governance resulting in the closure of the current Whitehaven offices, the establishment of a processing centre at Lillyhall, and provision of face to face satellite centres.

These Centres have already been set up at Rochdale and Bury with local councils and are being extended out nationally.

### **3. FINANCIAL CONSIDERATIONS**

#### **3.1 Costs**

HMRC will require a presence for a minimum of three years, and has confirmed that any reasonable costs incurred by the Council in making alterations for accommodation will be paid.

The Council will not incur any cost as a result of making adaptations for HMRC, at end of lease minimal reinstatement will be required and/or the Council may wish to make use of the facilities installed.

This additional income will benefit the revenue budget and 2010/11 plans, and these will be reported and considered by the Resource Planning Working Group.

#### **3.2 Income**

HMRC has confirmed agreement to pay such charges comprising £9,800 set up; £12,811.64 Unitary Charge portion, £1235.74 NNDR portion per annum

### **4. FUTURE REQUIREMENTS**

4.1 It is recognised that as an authority we may need to do further work to consider how the Copeland Centre may provide a greater one stop shop function in the future; an additional and as yet informal approach has been made from an additional organisation. We are also aware that there may be physical improvements needed in order to meet our own requirements. We intend to establish a working group to look into these issues.

4.2 We are however of the view that this current proposal can and should be supported, and that our service provision will not be unduly compromised as a result. The HMRC has been advised however, that we are developing our understanding of the potential for a more strategic approach to a joint

customer interface from this building and that the accommodation we are offering now, may change in the future, although we will continue to meet their stated requirements.

## **5 CONCLUSIONS**

- 5.1 These proposals provide an excellent opportunity for the Council to demonstrate a willingness to implement 'joined up government' and to assist in providing continuity of services for our community.

## **6. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)**

- 6.1 Additional income can be generated at no cost and with no adverse effect on Council services, maximising use of our accommodation.

## **7. PROJECT AND RISK MANAGEMENT**

- 7.1 Normal project management construction related procedures apply.

## **8. IMPACT ON CORPORATE PLAN**

- 8.1 Contributes to Transformational Leadership Corporate Plan objectives 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.
- The Council is recognised as an excellent community leader
  - 1.2 The Council influences decision making at a national and regional level
  - 1.3 Staff, stakeholders and partners receive clear direction
  - 1.4 We are involved in strong working partnerships to deliver our public priorities
  - 1.5 The community's priorities are delivered through the efficient use of resources and effective performance management
  - 1.6 Communities are involved in local decision making

8.2 Contributes to Quality of Life Corporate Plan objectives 2.1, 2.4.

- 2.1 The area has a high quality environment
- 2.4 Equality of opportunity for everyone

**List of Appendices:** Sketch plans placed in Members room for examination.

**List of Background Documents:** Project file.

**List of Consultees:** Corporate Team, Councillor Elaine Woodburn

### **CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	No
Impact on Sustainability	No
Impact on Rural Proofing	No
Health and Safety Implications	Method statements and risk assessments will be undertaken for any hazardous alteration works (electrical)
Project and Risk Management	Included
Impact on Equality and Diversity Issues	No
Children and Young Persons Implications	No
Human Rights Act Implications	No
Monitoring Officer Comments	Due to Contract Standing Orders the final decision on this proposal needs to be taken by Council.
Section 151 Officer Comments	No further comments to add – Section 3 sets out financial implications. The proposal provides the opportunity to benefit from additional income.

Please say if this report will require the making of a Key Decision NO