

Officer Decisions

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Below is a list of decisions taken by Officers of Carlisle City Council which they have classed as significant, full details and supporting background documents can be viewed on the Council's website: <http://cmis.carlisle.gov.uk/cmis/CouncilDecisions/OfficerDecisions.aspx>

Decision Ref No	Title:	Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:
Corporate Director of Governance and Regulatory Services				
OD.087/18	Disabled Facility Grants (DFG) Repayment	A request has been received for the Council to waive the repayment on a DFG Repayment under the Scheme of Housing Assistance (Empty Properties and Disabled Facilities Grant) 2017 for a property in Springfield Road, Carlisle. The Housing Renewal Assistance Policy document lays out the reason for using discretion to waive the payment, the relevant Portfolio Holder and Service Director are approved to make the final decision.	Email from solicitor on change of circumstance and reason for move confirming applicant requires 24 hour care. Not for publication by virtue of paragraph 1 of part 1 of schedule 12a to the Local Government Act 1972	10/08/2018
Licensing Manager				
OD.088/18	Licensing Decisions taken between 30 August 2018 and 7 September 2018	The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	07/09/2018
Licensing Manager				
OD.089/18	Licensing Decisions taken between 7 September 2018 and 14 September 2018	The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	14/09/2018

Decision Ref No	Title:	Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:
Corporate Director of Economic Development				
OD.090/18	Cumbria and Lancaster Community-led Housing Hub	The Hub (initially a three year initiative) would be funded in the first year by other partners (Allerdale, Copeland, Eden, South Lakeland and Lancaster District Councils) as they have received funding through the 'Community Housing Fund' with joint funding bid to Homes England to cover the costs of years 2 and 3. Carlisle have been allowed to join without making a financial contribution, on condition that the City Council takes the lead on Legal & Procurement.	The Development of a Community-Led Housing Hub within the Sub-Region (Cumbria and Lancaster) briefing report	04/09/2018
Licensing Manager				
OD.091/18	Licensing Decisions taken between 14 September 2018 and 20 September 2018	The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	20/09/2018
Licensing Manager				
OD.092/18	Licensing Decisions taken between 20 September 2018 and 27 September 2018	The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx)	Applications for various licences	27/09/2018

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Town Clerk and Chief Executive

OD.093/18	Civica Icon Contract - Urgent Decision	<p>The Council uses Civica Icon as its Income management system for processing all income due to the Council, including card payments and bank statement reconciliation.</p> <p>The current contract with Civica expires on 30 September 2018. In order to achieve continuation of service and to avoid the need to change systems, which will be resource and financially intensive, it is proposed that a new contract be directly awarded with Civica effective from 1 October 2018 for a period of 3-years.</p> <p>A decision has been made by the appropriate Corporate Director that Civica is the only supplier that can provide the same software as is currently used, namely the ICON system and that changing Income Management systems suppliers would involve additional up-front capital costs, re-training and implementation costs. Civica is therefore the only supplier that allows continuation of service with a familiar system.</p> <p>This Officer Decision Notice records that, in line with Contract procedure Rule 1e, and following consultation by the Chief Executive with the Corporate Director of Finance and Resources, The Leader of the Council, the Portfolio Holder for Finance, Governance and Resources and the Leader of the Opposition, the decision has been made to exempt the provisions of the Council's Contract Procedure Rules in regard to the awarding of a contract to Civica for the Council's Income Management system.</p> <p>To exempt the provisions of the Council's Contract Procedure Rules in regard to the awarding of a contract to Civica for the Council's Income Management system.</p>	None	26/09/2018
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Corporate Director of Finance and Resources

OD.094/18	Civica Icon Contract	<p>The Council uses Civica Icon as its Income management system for processing all income due to the Council, including card payments and bank statement reconciliation.</p> <p>The current contract with Civica expires on 30 September 2018. In order to achieve continuation of service and to avoid the need to change systems, which will be resource and financially intensive, it is proposed that a new contract be directly awarded with Civica effective from 1 October 2018 for a period of 3-years.</p> <p>The following points should be noted regarding this direct award in relation to the Council's Contract Procedure Rules;</p> <p>1.In line with Contract Procedure Rule 10c, it is deemed that Civica are the only supplier that can provide the same software as is currently used, namely the ICON system and that changing Income Management systems suppliers would involve additional up-front capital costs, re-training and implementation costs. Civica are therefore the only supplier that allows continuation of service with a familiar system.</p> <p>2.In line with Contract Procedure Rule 1e, The Chief Executive in consultation with the Corporate Director of Finance and Resources can deem the contract to be urgent and therefore not subject to normal internal procurement requirements following consultation with the Leader, Portfolio Holder and Leader of Opposition.</p> <p>By not awarding the contract to Civica, the Council would be in the position where it may not have a fully working income management system with which to process payments and income it receives. There would be additional capital costs involved in procuring through a tender exercise and a risk of loss of service to the Council.</p> <p>The contract is within current budgetary provisions.</p> <p>Decision taken</p>	None	26/09/2018
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1.That there is only one possible supplier, namely Civica Icon, in relation to this supply and, therefore, no additional tenders should be invited;
2.To award a new contract with Civica Icon for the income management system of the Council

Corporate Director of Finance and Resources

OD.095/18	Elected Member Training	Councillor Mrs D Parsons to attend Combatting Loneliness Conference in Manchester on 27 November 2018	None	25/09/2018
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Town Clerk and Chief Executive

OD.096/18	Festive Lighting Reserve Fund - Release of Funds	To release the sum of £42,000 from the Festive Lighting Reserve Fund to assist in funding the Festive and Winter Lights over the next 3 years. Funds released in 2018/19 to be £32,800, £4,600 in 2019/20 and £4,600 in 2020/21.	None	27/09/2018
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Neighbourhood Services and Enforcement Manager

OD.097/18	Provision of dedicated parking for BBC film unit for limited period in Castle Car Park	To allow an area of Castle Car Park to be cordoned off to allow parking of vehicles used by Children's BBC Drama to carry out filming. Vehicles will be parked from Sunday 7th October 2018 – to Friday 11th October 2018.	Plan of car park attached.	02/10/2018
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Licensing Manager

OD.098/18	Licensing Decisions taken between 27 September 2018 and 4 October 2018	The Licensing Manager has granted the attached licences or permissionsApplications for various under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.asp x)		04/10/2018
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