

OFFICER DECISIONS

Below is a list of decisions taken by Officers which they have classed as significant:-

REF: OD.4/03 MEMBER TRAINING

Decision of Head of Member Support and Employee Services in accordance with Paragraph 12.1.3 of the Leader's Scheme of Delegation.

Portfolio Corporate Resources

Subject Matter

To authorise attendance by Councillor Mrs Bowman at a half day North West Employers training course to be held in Manchester on 21 March 2003 on "Facing the Audience - Delivering Successful Speeches."

Summary of Options Rejected

None

DECISION

That Councillor Mrs Bowman be authorised to attend a half day North West Employers training course to be held in Manchester on 21 March 2003 on "Facing the Audience - Delivering Successful Speeches." Funding to come from the Member Training Budget.

Reason for Decision

Attendance at the course will support the Member's role on the Council.

Date Decision Made

21 February 2003

REF: OD.5/03 MEMBER TRAINING - LICENSING LAW COURSE

Decision of Head of Member Support and Employee Services in accordance with Paragraph 12.1.3 of the Leader's Scheme of

Delegation.

Portfolio Corporate Resources

Subject Matter

To authorise attendance by Councillor Morton at a course on the transfer of liquor licensing to Local Authorities organised by Carlisle City Council on behalf of Cumbria Licensing Forum at Tullie House on 29 April 2003.

Summary of Options Rejected

None

DECISION

That Councillor Morton be authorised to attend the above course at a cost of £35, funding to come from the Members Individual Training Budget.

Reason for Decision

As Councillor Morton is Chairman of the Licensing and Regulatory Panel, this is an appropriate course for him to attend.

Date Decision Made

25 February 2003

**REF: OD.6/03 RECOVERY OF OUTSTANDING DEBT
AND INVESTIGATIONS INTO HOUSING BENEFIT
FRAUD**

Decision of Head of Revenues and Benefits in accordance with Paragraph 6.2.4 of the Leader's Scheme of Delegation.

Portfolio Finance and Resources

Subject Matter

To delegate decisions to recover outstanding debt via the Magistrates Court and Bailiff action. Also to investigate Housing Benefit Fraud including authorisation of surveillance under the Regulation of Investigatory Powers Act.

Summary of Options Rejected

None

DECISION

That delegations be as follows:-

1. Proceedings

(i) Signing of Complaint

Peter Brian Mason, Elaine Turner and Mark Anthony Wilson

be authorised to sign a Complaint to the Magistrates Court in proceedings relating to the recovery of Council Tax and Non Domestic Rates in accordance with Rule 4 of the Magistrates Courts Rules 1981.

(ii) Attending the Magistrates Court

Mark Anthony Wilson, Alan Kerr and Marion Upex

be authorised to attend Magistrates Court in proceedings related to the recovery of Council Tax and Non Domestic Rates in accordance with Section 223 of the Local Government Act 1972.

2. Bailiff Work

Mark Anthony Wilson, Jack Friels Thompson and Alan Kerr be authorised to undertake Bailiff work in respect of Council Tax and Non Domestic Rates.

3. Designated Fraud Officers

Leslie Stephenson and Paul Tibbets to be designated Fraud Officers to investigate Benefit Fraud.

4. Surveillance Under the Regulation of Investigatory Powers Act 2000

The following staff are authorised to sanction covert surveillance in investigating potential fraudulent activity:

Peter Mason - Head of Revenues and Benefits Services

Angela Brown - Head of Finance

Elaine Turner - Benefits Manager

Ian Beckett - Audit Manager

Reason for Decision

To enable the Council to progress recovery of outstanding debts via statutory provisions. Also the investigation of potential benefit fraud.

Date Decision Made

4 March 2003

REF: OD.7/03 BEREAVEMENT SERVICES - SCALE OF CHARGES FOR 2003/04

Decision of Head of Environmental Protection Services in accordance with Paragraph 4.2.39 of the Leader's Scheme of Delegation.

Portfolio Health and Wellbeing

Subject Matter

The City Council's Budget Resolution (Minute C.28/03 of 17 February 2003) requires additional income of £119,000 on Bereavement Services to be achieved in 2003/04.

Summary of Options Rejected

None

DECISION

That fees be increased to achieve additional income required as part of the Council's Budget decisions for 2003/04. The scale of charges for 2003/04 are as follows:-

| Bereavement Services | Est No | New Fee | Total Raised |
|----------------------|--------|---------|--------------|
| Fees 2003/04 | 03/04 | | |
| Cremation Stillborn | 3 | FOC | 0 |
| Crem up 17 yrs | 4 | 68.50 | 14.00 |
| Crem Adult | 1680 | 305.00 | 47040.00 |
| Crem Body Parts | 2 | 27.50 | 3.00 |
| Chapel 24hrs | 6 | 7.65 | 2.40 |
| Chapel 48 hrs | 4 | 15.30 | 7.20 |
| Chapel 72 hrs | 6 | 22.95 | 35.70 |
| | | | |

| | | | |
|------------------------|-----|--------|----------|
| Crem Rems Away | 21 | 27.50 | 31.50 |
| Postage | 25 | 22.00 | 25.00 |
| Poly Urn | 224 | 8.00 | 336.00 |
| Metal Urn | 70 | 12.50 | 35.00 |
| Casket | 88 | 20.00 | 88.00 |
| Bearer | 690 | 8.00 | 345.00 |
| Interment Stillborn | 11 | FOC | |
| Int up to 17yrs | 2 | 50.00 | 6.00 |
| Int Adult | 243 | 306.00 | 14580.00 |
| Int Non Resident | 28 | 400.00 | 3360.00 |
| Int Crem Rems | 210 | 100.00 | 630.00 |
| Int Body Parts | 2 | 27.50 | 5.00 |
| Purchase child | 5 | 36.75 | 8.75 |
| Purchase Adult | 217 | 465.00 | 42315.00 |
| Purchase Crem Rems | 96 | 160.00 | 5760.00 |
| Environ Cremation | 21 | 270.00 | 420.00 |
| Woodland – two burials | | | |
| Woodland – one burial | 37 | 150.00 | 777.00 |
| Woodland Crem rems | 2 | 150.00 | 42.00 |
| Recycled Resident | 6 | 306.00 | 360.00 |
| Recycled Non Resident | | | |
| Headstone | 220 | 50.00 | 440.00 |
| Memorial Vase/Add Ins | 189 | 31.00 | 283.50 |
| | | | |

| | | | |
|------------------------|----|-------|-------------------|
| Cemetery Chapel – RS | 22 | 60.00 | 220.00 |
| Cemetery Chapel – Stan | 3 | 50.00 | 21.00 |
| Statutory Declaration | 86 | 14.00 | No change |
| Total | | | 116,777.55 |

| Memorial Fees | Est No 03/04 | New Fees | TOTAL |
|-----------------------------------|-----------------|----------|--------|
| BOR 2 line entry | 208 | 32.00 | 312.00 |
| 5 line entry | 70 | 61.50 | 210.00 |
| 5 line + F/E | 62 | 88.75 | 263.50 |
| 8 Line Entry | 8 | 69.00 | 24.00 |
| 8 Line entry + f/e | 20 | 103.00 | 90.00 |
| Cards 2 line entry | 31 | 19.50 | 46.50 |
| 5 line entry | 15 | 34.50 | 22.50 |
| 5 line entry + f/e | 8 | 64.50 | 24.00 |
| 8 line entry | 2 | 44.50 | 4.00 |
| 8 line entry + f/e | 3 | 73.50 | 10.50 |
| Baby Book per line | 3 | 3.80 | 0.60 |
| Motifs | 1 | 32.50 | 1.75 |
| Granite Plaques 2 line with niche | | | |

| | | | |
|--------------------------------|----|--------|----------------|
| 2 lines without niche | 5 | 201.00 | 45.00 |
| 3 lines with niche | | | |
| 3 lines without niche | 15 | 225.00 | 150.00 |
| 4/5 lines with niche | | | |
| 4/5 lines without niche | 18 | 265.00 | 216.00 |
| Each reserved line | 15 | 39.50 | 30.00 |
| Bronze Plaque with niche | | | |
| Without niche | 25 | 149.00 | 175.00 |
| Replacement | 2 | 57.50 | 5.00 |
| Sheepfold Plaque | 30 | 183.00 | 480.00 |
| Teak Seats | 2 | 650.00 | 200.00 |
| Standard coffin | 1 | 148.00 | |
| Peace Box | 5 | 130.00 | |
| Compakta | 18 | 75.00 | 54.00 |
| Shroud | 1 | 145.00 | |
| Carlisle Coffin (removed) | 8 | 102.00 | 24.00 |
| Coffin lining | | 11.00 | |
| Bamboo coffin | 3 | 145.00 | |
| Heather Garden Sanctum 2000 | 10 | 498.00 | 450.00 |
| Extra letters/figures | | 2.08 | |
| Replacement Plaque | | 119.00 | |
| Memorial Vase & Tablet | 4 | 267.00 | 96.00 |
| Replacement Plaque | | 115.50 | |
| TOTAL | | | 2934.35 |

Reason for Decision

To achieve additional income as required by the City Council. Scale of charges agreed in consultation with the portfolio holder.

Date Decision Made

3 March 2003

REF: OD.8/03 IMPROVEMENT AND DEVELOPMENT AGENCY (IDEA) CONFERENCE

Decision of Town Clerk and Chief Executive in accordance with Paragraph 15.1.2 of the Leader's Scheme of Delegation.

Portfolio Community Activities

Subject Matter

To consider attendance by Councillors Guest and Ellis at the IDEA Conference on Promoting Racial Equality - community leadership, local partnerships, community cohesion to be held in Birmingham on 19 March 2003. The cost of £115 per delegate could be met from the Conferences and Courses Budget.

Summary of Options Rejected

None

DECISION

That Councillors Ellis and Guest be authorised to attend the above Conference.

Reason for Decision

Attendance at this Conference would be beneficial to Councillor Ellis as Community Activities Portfolio Holder and Councillor Guest in his role as a Councillor.

Date Decision Made

10 March 2003

REF: OD.9/03 LOCAL GOVERNMENT ASSOCIATION CONFERENCE 2003

Decision of Town Clerk and Chief Executive in accordance with Paragraph 15.1.2 of the Leader's Scheme of Delegation.

Portfolio Cross Cutting

Subject Matter

To consider representation at the Local Government Association Annual Conference and Exhibition 2003 to be held at the Harrogate International Centre on 1 - 4 July 2003 at a cost of £1,639.14. Funding would come from the Budget for Conferences and Courses.

Summary of Options Rejected

None

DECISION

That Councillors Firth and Mitchelson and the Town Clerk and Chief Executive be authorised to attend the above Conference.

Reason for Decision

Attendance at the Local Government Association Conference will be of benefit to the Authority.

Date Decision Made

10 March 2003

REF: OD.010/03 MEMBER ATTENDANCE ON A COURSE

Decision of Head of Member and Employee Services.

Portfolio Corporate Resources

Subject Matter Member attendance at a course – Advanced Communication Skills

Summary of Options Rejected None

DECISION

That Councillor Geddes be authorised to attend a course – Advanced Communication Skills on 26 March 2003 at Harraby.

Reason for Decision

Appropriate training course which Councillor Geddes wished to attend – sufficient budget to accomodate

Date Decision Made 14 March 2003

REF: OD.11/03 MEMBER ATTENDANCE ON A COURSE

Decision of Head of Member and Employee Services.

Portfolio Corporate Resources

Subject Matter Member attendance at a course

Summary of Options Rejected Not to attend course

DECISION

That Councillor Geddes attend a half day course on 'Facing the Audience' – Delivering Successful Speeches at NWEO on 21 March 2003

Reason for Decision

Appropriate training course which Councillor Geddes wishes to attend – sufficient budget to accomodate

Date Decision Made 20 March 2003