

Officer Decisions

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Below is a list of decisions taken by Officers which they have classed as significant, full details and supporting background documents can be viewed on the Council's website www.carlisle.gov.uk/CMIS/

Decision Ref No	Title: Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:	Decision Maker:
OD.65/20	<p>Rough Sleeping Initiative 2020/21 To act as the lead authority for Cumbria and accept £416,340 grant funding from the Ministry of Housing, Communities and Local Government to extend the current countywide projects until 31 March 2021</p>	<p>GD.27/19 OD.041/19 OD.034/19</p>	<p>11 May 2020</p>	<p>Corporate Director of Finance and Resources</p>
OD.62/20	<p>COVID-19 Hardship Fund To accept the S31 grant funding from MHCLG totalling £989,736 which has been provided to support economically vulnerable people and households by providing relief to council taxpayers. The guidance accompanying the funding states that it should be used to reduce the council tax liability by a further £150 to working age recipients of Council Tax Reduction Scheme (CTRS) and/or use the funding to deliver increased financial assistance outside the council tax system through Local Welfare or similar schemes.</p> <p>The guidance also permits a higher level of council tax reduction for those working age recipients whose annual liability exceeds £150.</p> <p>CTRS is available where individuals are:</p> <ul style="list-style-type: none"> ▪ On Income Support, Jobseeker's Allowance, Employment and Support Allowance or Universal Credit ▪ On Pension Credit, Guaranteed Credit and in some cases Savings Credit ▪ Working and on low pay (including people who are self-employed) ▪ On a low income. For example, a retirement pension or social security benefits, like Incapacity Benefit. 	<p>MHCLG Council Tax COVID-19 hardship fund 2020/21 – Local Authority Guidance (24th March 2020)</p>	<p>05 May 2020</p>	<p>Corporate Director of Finance and Resources</p>

	<p>The decision, supported by all CCFOs from the district councils in Cumbria and based upon financial modelling, is to provide a discount of £300 to all working age recipients of CTRS. Costing up to £300,000, this is affordable for Carlisle whilst retaining funds for new recipients of CTRS during 2020/21, with the potential to develop a Local Welfare Scheme if required. This has been agreed by both the Leader, the Portfolio Holder for Finance, Governance and Resources, and the Chief Executive.</p> <p>Any discretionary support we provide is in accordance with S13A (1) (c) of the Local Government Finance Act 1992.</p>			
OD.61/20	<p>St Cuthbert's Garden Village Housing Infrastructure Fund Direct appointment of HIVE Land and Planning (contract value £20,000), across 2020, to enable continued support on the monitoring and fulfilment of HIF obligations (including the preparation of the Interim Housing Delivery Statement) linked to the draw down of funding for the Carlisle Southern Link Road.</p>	ED 17/20 – St Cuthbert's Garden Village Key Next Steps. Appointment consistent with approved (06/04/20) key work activities and budgets.	30 April 2020	Corporate Director of Economic Development
OD.59/20	<p>Landlord's consent to new lease of unit 12-15 and a variation to the lease terms of unit 70 at The Lanes Shopping Centre, Carlisle. To grant Landlord's consent to a new lease of unit 12-15 and a variation to the lease terms of unit 70 at The Lanes Shopping Centre, Carlisle.</p>	None	30 April 2020	Property Services Manager
OD.58/20	<p>Discretionary Disabled Facilities Grants Grant decisions approved (July 2019 - January 2020) and not approved (October 2019 - March 2020) under the provisions of Carlisle City Council's Housing Renewal Policy 2018</p>	Housing Renewal Assistance Policy Document 2018, Carlisle City Council's Code of Conduct Policy	30 April 2020	Regulatory Services Manager
OD.56/20	<p>Appointment of contractors to a framework for Disabled Facility Grants and Discretionary grants for the provision of domestic window/door works A contract is to be issued to successful window/door contractors delivering disabled adaptation works and housing renovations works for the use by the Council under the Regulatory Reform Order (Housing Assistance), updated November 2018.</p>	Procurement submissions and legal contracts. List of contractors. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt	27 April 2020	Corporate Director of Governance and Regulatory Services

		information relating to the financial or business affairs of any particular person (including the authority holding that information)		
OD.60/20	<p>MHCLG 20/21 Domestic Abuse Funding Award</p> <p>To accept one-year grant funding (2020/21) of £349,894 from the Ministry of Housing, Communities and Local Government for support to victims of domestic abuse, and their children, within safe accommodation.</p> <p>As the accountable and delegating authority, the funding will be allocated to individual local authority members within the Cumbrian partnership to enable them to meet the priorities of the Partnership.</p>	<p>PF.005/17 – DCLG Domestic Abuse funding for Carlisle</p> <p>OD.025/18 – Acceptance of top up funding from the Ministry of Housing, Communities and Local Government</p>	21 April 2020	Corporate Director of Governance and Regulatory Services
OD.55/20	<p>Licensing decisions taken between 1 March and 21 April 2020</p> <p>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)</p>	Applications for various licences. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	21 April 2020	Licensing Manager
OD.54/20	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020/392 – Carlisle City Council Standing Orders for Virtual Meetings</p> <p>In accordance with Regulation 5 of the above Regulations and Article 15.02(b) of the Council's Constitution, following consultation with the Portfolio Holder for Finance, Governance and Resources, the Constitution is amended to include within the Council Procedure Rules at Section 3, such Standing Order amendment contained within this ODN. The Access to Information Procedure Rules, also at Section 3, are also similarly amended to enable the public to gain access to Council documents via the Council's website.</p>	None	20 April 2020	Corporate Director of Governance and Regulatory Services
OD.50/20	<p>Annual Council Meeting - 18 May 2020</p> <p>Pursuant to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Annual Council Meeting scheduled to be held on 18 May 2020 be</p>	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings)	17 April 2020	Corporate Director of Governance and Regulatory Services

	cancelled. Appointments which would have been made at the said Annual Meeting continue with the current appointed persons until the next Annual Meeting.	(England and Wales) Regulations 2020		
OD.52/20	<p>Phased reinstatement of garden waste collection service</p> <p>Due to the impact of Coronavirus on staffing levels, and in order to protect statutory services such as household refuse collection, it was necessary to suspend the collection of garden waste and the bulky collection service to allow staff, drivers and loaders, to be diverted. As staff have now returned from periods of self-isolation confidence has grown that we are able to reinstate garden waste collections from 27 April 2020 albeit on a reduced (50%) basis at least throughout May and potentially June. This will provide a collection of garden waste bins every four weeks compared to the typical collection every two weeks. This decision will be monitored and action taken accordingly to increase the frequency of collections and / or suspend the services again should staffing levels fall depending upon the impact of Coronavirus.</p> <p>The phased introduction at 50% levels is necessary to protect our workforce by ensuring they are able to meet the Government's instructions and clear public health advice in terms of maintaining a safe working distance.</p> <p>To support this decision and to further protect the workforce, there is only capacity to empty garden waste presented in wheeled bins. No additional garden waste can be collected in line with normal service standards.</p>	None	17 April 2020	Neighbourhood Services Manager
OD.53/20	<p>Transfer of funds from Planning Reserve to Development Management Operational Budget</p> <p>To transfer £31,400 to cover a series of in-year improvements to the operation of Development Management to improve efficiency of service delivery and staff training/resources for the following budget areas:</p> <p>Scanning of microfiche records £8,600 Salary Costs £3,500 Professional update £4,000 Stationery £1,900 Reference Materials £4,200 Legal Fees £3,600 Software Maintenance £5,600</p>	N/A	17 April 2020	Corporate Director of Economic Development

OD.51/20	<p>Central Plaza Resilience Fund</p> <p>To approve the use of the Economic Initiatives Reserve (£6,100) to part fund the Central Plaza Resilience Fund.</p> <p>Approval to release funds from the Economic Initiatives Reserve can only be given by an Officer Decision Notice by the Chief Executive in consultation with the Corporate Director of Economic Development, Portfolio Holder & Corporate Director of Finance and Resources</p>	ED.39/19 - Report to Executive on 18 November 2019	14 April 2020	Corporate Director of Economic Development
OD.63/20	<p>COVID-19 -Treasury Management Counterparty Limits</p> <p>To temporarily increase the Counterparty limit/cash balances for HSBC Ltd, to accommodate the MHCLG funding of £30,032,000 and other funding received from the MHCLG in relation to COVID-19 to assist with cash flow during the outbreak, until such time as funds are allocated to businesses, and/or when the impact on our overall budget position i.e. shortfalls of income and the costs of supporting the community affected by COVID-19, is known and short term investments can then be placed.</p>	MHCLG remittance advice received 27 th March 2020; RD.49/19 Treasury Management Strategy Statement, Investment Strategy and Minimum Revenue Provision Strategy 2020/21	01 April 2020	Corporate Director of Finance and Resources
OD.64/20	<p>COVID-19 Business Support Grants</p> <p>To note the receipt of the business support grant totalling £30,032,000 from MHCLG as a S31 Grant on 1st April 2020 and the release of this funding to businesses in accordance with the criteria contained with the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund guidance.</p>	MHCLG Grant Funding Schemes – Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund: Guidance for Local Authorities	01 April 2020	Corporate Director of Finance and Resources
OD.57/20	<p>Changes to Car Parking permits during the coronavirus lockdown period</p> <p>To make temporary changes to support car parking permit holders during the lockdown period:</p> <ol style="list-style-type: none"> 1. To suspend any new purchases of permits 2. To extend current permits by two months, with no additional charges, with a view to this being monitored and reviewed going forward 3. To enable current customers to cancel their permits and be refunded (pro-rata). 	None	01 April 2020	Neighbourhood Services Manager
OD.47/20	<p>Temporary withdrawal of car parking charges in all city council car parks with effect from 23:59 Thursday 26 March 2020.</p> <p>Following consultation with the Portfolio Holder and Members of Executive, a decision has been taken to temporarily withdraw all parking charges in all city council car parks with immediate effect and until further</p>	None	26 March 2020	Neighbourhood Services Manager

	notice. This decision will be reviewed, and charges reinstated at the appropriate time.			
OD.49/20	<p>Emergency changes to the Mandatory and Discretionary Housing Grants Administration Process to assist with facilitating hospital discharges and supporting the vulnerable in the community.</p> <p>The procedures for the administration of the mandatory and discretionary grants under the Housing Renewal Assistance Policy 2018, requires the customer to sign the paper application form and that all grants have approval before works commence.</p> <p>At a time when we are limiting our social contact due to the Covid 19 pandemic, a decision has been taken to remove the need for a signature from this process and to approve certain grants retrospectively.</p> <p>Hospital discharge Discretionary Housing Grants will be formally approved retrospectively by a manager with delegated authority to authorise the approval. For measures that are likely to be over £500 Officers will seek approval to proceed when ordering the grant from The Home Improvement Agency Team Leader, Principal Health and Housing Officer or Regulatory Services Manager through email.</p> <p>The Decision to allow Mandatory and Discretionary Housing Grant application forms to not require an applicant's signature. The application signature space will be marked COVID19. This can then be counter signed by the Officer, Health or Social Care professionals or an immediate family member completing the application form.</p>	Housing Renewal Assistance Policy Document 2018	23 March 2020	Regulatory Services Manager
OD.48/20	<p>Temporary suspension of services: • Garden waste collections • Bulky waste collections</p> <p>Due to the impact of Coronavirus on staffing levels, and in order to protect statutory services such as household refuse collection, it was necessary to suspend the collection of garden waste and the bulky collection service to allow staff, drivers and loaders, to be diverted. This decision also took pressure off fleet and garage services by releasing up to four collection vehicles to support priority services.</p>	None	17 March 2020	Neighbourhood Services Manager
OD.46/20	<p>Temporary closure of West Walls Car Park, Carlisle city centre</p> <p>Closure of West Walls Car Park from midnight on Tuesday 24 March 2020 until further notice.</p>	None	17 March 2020	Neighbourhood Services Manager
OD.45/20	Release of General Fund Reserves - Coronavirus	None	17 March 2020	Corporate Director of

	To release an initial £500,000 from General Fund Reserves to fund any expenditure in relation to the Coronavirus pandemic, which is outwith the current budgetary provisions. The emergency element of this reserve can be accessed, on the grounds of protection of persons or property or in way to safeguard the interests of the Council, through agreement with the Leader of the Council, Portfolio Holder for Finance & Resources, and the Leader of the Main Opposition Group, all of whom are in agreement with this decision. Management of the Reserve rests with the Corporate Director of Finance & Resources.			Finance and Resources
OD.42/20	Response to National Freeport Consultation Direct appointment of Mace consulting to assist in formulating a response to the Governments' freeport consultation.		16 March 2020	Corporate Director of Economic Development
OD.43/20	Place Management - Carlisle Ambassador Programme Commissioning of specialist support to deliver Carlisle Ambassador Programme and required outputs. Decision: to appoint Michelle Masters Consulting as the only possible contractor or supplier in a position to deliver the Carlisle Ambassador programme 2020/21	N/A	16 March 2020	Corporate Director of Economic Development
OD.44/20	<p>Bitts Park: Demolition of Amenities</p> <p>Following the floods of Storm Desmond in December 2015; the Bitts Park Pavilion and Toilet Block sustained significant damage and have remained in a derelict state.</p> <p>Persistent vandalism and further flooding caused by Storm Ciara in February 2020 have resulted in the further demise of both buildings. In the interest of future planning and public safety, the Bitts Park Pavilion and Toilet Block are now scheduled for demolition.</p> <p>In order to ensure best value, a competitive tender was carried out in February 2020. Subsequently, the demolition work will be awarded to Ashcroft Demolition Limited under a JCT minor works contract, with a contract value of £14,675.</p> <p>Decision taken:</p> <p>Issue a JCT minor works Contract to Ashcroft Demolition Limited in order to demolish the Bitts Park Pavilion and Toilet block</p> <p>Officers with delegated authority:</p> <p>1. Demolish the Bitts Park Pavilion and Toilet Block. Officer with delegated authority: Deputy Chief Executive</p>	N/A	11 March 2020	Deputy Chief Executive Corporate Director of Finance and Resources

	2. Release £14,675 from the flood reserve in order to fund the demolition works – Officer with delegated authority: Corporate Director of Finance and Resources			
OD.37/20	<p>Extension of contract after initial 12 month period for the provision of Occupation Therapy services to the Council for providing assessments under the Disabled Facility Grant process</p> <p>A 12 months extension is to be issued to The OT Practice, Unit 3, Meridian Office Park, Osborn Way, Hook, RG27 9HY as the successful contractor for delivering an Occupation Therapy service as part of the disabled adaptation process. The service is offered as an additional option for grant applicants and does not replace the service offer led by Cumbria County Council Adult Social Care team. This service forms part of the Regulatory Reform Order (Housing Assistance), updated November 2018.</p>	Procurement submissions and legal contracts submitted in 2019. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information)	11 March 2020	Corporate Director of Governance and Regulatory Services
OD.36/20	<p>St Cuthbert's Garden Village Landowner Engagement Support</p> <p>Extension of existing contract with Hive Land and Planning to provide technical and specialist support in relation to landowner engagement as part of the ongoing St Cuthbert's Garden Village project until August 2020.</p> <p>Decision to extend, via the process of a change control notice within the parameters of the existing contract, taken on 10th March 2020. Value of contract extension £17,000, to be funded via Government Capacity Funding.</p>	ED.06/19 'St Cuthbert's Garden Village' - scope of work and budget remains, even accounting for extension, in alignment with that approved by the Executive on 11th February 2019.	10 March 2020	Investment and Policy Manager
OD.39/20	<p>Old Fire Station, Peter Street, Carlisle, CA3 8QP</p> <p>Grant of a Tenancy at Will in order to let one first floor office</p>	Private Report ED.19/19 (decision EX.34/19) on 15 April 2019. The report is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person	10 March 2020	Property Services Manager

		(including the authority holding that information)		
OD.38/20	The Centurion Inn, Walton The decision is to de-list The Centurion inn, Walton, Carlisle as a community asset under the Localism Act 2011.	PC.15/14 - Community Right to Bid report at Executive 15/12/2014 Application form for Community Right to Bid - Private Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act	10 March 2020	Town Clerk and Chief Executive
OD.35/20	Sands Centre Redevelopment Project Following appropriate consultation as set out in the Scheme of Delegation (Appendix E of report CS.17/19) to commence works to the former Newman School and Enabling Works at the Sands Centre via a decision to enter a contract for building and other enabling works with Wates Construction Limited.	a. Report CS17/19 and b. Internal report dated 26 February 2020 from Principal Solicitor (copy attached)	03 March 2020	Deputy Chief Executive Pursuant to the scheme of delegation attached as Appendix E to Report CS.17/19
OD.32/20	Licensing decisions taken between 1 February 2020 and 1 March 2020 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. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	02 March 2020	Licensing Manager
OD.31/20	Carlisle City Centre Kate Wright violinist – 20 & 27 March 2020. Dawson & Sanderson promotion – 7 March 2020. CFM 'Cash for Kids' promotion – 25 February 2020. 'Home & Garden' leaflet authorisation. 'Lifestyle Fitness' leaflet authorisation. Health Watch Cumbria promotion – 18 & 25 February 2020. Salvation Army charitable street collection – 12 & 19 Dec 2020. Solway Aviation Museum promotion – 25 April 2020. Shell energy promotion 16-21 March 2020.	Applications received – Private Not for Publication by Virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.	28 February 2020	City Centre Officer