

## Officer Decisions

A.3

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/](http://www.carlisle.gov.uk/CMIS/)

Decision Ref No	Title: Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:	Decision Maker:
OD.28/20	<p>Business Rates Pooling arrangements 2020/21</p> <p>At their meeting of 18 November 2019, the Executive agreed in principle to continue with the pooling arrangements with other Cumbrian Authorities under the Business Rates Retention Scheme for 2020/21 financial year. Final confirmation that the Pooling arrangements would be beneficial to the Council was obtained in line with submission of NNDR1 Returns in January and the decision, delegated to the Corporate Director of Finance and Resources, has been made to continue in the pool.</p> <p>The financial implications of the pooling arrangements are included within the Council's 2020/21 – 2024/25 updated MTFP which formed part of the 2020/21 budget deliberations.</p> <p>The Council has the right to withdraw from the Pool in the unlikely event that the regulations supporting the pooling arrangements are detriment of Carlisle City Council.</p>	RD.32/19 Local Taxation 2020/21 – 2024/25	19 February 2020	Corporate Director of Finance and Resources
OD.30/20	<p>Local Government Finance Act 1988 – Section 114 Responsibilities Local Government Act 1972 – Section 151 Responsibilities</p> <p>Section 114 of the Local Government Finance Act 1988 places a duty upon the appointed Section 151 Officer (Corporate Director of Finance &amp; Resources) to make a report if it appears that the Authority has made, or is about to make, a decision which would involve the Authority in making unlawful expenditure and is likely to cause a loss or deficiency to the Authority; and where an unlawful item of account is about to be entered. The Corporate Director of Finance &amp; Resources is required to nominate a deputy to act in this respect during any period of their absence.</p> <p>1. That Steven Tickner (Financial Services Manager) be the nominated officer to act, pursuant to Section 114 of the LGFA 1988, in the absence of the Corporate Director of Finance &amp; Resources, effective from 1<sup>st</sup> October 2016.</p>	None	19 February 2020	Corporate Director of Finance and Resources

	<p>2. That Steven Tickner (Financial Services Manager) be nominated as the Deputy Section 151 Officer, to act in the absence of the Corporate Director of Finance &amp; Resources, effective from 1<sup>st</sup> October 2016.</p> <p>3. That, in the absence of both the Corporate Director of Finance &amp; Resources and the Financial Services Manager, Emma Gillespie (Principal Accountant) will assume responsibility for items 1 and 2 above, effective from 19<sup>th</sup> February 2020.</p>			
OD.26/20	<p>Appointment of contractor to complete the Council's House Condition Survey and associated works</p> <p>A contract agreement is to be signed between Building Research Establishment Ltd (BRE) and Carlisle City Council to enable BRE to provide services to complete a dwelling level stock modelling, integrated database and licence agreement.</p> <p>This is a County wide project, with BRE also providing services to four of the other six District Councils.</p>	legal contracts	10 February 2020	Corporate Director of Governance and Regulatory Services
OD.27/20	<p>Appointment of contractors to a framework for Disabled Facility Grants and Discretionary Grants for the provision of domestic electrical works</p> <p>A contract is to be issued to successful electrical 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>	<p>Procurement submissions and legal contracts - Private - Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972</p> <p>List of contractors.</p>	10 February 2020	Corporate Director of Governance and Regulatory Services
OD.25/20	<p>Sheepmount – Synthetic Pitch Site Clearance</p> <p>Following the floods of Storm Desmond in December 2015, the Sheepmount synthetic pitch has remained out of action. The area is strewn with debris and the outer perimeter is overgrown with vegetation. In order to make the site safe, the following work is required:</p> <ol style="list-style-type: none"> <li>1. Clear all debris from pitch and perimeter</li> <li>2. Cut back perimeter vegetation</li> <li>3. Reinstate Heras fencing to secure the site</li> </ol> <p>Following a small-scale tender, the work will be carried out by Story Contracting. The value of this contract is: <b>£6,777.14</b></p> <p>Decision taken:</p>	N/A	10 February 2020	Deputy Chief Executive and the Corporate Director of Finance and Resources.

	<ol style="list-style-type: none"> <li>1. Carryout the necessary work as described above – Officer with delegated authority: Deputy Chief Executive</li> <li>2. Release £6,777.14 from the flood reserve – Officer with delegated authority: Corporate Director of Finance and Resources</li> </ol>			
OD.21/20	<p>Landlord's consent to a new letting</p> <p>To grant Landlord's consent to the grant of a new lease of unit 83 at the Lanes Shopping Centre.</p>	None	05 February 2020	Property Services Manager
OD.20/20	<p>Council Tax Surplus 2020/21</p> <p>In accordance with section 2 (b) of the Council's Constitution Leader's Scheme of Delegation, the Corporate Director of Finance and Resources is required to estimate any surplus or deficit on the Collection Fund.</p> <p>That, after making the necessary calculations in accordance with Regulations, the estimated Council Tax Surplus for 2020/21 is estimated at £238,653 which will be shared proportionally with the main preceptors on the Collection Fund as follows:</p> <ul style="list-style-type: none"> <li>• Carlisle City Council - £29,438.06</li> <li>• Cumbria County Council - £176,509.75</li> </ul> <p>Cumbria Police &amp; Crime Commissioner - £32,705.49</p>	Council Tax Surplus calculation spreadsheets 2020/21	04 February 2020	Corporate Director of Finance and Resources
OD.18/20	<p>Homeless Case Management System</p> <p>To extend the contract agreement through G-Cloud 10 for Locata HPA2 homeless case management system for a further 12 months.</p>	None	04 February 2020	Homeless Prevention and Accommodation Services Manager
OD.24/20	<p>Tullie House Museum and Art Gallery, Castle Street, Carlisle</p> <p>Decision by Council to grant access rights over land forming part of Tullie House to an adjoining property</p>	Private Executive Report ED.19/19 on 15 April 2019	04 February 2020	Building and Estates Manager
OD.22/20	<p>National non Domestic Rates return 1 (NNDR1) 2020/21</p> <p>Revised regulations came into force in February 2013 that required Local Authorities to formally approve their forecast Business Rates income as calculated in the National Non Domestic Rates Return 1 (NNDR1) 2020/21 form.</p>	NNDR 1 2020/21	04 February 2020	Corporate Director of Finance and Resources

	<p>The Rates retention scheme that is in force for 2020/21 requires this figure to be calculated in order to set the amounts to be paid over to Central Government and the County Council.</p> <p>This amount is to be calculated by 31 January each year.</p> <p>That the Net Rate Yield excluding transitional arrangements but after rate retention adjustment as per the NNDR 1 is £42,545,392 for 2020/21, with the Central Government share being £21,272,696, the County Council Share being £4,254,539 and the billing authority share being £17,018,157 before tariffs and top-ups. These amounts exclude the estimated deficit on the collection fund for 2019/20 of £540,097 (which includes provision for all backdated appeals in line with regulations)</p>			
OD.23/20	<p>Tullie House Museum and Art Gallery, Castle Street, Carlisle</p> <p>Decision to grant a deed of variation and surrender of part in respect of the lease held by Tullie House Trust for the Tullie House Museum and Art Gallery.</p>	Private Executive Report ED.19/19 on 15 April 2019	04 February 2020	Building and Estates Manager
OD.19/20	<p>Council Tax Base 2020/21</p> <p>In accordance with section 2 (a) of the Council's Constitution Responsibility for Council Functions, the Corporate Director of Finance and Resources is required to calculate the council tax base on an annual basis.</p> <p>That, after making the necessary calculations in accordance with Regulations, the estimated Council Tax Base for 2020/21 is set at 34,468.61. The proportion of this tax base due to the reduction of second homes discount is 230.81.</p>	Council Tax Base calculation spreadsheets 2020/21	04 February 2020	Corporate Director of Finance and Resources
OD.15/20	<p>Uncovering Roman Carlisle - Community Archaeology Project</p> <p>To agree that an application for funding can be submitted to the National Lottery Fund for £90,610. The project is cost neutral to the Council, however, there will be in kind support from the Regeneration Team and in particular the Hadrian's Wall Officers. Carlisle City Council will be the accountable body for the project.</p> <p>To agree to signing up to a Memorandum of Understanding with Carlisle Cricket Club, Tullie House and Wardell Armstrong as a requirement of the funding process and an agreement to undertake the project in partnership.</p> <p>If successful the project will start in early April 2020.</p>	Memorandum of Understanding for uncovering Roman Carlisle including project and cost plans. <i>This item is not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.</i>	04 February 2020	Corporate Director of Economic Development

OD.14/20	Durranhill Industrial Estate A funding agreement was entered into by the Homes & Communities Agency & Carlisle City Council to provide further investment in the estate. The provisions of this agreement allowed for variation by agreement. The Council has agreed to vary the agreement on terms agreed by property services	Reports ED.02/14 and DS.11/09	03 February 2020	Property Services Manager
OD.17/20	Cold Weather Fund 2019/20 To accept £10,000 grant funding from the Ministry of Housing, Communities and Local Government.	None	03 February 2020	Homelessness Prevention and Accommodation Manager
OD.16/20	Rough Sleeping Initiative 2020/21 To accept £416,340 grant funding from the Ministry of Housing, Communities and Local Government.	None	03 February 2020	Corporate Director of Governance and Regulatory Services
OD.13/20	Licensing decisions taken between 1 January and 31 January 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 <a href="http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx">http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx</a> )	Applications for various licences. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	31 January 2020	Licensing Manager
OD.29/20	Precept Payment Dates 2020/21 In accordance with section 2 (b) of the Council's Constitution <i>Leader's Scheme of Delegation</i> , the Corporate Director of Finance and Resources is required to set the Collection Fund precept/business rate retention scheme payment dates. Consultation is required with the major precepting authorities, i.e. Cumbria County Council and the Police & Crime Commissioner, on these suggested precept dates for 2020/21. Actual precept payment dates have to be notified before 31 January of each year. Consultation took place at the Cumbria Chief Finance Officers meeting held on 31 <sup>st</sup> January 2020, with the suggested dates, set out on the attached, being agreed.	Paper to CCFO 31 <sup>st</sup> January 2020 (attached)	31 January 2020	Corporate Director of Finance and Resources
OD.12/20	Carlisle City Centre Leeds Events – NDCS promotion 27-30 Jan 2020 Access Point – Deliveroo promotion 4-5 Jan 2020	Applications received – Private Not for Publication by Virtue of Paragraph 3 of	31 January 2020	City Centre Officer

	<p>Cumberland Building Society Promotion – 20 Jan 2020</p> <p>Carlisle One World Centre promotion – 18 Jan 2020</p> <p>Woodland Trust promotion – 26 Jan 2020</p> <p>Lloyd Motors Kia promotion 15-16 May 2020</p> <p>Specsavers leaflet authorisation</p> <p>University of Cumbria graduations 14-16 July 2020</p> <p>Royal British Legion promotion – 24-29 Feb 2020</p> <p>Tullie House, Chinese New Year parade – 25 Jan 2020</p> <p>Eden Animal Rescue promotion – 21 March &amp; 10 Oct 2020</p> <p>Border Motor Group vehicle promotion – 28-29 Feb 2020</p> <p>Leeds Events – NDCS promotion 9-14 March 2020</p> <p>Oak Tree Animal Charity promotion – 15 Feb 2020</p> <p>DW Fitness promotion – 3 Feb 2020</p>	Part 1 of Schedule 12A of the Local Government Act.		
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