

Officer Decisions

A.10

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.124/20	<p>Licensing Decisions taken between 1 November and 30 November 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.</p>	<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 Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.</p>	<p>02 December 2020</p>	<p>Licensing Manager</p>
OD.120/20	<p>Payments to Third Party Organisations</p> <p>Payments to third party organisations to cover grants of £10,000 for both Hospice at Home and Eden Valley Hospice who have been adversely affected by the pandemic in terms of their ability to generate income from fund-raising activities. To be funded from reserves released specifically for COVID related costs.</p>	<p>None</p>	<p>26 November 2020</p>	<p>Corporate Director of Finance and Resources</p>
OD.122/20	<p>Flood Reserve – release of funds</p> <p>To release £1,944,785 from the Flood Reserve to fund the Civic Centre Redevelopment Work as approved by full Council on 5th May 2020. The use of this reserve is set out within the Council's MTFP and can only be released, under delegate powers, by the Corporate Director of Finance & Resources.</p>	<p>None</p>	<p>26 November 2020</p>	<p>Corporate Director of Finance and Resources</p>
OD.118/20	<p>The Near Boot Inn, Whiteclosegate</p> <p>The decision, following consultation with Councillor Mallinson, Communities, Health & Wellbeing Portfolio Holder, is to list the Near Boot Inn, Whiteclosegate, Carlisle, as a community asset under the Localism Act 2011.</p>	<p>PC 15/14 – Community Right to Bid report at Executive 15/12/14</p> <p>Application form for Community Right to Bid - Private * Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972</p>	<p>24 November 2020</p>	<p>Chief Executive</p>

OD.119/20	<p>Appointment of Contractors to a Framework Agreement for Arboricultural Works</p> <ul style="list-style-type: none"> The authority's existing framework agreement for tree surgery works on council property expired in 2019, following a successful three-year duration. Internal consultation within the Healthy City Team led to a replacement framework agreement being drafted with two distinct lots: 1) Tree Surgery; and 2) Forestry and Conservation Tree Work. The creation of two lots allows the council to appoint contractors based on their ability to carry out specific themes of work, which do not overlap. Contractors were permitted to be apply for positions on both lots if desired. Estimated annual expenditure for all works across both lots is expected to be approximately £30,000. The Invitation to tender was placed on the Chest procurement portal on the 3rd July 2020 and was open to returns for four weeks. Interested parties were requested to: quote for example projects and provide risk assessments/method statements; provide their hourly/day rates for routine activities; and supply full insurance details. Four responses were received for each lot and following an evaluation process the following appointments were made: <p>Lot 1 (Tree Surgery) Greaves Tree Services Ltd Orchard Tree Surgery Ltd</p> <p>Lot 2 (Forestry and Conservation Tree Work) M&H Tree Services Ltd OpenSpace Ltd Orchard Tree Services Ltd</p> <p>The new agreement will now be finalised and contractors appointed for a period of 2 years effective from November 2020, with an option for the council to extend for an additional 24 months.</p>	Tender documentation – Not for publication by virtue of Paragraph 3 to Schedule 12A to the Local Government Act 1972.	17 November 2020	Deputy Chief Executive
OD.115/20	<p>Local Government Reorganisation: Cumbria. Dispensation for Members of Carlisle City Council</p> <p>All Members of Carlisle City Council be granted a dispensation for a period of four years (until 23:59 on 16 November 2024) for matters relating to Local Government Reform, Reorganisation and Devolution.</p>	Briefing Note (attached).	17 November 2020	Monitoring Officer: Delegation from Council.

OD.116/20	<p>Warm Homes Fund (WHF) Extension from 30th November 2020 to 31st December 2020 To accept the Warm Homes Fund Team's offer to extend the WHF contract for all First Time Central Heating installations to be completed by 31st December 2020. The Warm Homes Fund Team agreed to increase the total number of installations to 130. The extension was granted on the basis that the City Council were able to confirm contracts are in place for the installers to commence work once the gas connections have been completed.</p>	WHF offer and signed acceptance letter dated 12 th November 2020 (attached)	13 November 2020	Corporate Director of Governance and Regulatory Services
OD.113/20	<p>Community Protection Notice issued under the Anti-Social Behaviour, Crime and Policing Act 2014 during the period of September 2020 Empty property enforcement action has been taken where empty properties are in such a condition that the owners have allowed them to cause persistent anti-social behavioural impact on the community, which has resulted in enforcement action after an initial warning notice has been issued to the responsible person (s)</p> <p>The serving of a community protection notice (s) under Section 43 Anti-Social Behaviour, Crime and Policing Act 2014.</p> <p>Action taken against 1 individual Date served: 29th September 2020 Date operative: 29th October 2020 Case reference: R/128210</p> <p>[Enforcement action has been taken by the Officers under a delegation by the Corporate Director of Governance and Regulatory Services in accordance with the Council's policy requirements.</p> <p>Officer involved: Empty Homes and Grants Officer]</p>	Statutory Guidance and Private Sector Housing Enforcement Policy. Public notice register of notices.	06 November 2020	Principal Health and Housing Officer
OD.112/20	Community Protection Notice issued under the Anti-Social Behaviour, Crime and Policing Act 2014 during the period of September 2020	Statutory Guidance and Private Sector Housing Enforcement Policy.	06 November 2020	Principal Health and

	<p>Empty property enforcement action has been taken were empty properties are in such a condition that the owners have allowed them to cause persistent anti-social behavioural impact on the community, which has resulted in enforcement action after an initial warning notice has been issued to the responsible person(s)</p> <p>The serving of a community protection notice (s) under Section 43 Anti-Social Behaviour, Crime and Policing Act 2014.</p> <p>Action taken against 1 individual Date served: 8 September 2020 Date operative; 13th October 2020 Case reference: MAU 007607/NOT 002488</p> <p>[Enforcement action has been taken by the Officers under a delegation by the Corporate Director of Governance and Regulatory Services in accordance with the Council's policy requirements Officer involved: Private Sector Housing Technical Team Manager]</p>	Excel copy of public notice register.		Housing Officer
OD.117/20	<p>Extension of Agreement to Service the National Air Quality Monitoring Unit at Paddy's Market To extend the City Council's servicing of the national air quality monitoring station at Paddy's Market. Due to the pandemic the EA have extended the national contract contact with Bureau Veritas; this decision confirms that we will continue to service the site over the period of the extension.</p>	None	06 November 2020	Regulatory Services Manager
OD.121/20	<p>Test and Trace Discretionary Policy To implement the discretionary policy for self-isolation payments for those individuals on low incomes instructed to self-isolate by the NHS, following a positive test result, for which the Council has received a fixed allocation of £27,942.</p>	None	03 November 2020	Corporate Director of Finance and Resources
OD.111/20	<p>The Housing Act 2004, Part 2 Licensing of the Houses in Multiple Occupation (HMO)</p>	As detailed in the attached spreadsheet.	03 November 2020	Principal Health and

	Officers within the Housing and Pollution Team under a delegated power by the Director of Governance and Regulatory Services, between 1 st January 2020 and 31 st October 2020, have issued 2 HMO licences, these are relicence applications.			Housing Officer
OD.108/20	<p>Discretionary Disabled Facility Grants (DFG) Repayment</p> <p>A request has been received for the Council to waive the repayment on a DFG Repayment under the SCHEME OF HOUSING ASSISTANCE RENEWAL POLICY 2018 a property in Carlisle (case reference CL-002674). The Housing Renewal Assistance policy document, lays out the reason for using discretion to waive the payment, the Corporate Director of Governance and Regulatory Services is approved to make the final decision.</p>	<p>Housing Renewal and Assistance Policy 2018 (paragraph 4.2)</p> <p>Email from home-owner stating she has to move and a letter of support confirming the reasons why she has to move. The applicant had not intended to move house when she applied for the grant but now has to move area for the reasons outlined in the confidential letter of support. The applicant is not able to afford to repay the full amount. Only grant amounts over £5,000 are registered as a land charge - Private *Not for publication by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972</p>	02 November 2020	Corporate Director of Governance and Regulatory Services
OD.109/20	<p>Licensing Decisions taken between 1 October 2020 and 2 November 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.</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.	02 November 2020	Licensing Manager

OD.107/20	<p>Land at Georgian Way, Carlisle, Cumbria</p> <p>Approval of updated heads of terms to be included in the disposal documentation as negotiated by the Property & Legal Services teams for the disposal of this property asset as required by point 2 of the Decision made by the Executive (ref. EX.53/20) on 27 May 2020. The Property Services Manager (PSM) has confirmed that these updated terms represent best consideration.</p>	<p>Key Decision KD.14/20 (published prior to Executive 27 May 2020) Report GD.16/20 (27 May 2020) Executive Minute. 53/20</p>	28 October 2020	Corporate Director of Governance & Regulatory Services
OD.110/20	<p>The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, adopted Housing Assistance Policy July 2013.</p> <p>The Principal Health and Housing Officer at Carlisle City Council has considered applications for Disabled Facility Grants and Discretionary Housing grants in the period January 2020 to April 2020. Total grant sum approved £548,665.03</p> <p>Taking into account all the available information, a decision has been taken to approve each applicants grant application on the basis that they meet the requirement for DFG applications of the Housing grants, construction and regeneration Act 1996.</p>	<p>Housing Renewal Assistance Policy 2018 Occupational Therapist referral for each client * 67 individual DFG applications *</p> <p><i>(* These items are not for publication by virtue of Paragraph1 to Section 12A to the Local Government Act 1972 as they contain information relating to any individual).</i></p>	27 October 2020	Principal Health and Housing Officer
OD.114/20	<p>Transfer of funds from Planning Reserve to Development Management Operational Budget</p> <p>To transfer £24,775 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>Salary Costs £16,000 (Planning graduate plus admin support costs) Training Fees £750 Software Upgrades £660 Software Maintenance £7,365</p>	N/A	21 October 2020	Town Clerk and Chief Executive