

Officer Decisions

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.21/21	<p>Acceptance of funding associated with the 2021/22 Cumbria One Public Estate (OPE) Fund Application</p> <p>To accept £60,000 grant funding and £300,000 sustainable grant funding (repayable by 2024) from the OPE programme to develop and deliver the Cumbria-wide programme of transformation and development.</p> <p>The District Councils, Cumbria County Council and other partners represented on the Cumbria Chief Executives Group have continued to work on the Governments OPE programme following an initial successful application for £120,000 from the last phase of this initiative. The application submitted for this round of funding was recently approved and an award of £360,000 has been made to our partnership to assist with the delivery of the programme.</p> <p>Carlisle City Council is acting as the lead agency in this programme and as such will manage the use of this grant.</p>	None	25 February 2021	Deputy Chief Executive
OD.20/21	Carlisle City Council ECO Flexible Eligibility Statement of Intent (S.O.I.) Version 3	This decision has been made in accordance with BEIS guidance available at: https://www.gov.uk/government/publications/energy-	23 February 2021	Corporate Director of Governance and

	<p>To agree amended version 3 of the statement setting out Carlisle City Council's flexible eligibility criteria for the Energy Company Obligation (ECO3) scheme from October 2018 – March 2022.</p> <p>The amended Version 3 is attached (Appendix A)</p> <p>The changes have been highlighted from previous version 2 (Appendix B)</p>	<p>company-obligation-eco-help-to-heat-scheme-flexible-eligibility</p> <p>Report GD.16/18 - ENERGY COMPANY OBLIGATIONS - FEXIBLE ELIGIBILITY STATEMENT OF INTENT including appendices A & B</p>		Regulatory Services
OD.19/21	<p>Grant Funding Agreement: Paton House</p> <p>To Authorise the completion of the Grant Funding Agreement between Carlisle City Council and Cumbria Local Enterprise Partnership by the Corporate Director of Governance and Regulatory Services following consultation with the Corporate Director of Economic Development, the Leader of the Council and the Portfolio Holder for Finance, Governance and Resources as to the final terms and conditions.</p>	<p>Executive Report 9 March 2020 - GD.11/20 - Disposal of Asset – Private not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972</p>	19 February 2021	Corporate Director of Governance and Regulatory Services
OD.15/21	<p>Council Tax Base 2021/22</p> <p>In accordance with section 2 (a) of the Council's Constitution <i>Responsibility for Council Functions</i>, 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 2021/22 is set at 34,666.41.</p> <p>The proportion of this tax base due to the reduction of second homes discount is 216.42.</p>	<p>Council Tax Base calculation spreadsheets 2021/22</p>	19 February 2021	Corporate Director of Finance and Resources

OD.16/21	<p>Council Tax Deficit 2021/22</p> <p>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 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 Deficit for 2021/22 is estimated at £1,204,081.48 which would normally be shared proportionally with the main preceptors on the Collection Fund as follows:</p> <ul style="list-style-type: none"> • Carlisle City Council - £146,948.37 • Cumbria County Council - £892,573.15 • Cumbria Police & Crime Commissioner - £164,559.96 <p>However, this amount includes estimated in-year deficit for 2020/21 of £1,016,210 and in accordance with The Local Authorities (Collection Fund: Surplus and Deficit) (Coronavirus) (England) Regulations 2020, local authorities have been given the ability to spread this in-year deficit over the following 3-years due to the exceptional circumstances the COVID-19 pandemic has had on local tax collection. Therefore, taking this into account, the proportionate shares recognised in the budget for 2021/22 are as follows:</p> <ul style="list-style-type: none"> • Carlisle City Council - £64,268.29 • Cumbria County Council - £390,639.42 	<p>Council Tax Surplus/Deficit calculation spreadsheets 2021/22 & CIPFA Collection Fund Toolkit</p>	<p>19 February 2021</p>	<p>Corporate Director of Finance and Resources</p>
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	<ul style="list-style-type: none"> Cumbria Police & Crime Commissioner - £71,970.77 			
OD.17/21	<p>National Non Domestic Rates Return 1 (NNDR1) 2021/22</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) 2021/22 form.</p> <p>The Rates retention scheme that is in force for 2021/22 requires this figure to be calculated in order to set the amounts to be paid over to Central Government and the County Council. 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 £43,539,903 for 2021/22, with the Central Government share being £21,769,952, the County Council Share being £4,353,990 and the billing authority share being £17,415,961 before tariffs and top-ups. These amounts exclude the estimated deficit on the collection fund for 2020/21 of £23,656,544 (which includes provision for all backdated appeals in line with regulations)</p>	NNDR 1 2021/22	15 February 2021	Corporate Director of Finance and Resources
OD.14/21	<p>Homeless Prevention 2021/22</p> <p>To issue Cumbria Gateway Ltd grant funding of £34,000 in 2021/22, to deliver personalised targeted support to people accommodated across</p>	Partnership established as part of Next Steps Accommodation Programme 2020/21:	12 February 2021	Homeless Prevention and Accommodation

	22 units who are at risk of homelessness and rough sleeping in Carlisle from 01 April 2021 to 31 March 2022.	Officer Decision Notice OD.9/20 taken by the Corporate Director of Governance and Regulatory Services. Officer Decision Notice OD.100/20 & 130/20 taken by the Homeless Prevention & Accommodation Services Manager.		Services Manager
OD.13/21	Homeless Case Management System To extend the contract agreement through G-cloud 10 for Locata HPA2 homeless case management system for a further 12 months.	None	03 February 2021	Homeless Prevention and Accommodation Services Manager
OD.12/21	Rough Sleeping Initiative 2021/22 To act as the lead authority for Cumbria and accept additional three months grant funding (£142,832) from the Ministry of Housing, Communities and Local Government to extend the current countywide projects until 30 June 2021	GD.27/19, OD 041/19, OD 034/19, OD 65/20 all available on www.carlisle.cmis.uk.com	02 February 2021	Corporate Director of Finance and Resources
OD.18/21	Precept Payment Dates 2021/22 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 2021/22. Actual precept payment dates have to be notified before 31 January of each year.	Paper to CCFO 31 st January 2021 (attached)	31 January 2021	Corporate Director of Finance and Resources

	Consultation took place with the Cumbria Chief Finance Officers via email on 1 st February 2021, with the suggested dates, set out on the attached, being agreed.			
OD.9/21	Licensing decisions taken between 1 January and 31 January 2021 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.	Applications for various licences. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	29 January 2021	Licensing Manager
OD.8/21	Landlord's consent to lease renewals of unit 82 at The Lanes Shopping Centre, Carlisle. To grant Landlord's consent to lease renewal of unit 82 at The Lanes Shopping Centre, Carlisle.	None	28 January 2021	Property Services Manager
OD.10/21	Planned Maintenance Capital Programme 2020 / 2021 – Replacement fire escape staircase to Talkin Tarn Tearoom Café. This capital repair was programmed following a survey which identified the current timber fire escape staircase was in poor condition. The decision was taken to award the contract for replacement of the staircase to a suitably qualified contractor (PMS Fabrications Ltd).	Corporate Assets Capital Programme 2020/2021; and 3 Year Maintenance Programme 2019/20 – 2021/2022. (Report GD.62/19 available on CMIS).	28 January 2021	Property Services Manager
OD.11/21	Asset management of Kingstown Industrial Estate & Parkhouse Business Park – update on progress Asset management of Kingstown Industrial Estate & Parkhouse Business Park – review of performance report (ref GD.16/21) for Leader and Portfolio Holder for Finance, Governance & Resources. The report will be going to Business	Report to Leader and PHG, F & R and Managing agents KPI report – private not for publication pursuant to paragraph 3, Schedule 12A, Local Government Act 1972.	27 January 2021	Corporate Director of Governance and Regulatory Services

	& Transformation Scrutiny Panel meeting on 18 th February 2021.			
OD.6/21	Elected Member Training Cllr Louise Atkinson to attend The Future of Local Government Virtual Seminar on 17- 19 March 2021	None	21 January 2021	Deputy Chief Executive
OD.5/21	Community Protection Notice issued under the Anti-Social Behaviour, Crime and Policing Act 2014 during the period of December 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) The serving of a community protection notice (s) under Section 43 Anti-Social Behaviour, Crime and Policing Act 2014. Action taken against 1 individual Date served:15th December 2020 Date operative until 25 th January 2021 Case reference: MAU 007498/NOT: 002690	Statutory Guidance and Private Sector Housing Enforcement Policy. Excel copy of public notice register.	14 January 2021	Principal Health and Housing Officer
OD.4/21	Community Protection Notice issued under the Anti-Social Behaviour, Crime and Policing Act 2014 during the period of December 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	Statutory Guidance and Private Sector Housing Enforcement Policy. Excel copy of public notice register.	14 January 2021	Principal Health and Housing Officer

	<p>enforcement action after an initial warning notice has been issued to the responsible person (s). The serving of a community protection notice (s) under Section 43 Anti-Social Behaviour, Crime and Policing Act 2014. Action taken against 1 individual/Company Date served: 15th December 2020 Date operative until 15th January 2021 Case reference: NOT/002701</p>			
OD.3/21	<p>Homeless Prevention and Accommodation Services The Homeless Prevention and Accommodation Service team managers of Carlisle City Council have made the attached decisions for 1 April to 31 December 2020, under the express authorisation delegated to relevant officers in accordance with the Council's policy requirements</p>	<p>Individual assessments of need and vulnerability are considered on a case by case basis to inform decision making; these include personal sensitive information. The assessments are 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) assessments are</p>	14 January 2021	Homelessness Prevention and Accommodation Manager
OD.7/21	<p>Planned Maintenance Capital Programme 2020/21 – cleaning and maintenance to Monuments The capital repair was programmed following a survey of statues and monuments. Decision taken to award a contract to a suitably qualified contractor (Atkins and Little) to undertake the works to the Creighton Memorial in Hardwicke Circus and James Steel Statue in English St.</p>	<p>Corporate Assets Capital Programme 20/21 and 3 Year Maintenance Programme 2019/20 – 2021/22</p>	13 January 2021	Property Services Manager