

**COPELAND BOROUGH COUNCIL**

**STATEMENTS OF EXECUTIVE DECISIONS**

**MEETING HELD ON 18 OCTOBER 2005**

**MEMBERS PRESENT:** Councillors M Ashbrook, Deputy Chairman in the Chair; G Blackwell; G Clements; J Hewitson; A Holliday; N Williams;

Councillor H Wormstrup – Agenda Items 1-14

Apologies for absence were received from Councillor Miss E Woodburn

**OFFICERS IN ATTENDANCE:** Dr J Stanforth, Chief Executive; F McMorrow, Corporate Director Economic Prosperity and Sustainability; T Chilcott, Corporate Director Quality of Life; H Mitchell, Head of Policy and Performance; M Tichford, Head of Regeneration; M Jepson, Head of Legal and Democratic Services; L Taylor, Member Services (Technical Support) Officer; D James, Member Services Officer

J Salt, Head of Customer Services, Agenda Items 1-19B; S Borwick, Head of Finance and Business Development & C Lloyd, Business Development Manager Agenda Items 1 – 19C; D Toner, Parks and Facilities Officer; Agenda Items 1-19; B Kirkbride, Principal Community Regeneration Officer Agenda Items 1-15

**DECISIONS TAKEN IN PRIVATE:** The Executive resolved at EXE/05/0088 to take the following items in private due to exempt information in the following categories:

**EXE/05/0089 paragraph**

**EXE/05/0090 paragraph**

**EXE/05/0091 paragraph**

**EXE/05/0092 paragraph**

**EXE/05/0093 paragraph**

**EXE/05/0094 paragraph**

**START TIME: 4.00 PM      CLOSE TIME: 6.40 PM**

**CERTIFICATION:** \_\_\_\_\_

Certified a true record of decisions taken at the meeting of the Executive of Copeland Borough Council dated 18 October 2005

## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 1	
Subject: Statements of Decision	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0077	Full Executive

Portfolio Holder: Councillor M Ashbrook

Context: Decisions made at the previous meetings requiring formal approval

Key Decision Status:

Decision

**That the Statements of decisions made at the meeting held on the 27 September 2005 be agreed as a correct record**

Explanation

N/A

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: T Capper
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 5	
Subject: Forwards Plan	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0079	Full Executive

Portfolio Holder: Councillor M Ashbrook

Context: To consider the forward plan of Key decisions October - December 2005

Key Decision Status: N/A

Decision

**That the Forward Plan of Key Decisions be noted**

Explanation

N/A

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: T Capper
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 6	
Subject: Progress Report - Public Building Revenue and Capital Schemes 2005/06	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0080	Full Executive

Portfolio Holder: N Williams

Context: This report updates Executive of progress with responsive and programmed maintenance to Public Buildings during 2005/06 and seeks approval an increase the Contractor helpdesk authority value, from £50 to £80.

Key Decision Status: No

Decision

**That a) the current position be noted;**

**b) the increase in Contractor helpdesk order authority value from £50 to £80 be approved; and**

**c) Contract Standing Orders be suspended in respect of competition for the second phase of replacement window works at the Whitehaven Civic Hall for the reasons as detailed in the report.**

Explanation

On the 22 February 2005 Members approved various planned maintenance schemes and noted the responsive maintenance budgets. This report provides an update of progress.

Consideration was also given to increasing the contractors authority value from £50 to £80 as 68% of orders placed fell in this cost level and therefore the increase would improve effectiveness.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: C A Lloyd
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 7	
Subject: IEG Project Up-Date	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0081	Full Executive

Portfolio Holder: N Williams

Context: Reports on the current position of the IEG programme, including financial information, and seeks approval to release the remainder of the IEG money in the capital programme

Key Decision Status:

**Decision**

**That**

- 1. the current position on the IEG project be noted;**
- 2. the remaining funds of £62,608 in the capital programme be approved for completion of the project and their exact use be delegated to the Head of Policy and Performance, in consultation with both the combined officer project board and the (Member) IEG Board; and**
- 3. the first call on remaining funds be to ensure that mandatory IEG Outcomes are delivered and the second priority be to deliver enhancements that meet local priorities.**

Explanation

Over the past four years Members have received setting out the Government requirements from the IEG programme and the grant available. In April 2005, the Executive approved an outline plan and capital allocation for 2005/06. Of the £631,068 in the capital programme for IEG, £568,460 (90%) was approved for spend on delivery of the project. This is a half yearly updating report on the current position of the project, including capital finances.

Alternative Options Considered: None

Interests Declared: None

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Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: T Chilcott
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 8	
Subject: Customer First Project	
Date of Decision: 18 October 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0081	

Portfolio Holder: Councillor M Ashbrook

Context: This report updates Members on progress with the Customer First Project and the national reputations project launched by the LGA and IDeA

Key Decision Status: No

**Decision**

**That a) progress with the Customer First Project be noted; and**

**b) the Action Plan within the Local Government Reputations Programme be signed.**

Explanation

Members of the Executive received a report on 24<sup>th</sup> May 2005 regarding resident's satisfaction and agreed a set of action plans to be implemented. As part of the consideration of that report Members asked for regular feedback and this report provides details of progress to date and a proposal to be part of the National LGA IDeA Reputations Project.

Alternative Options Considered: No

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: T Chilcott
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 9	
Subject: Housing Market Renewal	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0082	Full Executive

Portfolio Holder: Councillor G Clements

Context: To consider the draft Housing Market Renewal and its implications.

Prior to consideration of this item it was noted that the draft Housing Market Renewal (HMR) Prospectus had only been received and had not been circulated to Members therefore this would not be considered.

Members expressed concern that they had not been able to consider the prospectus and were assured that a detailed plan would be brought back to the Executive for consideration.

Key Decision Status: No

**Decision**

**That**

- 1. the Chief Executive and Head of Regeneration are delegated to make a decision as to whether to approve the final HMR Prospectus in consultation with the portfolio holder for Housing and Community Safety.**
- 2. the proposal for a joint delivery team for HMR and Regeneration be approved in principle as a basis for developing detailed proposals**

Explanation

Housing Market Renewal (HMR) is an initiative by the Government to redress housing market imbalance, resulting in falling demand and often in dereliction. Three areas outside of the original pathfinders have been identified as targets for the initiative. One of these is Furness and West Cumbria for which a total of £18 million pounds has been identified over two years. Successful HMR areas may then be able to draw down further funding to reform local housing markets.

This report updates Members and makes recommendations for delivery.

Alternative Options Considered: As decision with the inclusion of the recommendation to note the prospectus.



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Interests Declared: None
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Implementation Date: 26 October 2005
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Publication Date: 21 October 2005
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Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005
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Contact Officers: M Tichford
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 10	
Subject: Emergency Planning Partnership	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0083	Full Executive

Portfolio Holder: Councillor G Blackwell

Context: This report is to confirm Copeland BCs support for a Partnership Agreement for Local Authority Emergency Planning across Cumbria

Key Decision Status: No

#### Decision

**That the contribution to the Partnership of £16,672 for 2005/06, this being 85% of the sum allocated to Copeland in the FSS settlement for this financial year be approved, from contingencies.**

#### Explanation

Under the Civil Contingencies Act (CCA) the Council now has a responsibility to co-operate in emergency planning arrangements. This report identifies a way forward.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: Dr J Stanforth
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 11	
Subject: Replacement of Financial Management System	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0084	Full Executive

Portfolio Holder: Councillor Miss E Woodburn

Context: This report outlines the proposals for replacing the Council's current Financial Management Systems

Key Decision Status: No

**Decision**

**That the release of £250,000 from the Major Projects Fund to allow for the replacement of the Council's Financial Management System be approved.**

Explanation

The licence for the current computerised Financial Management System (FMS) expires in March 2007. The supplier has indicated that they will not renew the licence due to the age of the system and the number of current users

Due to the timescale for implementing a new system and given the fact that it would have to be in place for 1 April 2007, it is felt that the process needs to begin immediately.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: S Borwick
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 12	
Subject: Connected Cumbria Partnership	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0085	Full Executive

Portfolio Holder: Councillor N Williams

Context: To consider Copeland Borough Council's membership of the Connected Cumbria Partnership and their representation on the Strategic Board

Key Decision Status: No

**Decision**

**That a) the report be approved;**

**b) option 1 - remain a member of the Connected Cumbria Partnership be approved and a budget bid be submitted for 2006/07; and**

**c) the Chief Executive and Portfolio holder (or their nominees) represent Copeland Borough Council on the Strategic Board**

Explanation

Connected Cumbria is a partnership developed post IEG statement submission. The six District Councils in Cumbria and the Lake District National Park Authority together with other public and voluntary sector bodies have agreed a formal arrangement which will work to deliver a co-ordinated approach for Cumbria on the delivery of modern public services.

**Alternative Options Considered:**

1. Stay in – to remain a member of the Connected Cumbria Partnership and have the potential to achieve efficiencies as well as delivering joined up Government in Cumbria.
2. Withdraw – to be the only Cumbrian local authority not a member of the Connected Cumbria Partnership and miss the potential to achieve efficiencies.

Interests Declared: None

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Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: J Salt
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 13	
Subject: Call-In Information Systems Security Policy & Communication Systems Acceptable Use Policy	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0086	Full Executive

Portfolio Holder: Councillor Mrs Y R T CLarkson

Context: This report follows a call-in of the decision taken by the Executive on the Information Systems Security Policy and Communication Systems Acceptable Use Policy at their meeting of 27 September 2005

Key Decision Status: No

Decision

**That the revised policy be approved**

Explanation

At their meeting of 30<sup>th</sup> September 2005, the Chairs and Vice Chairs of Overview and Scrutiny asked for the above item to be called in. They did not have concerns about the aspirations of the policy, but rather whether the implications of the policy had been fully considered.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: T Capper
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 14	
Subject: Whitehaven Regeneration Programme	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0087	Full Executive

Portfolio Holder: Councillor A Holliday

Context: The Whitehaven Regeneration Programme has four strands. The master-planning phase is nearing completion on the Town Centre and Pow Beck strands and these are moving toward implementation. Delivery plans must be made, including achieving status in the town planning system. A Regeneration Team is proposed and the acquisition of strategic sites recommended to safeguard delivery of the Programme.

It was note that Appendix A was only "in part" the proposed Delivery Structure Draft from West Lakes Renaissance.

Key Decision Status: No

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**Decision  
That**

- 1. the reports produced by Broadway Maylan for Whitehaven Town Centre and White Young and Green for Pow Beck be noted and be approved as a basis for development as Action Area Plans within the Local Development Framework and as other guidance as appropriate and necessary to guide development in the Town;**
- 2. a maximum of £20,000 from the capital element of the Planning Delivery Grant, as identified in the report to Executive dated 14th June 2005, be used to fund the additional consultancy undertaken by consultants Broadway Maylan as part of the Whitehaven Development Framework;**
- 3. the principle of a Whitehaven Regeneration Delivery Team, supported by Copeland Borough Council, Cumbria County Council and West Lakes Renaissance (WLR), be supported;**
- 4. subject to agreement in principle on the delivery team that a further report be brought to the Executive with details; and**

**subject to consideration of Appendix B & C under part 11 of the Agenda**

- 5. the Council acquire and hold key strategic sites which become available in order to safeguard the regeneration of the Town Centre and Pow Beck in particular property know as 123 Newtown;**
- 6. funding bids be submitted to West Lakes Renaissance to acquire the sites identified; and**
- 7. the Council take on the client role in the procurement of construction contracts (details of a particular proposal are noted in the Part 2 to this report.**

**Explanation**

The Whitehaven Regeneration Programme has four strands of activity, supported by four working groups and an overall steering group:

This report seeks approval for a way forward.

Alternative Options Considered: None

Interests Declared: None

Implementation Date:  
26 October 2005

Publication Date:  
21 October 2005

Recorded by:  
Denise James

Call-in Period Expires  
on: 26 October 2005

Contact Officers:  
M Tichford



## Copeland Borough Council

### Statement of Executive Decision

Subject: <b>Exclusion of Press and Public</b>	
Date of Decision: 18 October 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0088	

Portfolio Holder: N/A

Context: Excludes Press and Public from Meetings for exempt items 10 & 11

Key Decision Status: N/A

Decision

**That the Press and Public be excluded from the meeting for the remaining items of business on the grounds of exempt information as identified in paragraphs 1,7&8 of Schedule 12A of the Local Government Act 1972 as amended.**

Explanation

N/A

Alternative Options Considered: N/A

Interests Declared: None

Implementation Date: N/A	Publication Date: 21 October 2005	Recorded by: Denise James
Call-in Period Expires on: N/A	Contact Officer: D James	

## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 14 Appendices B & C	
Subject: Whitehaven Regeneration Programme	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0089	Full Executive

Portfolio Holder: Councillor A Holliday

Context: To consider additional information prior to formally approving recommendations 5,6 & 7 EXE/05/0087 refers

Key Decision Status: No

Decision

**That the decisions made in principle under Agenda Item 14 in part one of the agenda be approved.**

Explanation

EXE/05/0087 refers

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: M Tichford
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 15	
Subject: Whitehaven Civic Hall – Audit Report Follow Up	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0090	Full Executive

Portfolio Holder: Councillor Miss E Woodburn

Context: This report informs members of the results of the follow up of the action plan on cash and banking procedures at the Whitehaven Civic Hall.

Key Decision Status: No

Decision

That progress on the action plan be noted

Explanation

Following an audit of the Whitehaven Civic Hall Cash & Banking system, the Executive was advised, at their meeting on 26 July 2005, of a breach of Financial Regulations.

The Executive requested that internal audit follow up implementation of the action plan and report back to the Executive.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: S Borwick
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 16	
Subject: Recruitment of Chief Executive – Consultancy	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0091	Full Executive

Portfolio Holder: Councillor Miss E Woodburn

Context: To seek approval to allocation of resources for engagement of consultants to assist in recruitment of a new Chief Executive.

During consideration of this item it was noted that the recommended amount of funding would not be sufficient and it was therefore agreed that this figure would be increased from £25,000 to £50,000.

Key Decision Status: No

Decision

**That the Head of Policy and Performance, in consultation with the Leader of the Council and the Head of Finance & Business Development be authorised to agree funding of up to £50,000 from the major projects fund, for a consultant to assist in the recruitment of a new Chief Executive.**

Explanation

The Personnel Panel have given consideration to proposals for recruitment to the post of Chief Executive. The Panel believe that to attempt to undertake this project using only in-house resources would carry a substantial and unacceptable risk of failing to attract candidates of the necessary calibre. This report seeks approval for the necessary funding.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: H Mitchell
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 17	
Subject: Appeals Panel	
Date of Decision: 18 October 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0092	

Portfolio Holder: Councillor Miss E Woodburn

Context: To receive a report of the Appeals Panel of 26 September 2005

Key Decision Status: No

#### Decision

**That a) the report be noted; and**

**b) the financial settlement as recommended in the report be approved, funded from the Development Control Budget.**

#### Explanation

In October 2004 a complaint was received against the Council's planning department. After following the various stages of the Council's complaints procedure the independent Investigating Officer ruled in favour of the complainant and offered her the maximum amount, an officer is able to offer, in compensation. This was refused and subsequently the matter was put before the Appeals Panel, this was duly considered and Members recommended an amount over the sum delegated to them. This recommendation is now put before the Executive for approval.

Alternative Options Considered:

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: M Jepson
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 18	
Subject: Christmas Lighting	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0093	Full Executive

Portfolio Holder: Councillor A Holliday

#### Context:

This report advises Executive of the provisional award of the Christmas lighting contract to the Council's footway lighting contractor and seeks the allocation of £6,000 from Contingencies to meet a shortfall in the budget

Key Decision Status: No

#### Decision

##### That

- a) the placing of the order with the Council's footway lighting contractor be noted and approved; and
- b) the shortfall of £6,000, to cover necessary replacements of £6,000 funded from contingencies.

#### Explanation

To report on a shortfall in funding the Christmas Lighting contract and to seek approval funding from contingencies.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 26 October 2005	Publication Date: 21 October 2005	Recorded by: Denise James
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Call-in Period Expires on: 26 October 2005	Contact Officers: K Parker
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 19	
Subject: Council Restructuring – Further Consideration of Posts Referred to in March Report	
Date of Decision: 18 October 2005	Decision made by:
Decision Reference: EXE/05/0094	Full Executive

Portfolio Holder: Councillor A Holliday

Context: This report reviews the situation regarding

1. the 5 posts which were previously considered by Phase2 Report in March 2005
2. IT Services; and
3. Regeneration - Prior to consideration of this report Members noted action taken on grounds of urgency by the the Corporate Director Economic Prosperity and Sustainability in consultation with the Portfolio Holder – Resources and Local Democracy in Adjusting the grading of the post of Economic Development and Tourism Manager to secure an appointment.

Key Decision Status:

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## **Decision**

### **That**

**Relating to the 5 posts which were previously considered by Phase2 Report in March 2005**

- 1. the Council's Structure be amended to show a full time Team Leader (Environmental Protection) as a permanent posts;**
- 2. Personnel Panel be asked to consider the job profile and grading of the Team Leader (Environmental Protection);**
- 3. the post of Customer Relationships Officer be made full time for a period of 12 months and reviewed after 6 months;**
- 4. the interim arrangements regarding the Freedom of Information post continue for up to a further six months; and then subject of a further report detailing how the duties could be rolled up into another post;**
- 5. discussions take place with a view to combining the roles of Web Master and Graphics Technician, and a further report is presented to the Executive as soon as possible;**
- 6. provision be made in the non recurring budget to pay for the services of a relief Mayor's attendant/messenger on a casual basis, and that this arrangement be reviewed annually; funded in 05/06 from contingencies and subject to a non-recurring bid for 06/07;**

### **IT Services**

- 7. the proposals set out in the IT report relating to Helpdesk; Partnership/Collaborative Working/Training involving the use and application of the £100,000 already included in the base budget be approved; and**

### **Regeneration**

- 8. action taken on grounds of urgency by the Corporate Director Economic Prosperity and Sustainability in consultation with the Portfolio Holder – Resources and Local Democracy in adjusting the grading of the post of Economic Development and Tourism Manager to secure an appointment;**
  - 9. in the medium term the feasibility of a joint Building Control service be explored with the partners;**
  - 10. option 3 as detailed in the report be agreed; and**
  - 11. further reports be brought back on;**
    - a. bursaries for final year planning students; and**
    - b. workloads and future arrangements in the residual housing functions.**
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Explanation

In March 2005 the Executive approved proposals for Phase 2 of the Restructure, and in doing so asked that a further report be submitted dealing with 5 posts.

Alternative Options Considered: None

Interests Declared: None

Implementation Date:  
26 October 2005

Publication Date:  
21 October 2005

Recorded by:  
Denise James

Call-in Period Expires  
on: 26 October 2005

Contact Officers:  
Dr J Stanforth