

**COPELAND BOROUGH COUNCIL**

**STATEMENTS OF EXECUTIVE DECISIONS**

**MEETING HELD ON 5 JULY 2005**

**MEMBERS PRESENT:** Councillors Miss E M Woodburn (Leader); Councillor M J Ashbrook (Deputy Leader); G Blackwell; G Clements; J Hewitson; A Holliday

Councillor N Williams Agenda Items 1, 6 & 9 Councillor H Wormstrup Agenda Item 11

**OFFICERS IN ATTENDANCE:** Dr J Stanforth, Chief Executive; T Chilcott, Corporate Director Quality of Life; S Borwick, Head of Finance and Business Development; M Jepson, Head of Legal and Democratic Services; H Mitchell, Head of Policy and Performance; D James, Member Services Officer

**DECISIONS TAKEN IN PRIVATE:** The Executive resolved at EXE/05/0035 to take the following items in private due to exempt information in the following categories:

**EXE/05/0036 paragraph 9**

**EXE/05/0037 paragraph 1**

**START TIME: 10.00AM CLOSE TIME: 10.35AM**

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

Certified a true record of decisions taken at the meeting of the Executive of Copeland Borough Council dated 5 July 2005

## Copeland Borough Council

### Statement of Executive Decision

<b>Agenda Item Number: 1</b>
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Subject: Statements of Decisions made on 14 June 2005
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Date of Decision: 5 July 2005
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Decision made by:
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Decision Reference: EXE/05/0027
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Full Executive
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Portfolio Holder: Councillor M Ashbrook
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Context: Decisions made at the previous meetings requiring formal approval
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Key Decision Status: No
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Decision
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<b>That the Statements of decisions made at the meeting held on the 14 June 2005 be agreed as a correct record.</b>
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Explanation
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N/A
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Alternative Options Considered: None
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Interests Declared: None
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Implementation Date:
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N/A
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Publication Date:
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8 July 2005
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Recorded by:
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D James
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Call-in Period Expires on:
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N/A
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Contact Officers:
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D James
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## **Copeland Borough Council**

### **Statement of Executive Decision**

Agenda Item: 5	
Subject: Arrangement of the Agenda	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0028	

Portfolio Holder: N/A
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Context: To consider the order in which the Agenda is considered
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Key Decision Status: No
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Decision
That Agenda items 6 – Parish Review Working Party Minutes and Recommendations and 9 - Accommodation Issues be considered first on the Agenda.

Explanation
The Portfolio Holder Resources and Local Democracy had to leave the meeting early therefore these item were considered early to enable the Portfolio Holder to be present.

Alternative Options Considered: None
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Interests Declared: None
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Implementation Date: N/A	Publication Date: 8 July 2005	Recorded by: D A James
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Call-in Period Expires on: N/A	Contact Officers: N/A
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 6	
Subject: Parish Review Working Party	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0029	

Portfolio Holder: Councillor N Williams

Context: To consider recommendations from the Parish Review Working Party.

Key Decision Status: No

Decision

**RESOLVED – That**

- (a) assistance be provided to Lamplugh Parish Council towards increased election costs in connection with achieving the Electoral Mandate for QP status, on the basis of meeting up to 75% of costs of contested seats and 50% of uncontested seats;
  - (b) whenever possible and appropriate, training opportunities provided for Borough Council members and officers be extended to representatives of Parish Councils;
  - (c) wherever possible space be provided in Copeland Matters and the Copeland Web Site for Parishes;
  - (d) the Democratic Services Manager and the Member Services Officer be designated as named officer and deputy, of the Borough Council, to act as liaison officer for parishes; and
  - (e) a report be submitted to the Executive on the outcome of the pilot scheme.
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## Explanation

The Parish Review Working Party met on the 31 May when Tom McMullen, Quality Parishes Co-ordinator for CALC, gave a presentation on the Quality Parishes Development Programme in Cumbria, and how partnership working between CALC and the Borough Council might assist parishes in the Borough to achieve Quality Parish status.

It was noted that Lamplugh Parish Council was expected to be assessed for Quality Parish Status (as a pilot scheme) in the near future and consideration was given to recommending the Executive to assist Lamplugh in achieving the electoral mandate criteria (80% of Councillors to be elected).

The Working Party considered other areas in which partnership working between the Borough Council and parishes might assist the Quality Parishes Development Programme, and improved interaction between district and parishes generally. This report makes recommendations to the Executive.

Alternative Options Considered: No

Interests Declared: None

Implementation Date: 13 July 2005	Publication Date: 8 July 2005	Recorded by: D A James
Call-in Period Expires on: 13 July 2005	Contact Officers: T Capper	

## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 9	
Subject: Accommodation Issues	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0030	

Portfolio Holder: G Blackwell

Context: This report identifies implications for the accommodation of staff within the New Council Centre as a result of the Council Restructuring

Key Decision Status: No

Decision

**That the proposal to relocate and contain staff within the present accommodation at the Copeland Centre, and the provision of the required funding of £33,000 as detailed in the report be approved.**

Explanation

The relocation to the Copeland Centre was initiated in 1999 when an accommodation Strategy Review was undertaken.

This was reviewed and updated to include all permanent posts in 2003, with changes made to the building layout, furniture and IT/ telephone provision to accommodate the level of staff at the time the contract for the new building was signed.

At the time of the staff relocation on 18 September 2004 the Council restructure proposals had not been finalised and staff were moved to the new building within the existing structure.

Now that this restructure has been finalised and a list of posts has been produced it has been possible to consider how the new Service units can best be accommodated within the building.

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 13 July 2005	Publication Date: 8 July 2005	Recorded by: D A James
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Call-in Period Expires on: 13 July 2005	Contact Officers: C Lloyd
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## **Copeland Borough Council**

### **Statement of Executive Decision**

Agenda Item: 5	
Subject: Forward Plan	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference EXE/05/0031	

Portfolio Holder: Councillor M Ashbrook

Context:

To consider the forward plan of Key decisions July - October 2005

Key Decision Status: No

Decision

- a) That the Forward Plan of Key Decisions be noted

Explanation

N/A

Alternative Options Considered: None

Interests Declared: None

Implementation Date: N/A	Publication Date: 8 July 2005	Recorded by: D James
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Call-in Period Expires on: 13 July 2005	Contact Officers: T Capper
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 7	
Subject: Statement of Internal Control	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0032	

Portfolio Holder: Dr J Stanforth

Context: The Accounts and Audit Regulations 2003 require a statement on Internal Control to be published with the financial statements

Key Decision Status: No

#### Decision

That

- a) Council be recommended to approve the statement of internal control
- b) the action plan be approved; and
- c) an updating report be submitted to the Executive in six months.

#### Explanation

The Accounts and Audit Regulations 2003 came into force on 1<sup>st</sup> April 2003. They established requirements related to systems of internal control, and the review and reporting of those systems. The Council is responsible for ensuring that its financial management is adequate and effective. The system of internal control should facilitate the effective exercise of the Council's functions, and that includes arrangements for the management of risk.

The Statement on Internal Control needs to be approved by Council, and published with the financial statements. Council needs to satisfy itself that it has obtained relevant and reliable evidence to support the disclosures made in the statement, and should in particular consider the reviews of the Chief Finance Officer and the Monitoring Officer on issues covered by the statutory responsibilities. Following approval by Council the statement should be signed by the Chief Executive and the Leader of the Council

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 13 July 2005	Publication Date: 8 July 2005	Recorded by: D A JAMES
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Call-in Period Expires on: 13 July 2005	Contact Officers: Dr J Stanforth
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## **Copeland Borough Council**

### **Statement of Executive Decision**

Agenda Item: 8	
Subject: Equality and Diversity	
Date of Decision: 5 July 2005	Decision made by:
Decision Reference: EXE/05/0034	Full Executive

Portfolio Holder: Councillor G Blackwell
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<p>Context: This report requests approval for the acquisition of Equality and Diversity training for staff and members.</p>
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<p>Prior to consideration of this item it was noted that it had not been possible to fully consult with the Portfolio Holder and it was recommended that the items and the addendum in part two of the Agenda be deferred.</p>
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Key Decision Status: No
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Decision
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<p>That this item be deferred to the next meeting of the Executive.</p>
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Explanation
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<p>To allow for full consultation and additional clarification where required.</p>
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Alternative Options Considered: No approve the recommendation.
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Interests Declared: None
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Implementation Date: N/A	Publication Date: 8 July 2005	Recorded by: D A James
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Call-in Period Expires on: N/A	Contact Officers: M Jepson
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## **Copeland Borough Council**

### **Statement of Executive Decision**

Subject: <b>Exclusion of Press and Public</b>	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0035	

Portfolio Holder: N/A
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Context: Excludes Press and Public from Meetings for exempt items 11-13
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Key Decision Status: N/A
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Decision  <b>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 paragraph 9 &amp; 1 of Schedule 12A of the Local Government Act 1972 as amended.</b>
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Explanation  N/A
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Alternative Options Considered: N/A
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Interests Declared: None
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Implementation Date: N/A	Publication Date: 8 July 2005	Recorded by: Denise James
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Call-in Period Expires on: N/A	Contact Officer: D James
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## **Copeland Borough Council**

### **Statement of Executive Decision**

Agenda Item: 10
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Subject: Addendum to Agenda Item 9 – Equality and Diversity
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Date of Decision: 5 July 2005	Decision made by:
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Decision Reference: EXE/05/0036	Full Executive
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Portfolio Holder: M Jepson
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Context: This addendum to Agenda item 9 requesting approval for the acquisition of Equality and Diversity training for staff and members.
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Prior to consideration of item 9 it was noted that it had not been possible to fully consult with the Portfolio Holder and it was recommended that item 9 and this addendum be deferred to the next meeting of the Executive.
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Key Decision Status: No
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Decision
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That this Addendum be deferred to the next meeting of the Executive
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Explanation
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To allow for full consultation and additional clarification where required
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Alternative Options Considered: None
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Interests Declared: None
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Implementation Date: 13 July 2005	Publication Date: 8 July 2005	Recorded by: D A James
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Call-in Period Expires on: 13 July 2005	Contact Officers: M Jepson
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## Copeland Borough Council

### Statement of Executive Decision

Agenda Item: 11	
Subject: Overview and Scrutiny Report Back on Call-In	
Date of Decision: 5 July 2005	Decision made by: Full Executive
Decision Reference: EXE/05/0037	

Portfolio Holder:

#### Context:

Item 14 of the Executive of 24<sup>th</sup> May 2005, with respect to a financial irregularity pertaining to a Dignity at Work Case was called in by three members. The Chair and Vice Chair agreed to the call-in with the proviso that it dealt only with the financial irregularity, which had taken place and the way in which it was reported. This is a report back to the Executive with the findings of the Committee.

Key Decision Status: No

#### Decision

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

**b) the Leader of the Council and the Portfolio Holder – Resources and Local Democracy be appointed to attend the sub group meetings of the Overview and Scrutiny Committee for Performance and Resources to review the Dignity at Work policy, which would recommend a revised policy to the Joint Consultative and Safety Panel and thereafter to Council.**

#### Explanation

This is a report back in accordance with Overview and Scrutiny procedure rules

Alternative Options Considered: None

Interests Declared: None

Implementation Date: 13 July 2005	Publication Date: 8 July 2005	Recorded by: D James
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Call-in Period Expires on: 13 July 2005	Contact Officers: T Capper
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