

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

1 December 2007
31 March 2008



INTRODUCTION

In order to ensure openness and accountability, this Forward Plan of key decisions has been prepared to set out clearly the **key decisions** that the Cabinet and Council Officers will be taking over the next twelve months.

The Plan is updated on a monthly basis and seeks to include all issues that are defined as “key decisions” in accordance with the Council’s Constitution and identifies which body will make the decision.

This document is one of the regular monthly updates to the Forward Plan published annually.

The Plan tries to anticipate the issues that will be the subject of a key decision within a given timescale. For each item, this Plan includes:

- a description of the item for decision
- who will take the decision
- the date or period within which it will be taken
- groups identified for consultation and how this will be undertaken
- the process and timescale for persons wishing to make representations
- a list of documents that will be used in consideration of the matter

Key Decision - Definition

The definition of a key decision is set out in Part 2, Article 13 “Decision Making” of the Council’s Constitution which states:

- A decision should be a Key Decision on financial grounds if it relates to any of the following:
 - expenditure or savings proposal not included within approved capital or revenue budgets (including new schemes, external funding bids, increased spending on or transfers/virements between budgeted schemes):
 - estimated at over £50,000 in total (gross), or
 - where there are unbudgeted net revenue costs or other potential liabilities arising in current or future years.
 - i. Any other initiative that relates to or would result in potential savings of over £50,000 in any year, which are not provided for in the approved budget.
 - ii. The allocation of revenue or capital grants (receivable or payable) or any general budget allocations where their specific use or method of allocation has not previously been approved by Cabinet. This also covers any proposals to delegate such arrangements.
 - iv. The award of contracts over £50,000.
 - v. Proposals that involve taking on the role of Accountable Body for a particular initiative.

- vi. The carry forward of under- or overspends, irrespective of amount.
- vii. Increasing future years' spending forecasts in line with any flexibility authorised by Council, irrespective of amount.

With the exception of the following which shall not be a Key Decision:

- Transactions carried out as part of the efficient administration of the Council's finances in line with council policy and the s151 Officer's functions, e.g. treasury management.
 - Subsequent allocation of grants (receivable or payable) within a framework and criteria previously agreed by Cabinet.
 - Setting of fees and charges levels, including concessions, within the approved Budget and Policy Framework.
 - Incurring expenditure essential to meet any immediate needs created by an emergency threatening life and limb or related to major structural damage threatening the fabric of a building [see Financial Procedures section A 1.11 (f)].
- A decision should be a Key Decision on community impact grounds if it would have a significant and lasting impact on one or more of the following:
- (a) reputation of the Council
 - (b) the environment
 - (c) the local economy
 - (d) community safety
 - (e) human rights, equal opportunities or racial equality
- The Monitoring Officer would be responsible for the interpretation of the words **significant and lasting** in the community impact test.

The Plan does not, therefore, include:

- exempt or confidential information as defined in the Council's Constitution Part 4 Section 2, 10.03 and 10.04;
- any reference to decisions made by the Council's regulatory and other committees, i.e.
- Licensing
- Planning and Highways
- Appeals
- Standards
- Audit
- Personnel
- Appraisal
- any decisions made by Cabinet or delegated to Officers which are not defined as **key decisions**.

Contacts

If you have any queries relating to the publication of this plan please contact Gill Noall, Head of Democratic Services, on 01524 582060.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Abbott Bryning	Storey Institute	30 November 2007
Councillor Maia Whitelegg	Consideration of a Cultural Services – Trust (Not for Profit Distributing Organisation)	11 December 2007
Councillor Maia Whitelegg	Dukes Theatre - Revised Business Model	11 December 2007
Councillor Roger Mace	Budget & Policy Framework Update 2008/09	11 December 2007
Councillor David Kerr	Grants to Voluntary Organisations - New Service Level Agreements for 2008/09 to 2010/11	11 December 2007
Councillor Maia Whitelegg	Updates on Parks and Open Spaces Strategy	11 December 2007
Councillor Maia Whitelegg	The Dome	11 December 2007
Councillor Evelyn Archer	Lancaster Market	11 December 2007
Councillor Evelyn Archer	Morecambe Football Club	11 December 2007
Councillor Roger Mace	Revenue Services Restructure	11 December 2007
Councillor John Gilbert, Councillor David Kerr	Establishment of an Additional Estate Steward - Council Housing Services.	11 December 2007
Councillor Eileen Blamire	Planning Delivery Grant Allocation 2007/08	11 December 2007
Councillor Evelyn Archer	Tender Brief - Land at Scotforth	22 January 2008
Councillor David Kerr	Fees and Charges 2008/09 - Health & Strategic Housing	22 January 2008
Councillor Roger Mace	Budget & Policy Framework Update 2008/09	22 January 2008
Councillor John Gilbert	Review of Parking Fees and Charges for 2008/09	22 January 2008
Councillor Jon Barry	Making our District a Cleaner Place	22 January 2008
Councillor Jon Barry	Lancashire Municipal Waste Strategy	22 January 2008
Councillor Roger Mace	Concessionary Travel	22 January 2008
Councillor Roger Mace	Budget & Policy Framework Update 2008/09	19 February 2008
Councillor Abbott Bryning	Lancaster Tourist Information Centre	19 February 2008
Councillor Roger Mace	Treasury Management Strategy 2008/09	19 February 2008
Councillor Maia Whitelegg, Councillor Evelyn Archer	Williamson Park - Future Management Arrangements	19 February 2008
Councillor Evelyn Archer, Councillor John Gilbert	Former Auction Mart Car Park, Lancaster	18 March 2008

Councillor David Kerr	Introduction of a Selective Licensing scheme in the private rented sector under the Housing Act 2004 for the areas of Morecambe defined by; Poulton Neighbourhood Renewal Area boundary, and Winning back Morecambe's West End Masterplan.	18 March 2008
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Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Storey Institute	
WARD:	All Wards	
SERVICE:	Economic Development and Tourism	
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>To sign the construction contract with Conlon Ltd. which will allow building work to commence.</p> <p>On the 5th June 2007 Cabinet resolved to support the creation of a multipurpose creative industries centre by restoring the Storey Institute. In addition cabinet resolved to allocate an additional £200k to the project.</p> <p>On 20th June 2007 the full Council gave their approval of the above Cabinet decision.</p> <p>As a consequence, within the next 8 weeks from 13th July 2007, the City Council will need to sign a contract with the construction company Conlon of Preston who were previously chosen as the contractor via a competitive tendering process.</p> <p>At present the exact date of the required decision cannot be agreed as Conlon needs time to issue detailed specifications of work and a work programme.</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 November 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not applicable.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Consideration of a Cultural Services – Trust (Not for Profit Distributing Organisation)	
WARD:		
SERVICE:	Cultural Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Maia Whitelegg	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To seek Cabinet's opinion/approval for Officer's to undertake and Options Appraisal for a Cultural Services Trust (NPDO).	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Head of Cultural Services.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to Cabinet meeting on 6th November 2007.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Dukes Theatre - Revised Business Model	
WARD:		
SERVICE:	Cultural Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Maia Whitelegg	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Cabinet on a revised business model for the Dukes Theatre, taking into account a reduction in Arts Council funding.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Head of Cultural Services.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to Cabinet meeting to be held on 6th November 2007.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework Update 2008/09	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise, though the bulk of recommendations are expected to be referrals on to Council, or for information for noting. The key aspects covered in the report will be:</p> <ul style="list-style-type: none"> - General Fund Capital Programme Updates - General Fund revenue Budget Updates - Housing revenue Account Updates - Council Housing Capital Programme Updates - Medium Term Financial Strategy Proposals - Capital Investment Strategy Proposals <p>As well as financial considerations, proposals regarding the policy framework may also be included (in particular, the DCorporate Plan).</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Tenants' Forum (for Council Housing related issues), Economic Stakeholders' Forum. Also general public consultation on proposed priorities.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Set out in specific consultation exercises.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Grants to Voluntary Organisations - New Service Level Agreements for 2008/09 to 2010/11	
WARD:	All Wards	
SERVICE:	Democratic Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the level of funding available for non-housing voluntary organisations and to determine the renewal of existing Service Level Agreements and consider new applications for Service Level Agreements accordingly.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	City Council's Budget and Performance Panel.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Head of Democratic Services, Lancaster Town Hall, Dalton Square, Lancaster, LA1 1PJ.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	30th September 2007.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Updates on Parks and Open Spaces Strategy	
WARD:		
SERVICE:	Cultural Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Maia Whitelegg	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To provide an update of the Action Plan, including consideration of a pilot scheme to establish alternative partnership and/or community management models for Happy Mount Park and Highfield Recreation Ground.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Head of Cultural Services.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to date of Cabinet meeting to be held on 11th December 2007.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	The Dome	
WARD:		
SERVICE:	Cultural Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Maia Whitelegg	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Options appraisal for the future of the Dome	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None at this stage	
DATE FOR REPRESENTATIONS TO BE RECEIVED:		

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Market	
WARD:	Castle Ward	
SERVICE:	Revenue Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report provides an update on the current situation at Lancaster Market and opportunities for the future management of the facility.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	None identified at this stage	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None at this stage	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	comments can be made direct to cabinet members	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Morecambe Football Club	
WARD:	Westgate Ward	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the details for Morecambe Football Club to redevelop land at Westgate, Morecambe for a new stadium and ancillary facilities, including the need for land disposals.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	None at this stage	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None at this stage	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Representations to be made to Cabinet Member	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Revenue Services Restructure	
WARD:	All Wards	
SERVICE:	Revenue Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Organisational changes to the structure of the Service to meet the operational demands of the changes to Council Tax collection, introduction of the new Electronic Document Management System and to make efficiency savings	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	As above	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation with Trade Unions, HR and Revenues staff	
DATE FOR REPRESENTATIONS TO BE RECEIVED:		

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Establishment of an Additional Estate Steward - Council Housing Services.	
WARD:	All Wards	
SERVICE:	Council Housing Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert, Councillor David Kerr	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	In order to ensure that vacant properties meet the Council's "Lettable Standard" and are relet within corporate target times, Estate Stewards are currently working seven days a week. This is not sustainable and, as an alternative to overtime, it is proposed that an additional Estate Steward post be established.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	The existing Estate steward Team have been consulted.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to Peter Loker, Corporate Director (Community Services).	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	By 27 November 2007.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Planning Delivery Grant Allocation 2007/08	
WARD:	All Wards	
SERVICE:	Planning Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To agree the use of Planning Delivery Grant to further invest in the City Council's Planning Service to meet the Government's modernisation agenda.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 December 2007	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	City Council's Audit, Financial, IS and Communication Services.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Agenda item will be open for public scrutiny. Internal consultations will be undertaken.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Internal consultation prior to report being published. Comments by 07/11/07	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender Brief - Land at Scotforth	
WARD:		
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report brings forward the draft tender brief for consideration by Cabinet as requested by Cabinet at their meeting on 9th October 2007.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Overview and Scrutiny Committee.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Head of Property Services, Lancaster Town Hall, Dalton Square, Lancaster, LA1 1PJ.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to Cabinet 22nd January 2008.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Fees and Charges 2008/09 - Health & Strategic Housing	
WARD:	All Wards	
SERVICE:	Health and Strategic Housing	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report sets out options for increasing fees and charges for a range of services in Health & Strategic Housing as part of the budget process.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:		
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework Update 2008/09	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise, though the bulk of recommendation are expected to be referrals on to Council, or for information for noting. The key aspects covered in the reports will be:</p> <ul style="list-style-type: none"> - General Fund Capital Programme Updates - General Fund Revenue Budget Updates - Housing Revenue Account Updates - Council Housing Capital Programme Updates - Medium Term Financial Strategy Proposals - Capital Investment Strategy Proposal <p>As well as financial considerations, proposals regarding the policy framework may also be included (in particular, the Corporate Plan).</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Tenant's Forum (for Council Housing related issues), Economic Stakeholders' Forum. Also general public consultation on proposed priorities.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Set out in specific consultation exercises.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Set out in specific consultation exercises.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Parking Fees and Charges for 2008/09	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report reviews parking fees and charges and recommends a package of measures for 2008/09 to meet both budgetary and parking and traffic management objectives.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Lancaster District Chamber and Morecambe Chamber of Commerce will be consulted over the proposals.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	To Head of Property Services or Parking and Administration Manager.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	19th January 2008.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Making our District a Cleaner Place	
WARD:	All Wards	
SERVICE:	City Council (Direct) Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	A report of the findings of the review of street cleansing	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:		
DATE FOR REPRESENTATIONS TO BE RECEIVED:		

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancashire Municipal Waste Strategy	
WARD:	All Wards	
SERVICE:	City Council (Direct) Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The LMWS which is currently being revised to cover the period to 2020. The strategy will form the basis of our approach to waste collection / recycling until 2020. The revised strategy will be presented to Cabinet for final approval	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:		
DATE FOR REPRESENTATIONS TO BE RECEIVED:		

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Concessionary Travel	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Potential changes to the Concessionary Travel Scheme from April 2008 due to the introduction of free nationwide travel.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	22 January 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	To be confirmed	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	To be confirmed	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	To be confirmed	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework Update 2008/09	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise, though the bulk of recommendations are expected to be referrals on to Council, or for information for noting. The key aspects covered in the reports will be:</p> <ul style="list-style-type: none"> - General Fund Capital Programme Updates - General Fund Revenue Budget Updates - Housing Revenue Account Updates - Council Housing Capital Programme Updates - Medium Term Financial Strategy Proposals - Capital Investment Strategy Proposal <p>As well as financial considerations, proposals regarding the policy framework may also be included (in particular, the Corporate Plan).</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 19 February 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Tenants' Forum (for Council Housing related issues), Economic Stakeholders' Forum. Also general public consultation on proposed priorities.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Set out in specific consultation exercises.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Set out in specific consultation exercises.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Tourist Information Centre	
WARD:		
SERVICE:	Economic Development and Tourism	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>In February 2006 Cabinet agreed in principle to the relocation of Lancaster TIC from 29 Castle Hill to occupy part of the refurbished Storey Institute, "subject to a further detailed report once the revenue and capital costs are known"</p> <p>This report will provide an update and seek Cabinet approval for the relocation and refurbishment to proceed.</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	19 February 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Written comments to Head of Economic Development & Tourism.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Friday 31st August 2007.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Treasury Management Strategy 2008/09	
WARD:		
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Formal approval of Treasury Management Strategy by Cabinet is required before 01 April, though some aspects also require full Council approval and will be referred on accordingly. The Strategy sets out overall borrowing and related budget assumptions for 2008/09.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	19 February 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	No groups identified, although the Council's professional advisors will be consulted.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Williamson Park - Future Management Arrangements	
WARD:		
SERVICE:		
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Maia Whitelegg, Councillor Evelyn Archer	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Members to give consideration to the future management arrangements in respect of Williamson Park.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	19 February 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	General public and other interested parties including the "Friends" of the Park.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Corporate Director (Finance and Performance) at Lancaster Town Hall.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	10 January 2008 for consideration initially by Williamson Park Board on 11 January 2008.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Former Auction Mart Car Park, Lancaster	
WARD:		
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor John Gilbert	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	That Members give consideration to the proposals / schemes received for the development opportunity at the Former Auction Mart car park, Lancaster	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 March 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	General public and other interested parties	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Exhibition on the 4th of September 2007 at Lancaster Town Hall	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Once proposals are received, public consultation in the form of an exhibition will take place at Lancaster Town Hall on Tuesday, 4th of September, 2007	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Introduction of a Selective Licensing scheme in the private rented sector under the Housing Act 2004 for the areas of Morecambe defined by;-Poulton Neighbourhood Renewal Area boundary, and- Winning back Morecambe's West End Masterplan.	
WARD:	All Wards	
SERVICE:	Health and Strategic Housing	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	FINANCIAL	Yes
	COMMUNITY IMPACT	
	BOTH	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	It is proposed that Selective Licensing will be introduced in areas of Morecambe in order to improve the standards of management across the entire private rented sector. For Selective Licensing to be introduced approval must first be sought from the Secretary of State.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 March 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Private rented sector landlords and agents. All statutory and community stakeholders.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Written and verbal representations following publicity (Formal notification will be required in the local press).	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to submission of final report to Management Team.	

