

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Annual Forward Plan

Monthly Update

**1 February 2008**  
**30 May 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 John Gilbert	Integrated Support/Homeless Prevention Team	19 February 2008
Councillor Maia Whitelegg	Sports and Physical Activity Alliance (SPAA)	19 February 2008
Councillor Eileen Blamire	Community Safety Partnership Funding	19 February 2008
Councillor Evelyn Archer	Concessionary Travel	19 February 2008
Councillor Jon Barry	Approval of Council's draft Climate Change Strategy	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 Abbott Bryning	Acceptance of Tender for Lancaster TIC	Before 29 February 2008
Councillor Evelyn Archer	Disposal of Land off Quernmore Road, Lancaster	18 March 2008
Councillor Evelyn Archer, Councillor John Gilbert	Former Auction Mart Car Park, Lancaster	18 March 2008
Councillor Evelyn Archer, Councillor David Kerr, Councillor John Gilbert	West End Housing Exemplar Project - Chatsworth Gardens	22 April 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Integrated Support/Homeless Prevention Team
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Neighbourhood Task Force
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor John Gilbert
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	This reports sets out proposal's for the expenditure of Homelessness Support Reserve Fund with priority for the continuation of the Integrated Support/Homelessness Prevention Team.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The development and operation of the Integrated Support/Homeless Prevention Team has been subject to consultation with voluntary and statutory sector partners and partnership groups such as the Homelessness Forum and West End Partnership. This report is however related to continuation funding and has not been specifically subject to consultation.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Representations can be made directly to Steve Matthews, Project Director (Urban Renewal), Neighbourhood Task Force by telephone on 01524 405834, by email smatthews @lancaster.gov.uk or in writing to 61/63 Albert Road, Morecambe LA4 4HY
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Representations should be made by the 17th January 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Sports and Physical Activity Alliance (SPAA)	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Cultural Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Maia Whitelegg	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To approve the draft Sports Strategy as part of the Sports and Physical Activity Alliance (SPAA) submission to Sport England	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Groups included in the Draft Strategy including Schools, Sports Clubs and the Primary Care Trust.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing to the Head of Cultural Services, Lancaster City Council, Morecambe Town Hall, Marine Road, Morecambe, LA4 5AF.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to the meeting of Cabinet on 19th February 2008	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Community Safety Partnership Funding
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Corporate Strategy
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to inform members of CSP funding and for them to agree that City Council continues to disseminate and to update Council's budgets accordingly
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Local Strategic Partnership Community Safety Partnership General Public
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing to Community Safety Officer. Michelle Emery, C/O Corporate Strategy, Lancaster Town Hall, Dalton Square, Lancaster, LA1 1PJ
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Before 5th February 2008



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Concessionary Travel
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Potential changes to the Concessionary Travel Scheme from April 2008 due to the introduction of free nationwide travel
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	LCFO's, LCEO's and CTWG
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Meetings between LCFO's, LCEO's and Concessionary Travel Working Group
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	5th February 2008 by letter to Lead Officer

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Approval of Council's draft Climate Change Strategy
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Corporate Strategy
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	In response to the international, national, regional and local concerns surrounding the climate change agenda and the development of Lancashire County Council's Climate Change Strategy, a medium term City Council Strategy has been developed for approval.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Any and all individuals and organisations within the district.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Anyone wishing to comment on this proposed decision should write to the Head of the Corporate Strategy Service by the 31 January 2008. Any comments received by that date will be made known at the Cabinet meeting
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	31 January 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster Tourist Information Centre
<b>WARD:</b>	Castle Ward
<b>SERVICE:</b>	Economic Development and Tourism
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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"  This report will provide an update and seek Cabinet approval for the relocation and refurbishment to proceed.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancashire and Blackpool Tourist Board, Storey CIC Board.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Written comments to Head of Economic Development & Tourism, Palatine Hall, Dalton Square, Lancaster, LA1 1PJ.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to 15th February 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Treasury Management Strategy 2008/09
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Roger Mace
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	No groups identified, although the Council's professional advisors will be consulted.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation will be with Butlers as our Treasury advisors, there will be no further consultation as the Strategy reflects in Treasury terms what is coming out of the budget process.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Acceptance of Tender for Lancaster TIC
<b>WARD:</b>	Castle Ward
<b>SERVICE:</b>	Economic Development and Tourism
<b>DECISION MAKER:</b>	Individual Cabinet Member and Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To accept the tender for the design and fit out of the new Lancaster Visitor Information Centre in The Storey, replacing the existing Lancaster TIC on Castle Hill.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 29 February 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancashire and Blackpool Tourist Board North west Development Agency
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Design brief consultation has taken place with the Lancashire and Blackpool Tourist Board and with staff of the North west development Agency. The brief has also been prepared in line with the current Tourism Strategy and is based on experience from the refurbishment of the Morecambe VIC.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	On or before the 29th February 2008.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Disposal of Land off Quernmore Road, Lancaster
<b>WARD:</b>	Bulk Ward
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider and approve the disposal of land off Quernmore Road, Lancaster, adjacent to Nightingale Hall Farm
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 March 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Officers will be consulted.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There is no external consultation process as the item is exempt.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable as item is exempt.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Former Auction Mart Car Park, Lancaster
<b>WARD:</b>	Dukes Ward
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer, Councillor John Gilbert
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	That Members give consideration to the proposals / schemes received for the development opportunity at the Former Auction Mart car park, Lancaster
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 March 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The report relates to a land transaction and only the parties involved are currently involved as part of the consultation process.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing to the Head of Property Services, Lancaster Town Hall, Lancaster, LA1 1PJ.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to 18th March 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	West End Housing Exemplar Project - Chatsworth Gardens
<b>WARD:</b>	Harbour Ward
<b>SERVICE:</b>	Neighbourhood Task Force
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer, Councillor David Kerr, Councillor John Gilbert
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	This report will provide an update on progress made made to secure the delivery of the Housing Exemplar Project, a key element of the Winning back Morecambe's West End Masterplan. The report will also seek approval to agree an updated Funding Agreement with English Partnerships to release additional funding to acquire further properties in the housing exemplar block and to agree a Building Agreement with English Partnerships and the preferred developer; Places for People to undertake the Project. Subject to a satisfactory Planning Consent being in place, Cabinet will also be asked to make a Compulsory Purchase Order declaration to acquire outstanding property interest enabling the project to proceed.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	22 April 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	LCC Planning and Development Control. West End Partnership Broader Morecambe community through consultative events.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	The Housing Exemplar Project is a priority intervention of the Winning Back Morecambe's West End Masterplan. The Masterplan was developed through a broad community consultation process before being adopted by Lancaster City Council as a Supplementary Planning Document to the Lancaster District Plan in February 2005. The developer selection process for the Exemplar project included a public consultation event over three days and final interviews which included representation by Lancaster City Council and the West End Partnership. Further consultation will take place as part of the Planning Application process and additional events will be planned to secure community input into the detailed design, property layout, community garden spaces and additional community impact that can be secured through the development.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Representations must be made by the 20th March 2008



