

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

1 May 2008
31 August 2008



PUBLISHED ON THURSDAY, 10TH APRIL 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 Jon Barry	Acceptance of Tender for Security guarding services- White Lund Depot	Before 8 May 2008
Councillor Abbott Bryning	Acceptance of Tender for Lancaster TIC	Before 31 May 2008
Councillor Evelyn Archer	Disposal of Land off Quernmore Road, Lancaster	3 June 2008
Councillor Evelyn Archer	Lancaster Market	3 June 2008
Councillor Evelyn Archer, Councillor David Kerr, Councillor John Gilbert	West End Housing Exemplar Project - Chatsworth Gardens	3 June 2008
Councillor Jon Barry	International Youth Games 2009	3 June 2008
Councillor Evelyn Archer	Land at Scotforth Road, Lancaster	3 June 2008
Councillor Roger Mace, Councillor Evelyn Archer, Councillor Abbott Bryning	Lancaster District Vision - update on progress	3 June 2008
Councillor Jon Barry	Lancashire Municipal Waste Strategy	1 July 2008
Councillor John Gilbert	Homelessness Strategy 2008 - 2013	1 July 2008
Councillor John Gilbert, Councillor David Kerr, Councillor Maia Whitelegg	Home Support and Portland Street Young Persons Project Funding Update	1 July 2008
Councillor John Gilbert	Review of Staff and Member Permits and Charges	1 July 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Acceptance of Tender for Security guarding services- White Lund Depot
WARD:	Westgate Ward
SERVICE:	City Council (Direct) Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Decision to award the security guarding contract at White Lund Depot for 3 year period from July 1st 2008.The contract has been publicised through OJEU.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 8 May 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The key decision is to award the tender for security at White Lund Depot. The actual award of the tender will follow the process outlined in the Council's contract procedure as a result there will be no consultation process.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Acceptance of Tender for Lancaster TIC
WARD:	Castle Ward
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 May 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire and Blackpool Tourist Board North west Development Agency
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	On or before the 30th April 2008.
REASON DECISION HAS BEEN DELAYED:	Tender documents are not ready to be signed for acceptance.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Disposal of Land off Quernmore Road, Lancaster	
WARD:	Bulk Ward	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider and approve the disposal of land off Quernmore Road, Lancaster, adjacent to Nightingale Hall Farm	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 June 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Officers will be consulted.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There is no external consultation process as the item is exempt.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable as item is exempt.	
REASON DECISION HAS BEEN DELAYED:	Carried forward from 22 nd April 2008 – Information from 3 rd parties has not been forthcoming to allow negotiations to be completed.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Market
WARD:	Duke's Ward
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Cabinet on the information requested in line with the resolutions made at the January 2008 Cabinet meeting.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 June 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None identified as this is a land transaction between two parties
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No formal consultation will be undertaken as it relates to the sale of land between two parties.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED:	Carried forward from 22 nd April 2008 – Information from 3 rd parties has not been forthcoming to allow negotiations to be completed.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	West End Housing Exemplar Project - Chatsworth Gardens
WARD:	Harbour Ward
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor David Kerr, Councillor John Gilbert
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 June 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	LCC Planning and Development Control. West End Partnership Broader Morecambe community through consultative events.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Representations must be made by the 23rd May 2008
REASON DECISION HAS BEEN DELAYED:	Carried forward to June Cabinet in order to comply with the requirements of financial services and to fit into the Council's project management process (LAMP).

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	International Youth Games 2009
WARD:	All Wards
SERVICE:	Democratic Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the hosting of the International Youth Games in Lancaster in 2009
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 June 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Local Sports Clubs Lancaster
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Views are being obtained from those clubs currently involved in preparations for the International Youth Games 2008. Contact from other clubs in the District will be welcomed. Representations should be made in writing to Head of Cultural Services, Lancaster City Council, Morecambe Town Hall, Marine Road Central, Morecambe, LA4 5AF.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 9th May 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land at Scotforth Road, Lancaster
WARD:	Scotforth West Ward
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To provide Cabinet with the outcome of the marketing exercise for the potential disposal of the land.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 June 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None identified as this relates to a sale of land between two parties
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No formal consultation will be undertaken as it relates to the sale of land between two parties.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster District Vision - update on progress
WARD:	All Wards
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillors Roger Mace, Councillor Evelyn Archer and Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The Lancaster District Vision was developed by the Vision Board and subsequently adopted by the Council as its Economic Strategy in 2006. The Council has agreed in principle to act as accountable body for Vision projects where appropriate, subject to certain conditions. This report provides an update on key projects within the Vision as well as reviewing current management arrangements and the means by which the range of projects within the Vision can be reviewed and adapted over time.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 June 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	North West Development Agency Lancashire Economic Partnership
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No public consultation required for this report as key projects within the Vision will consult separately as required. The review of management arrangements is an issue for the Council in consultation with external funders and this will be managed as part of ongoing discussions.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 9th May 2008

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 and Community Impact
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	1 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Lancaster City Council
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Written responses to Head of City Council (Direct) Services, White Lund Depot, Morecambe.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 13th June 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Homelessness Strategy 2008 - 2013
WARD:	All Wards
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	All housing authorities are obliged to produce a Homelessness Strategy every five years by CLG.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Homeless Forum members - includes statutory sector, voluntary and faith sectors and service users
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation will take place via the new Consultation Master website to be launched at the end of April.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 1 st June 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Home Support and Portland Street Young Persons Project Funding Update
WARD:	All Wards
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert, Councillor David Kerr, Councillor Maia Whitelegg
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Members on the outcome of funding decisions made by the Lancashire Supporting People Programme with regard to the Council's Home Support Team and the Portland Street Young Persons Project.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	YMCA Home Support Team Staff
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Comments can be made directly to Steve Matthews by email smatthews@lancaster.gov.uk.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 1 st June 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Staff and Member Permits and Charges
WARD:	All Wards
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To review Staff and Member permits and charges to bring both in line at 1st August 2008 and with a view to all permits being subsequently renewed on 1st April 2009, and annually thereafter.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Unison and other trade unions Joint Consultative Committee Independent Remuneration Panel
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Internal consultation only through Unison and other Trade Unions, the JCC and the Member's Independent Remuneration Panel.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 23rd June 2008