

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

1st November 2008
30th April 2009



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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
	Tender Acceptance - Environmental Works Vale Estate	Before 1 November 2008
	Tender Acceptance - Rewiring Shakespeare Road	Before 1 November 2008
	Tender Acceptance - Energy Performance Certificates	Before 1 November 2008
	Tender Acceptance - Renewal of Heaters - Mainway	Before 1 November 2008
Councillor David Kerr, Councillor Evelyn Archer	Chatsworth Gardens, Morecambe - Site Assembly	11 November 2008
Councillor Abbott Bryning	Luneside East Regeneration Project	11 November 2008
Councillor Roger Mace	Medium Term Financial Strategy Update	11 November 2008
Councillor Evelyn Archer	Morecambe Bay Regional Park	11 November 2008
Councillor David Kerr	Memorial Safety Programme	11 November 2008
Councillor David Kerr	Pay and Grading Structure	11 November 2008
Councillor Roger Mace	Budget & Policy Framework Process 2009/10	Various
Councillor Roger Mace	Treasury Management Strategy 2009/10	17 February 2009
Councillor Roger Mace	Participatory Budgeting	17 March 2009
Councillor Evelyn Archer	Disposal of Land off Quernmore Road, Lancaster	17 March 2009

Key Decision Taken by delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Environmental Works Vale Estate
WARD:	Skerton West Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for boundary wall treatments on the Vale Estate, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 1 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
Reason Decision Has Been Delayed:	Decision has been delayed from 31st August 2008 - tenders are out but will not be returned and processed before end of September

Key Decision Taken by delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Rewiring Shakespeare Road
WARD:	Skerton West Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for rewiring works at Shakespeare Road, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 1 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 31st August 2008 - tenders are out but will not be returned and processed before end of September.

Key Decision Taken by delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Energy Performance Certificates	
WARD:	All Wards	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decision	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for the Survey of Council Housing dwellings to produce energy performance certificates	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 1 November 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	None	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 31st August 2008 - tenders are out but will not be returned and processed before end of September.	

Key Decision Taken by delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Renewal of Heaters - Mainway
WARD:	Skerton East Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for the renewal of heaters at Mainway, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 1 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 31st August 2008 - tenders are out but will not be returned and processed before end of September.

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Chatsworth Gardens, Morecambe - Site Assembly
WARD:	Harbour Ward; Heysham North Ward;
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr, Councillor Evelyn Archer
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Cabinet on progress with land assembly for the Chatsworth Gardens, Morecambe project and seek Cabinet approval to use the Council's statutory powers of compulsory purchase to assist with completion of the land assembly needed to achieve the re-development of the site.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Winning Back Morecambe's West End Masterplan 2005 Morecambe Resort Action Plan 2002 Lancaster District Housing Strategy 2004/2008 Deed of Variation to Funding Agreement Jul 2008
GROUPS IDENTIFIED FOR CONSULTATION:	Elected Members Voluntary and Community organisations Local Residents Other relevant public bodies English Partnerships
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Planning process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' West End Partnership Board (various meetings)
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed.
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 31st July 2008 - Insufficient information is available to produce a meaningful report.

ITEM FOR DECISION:	Luneside East Regeneration Project
WARD:	Castle Ward
SERVICE:	Planning Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning, Cabinet Member: Joint Economic Environment Portfolio - Employment Opportunities and Regeneration in Lancaster
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To advise that the project is now ready for delivery by the private sector and to request that Cabinet determine how to best to proceed
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Planning Services Files - Luneside East Regeneration Project
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	To make representations to the Head of Planning Services, Palatine Hall, Dalton Square, Lancaster, LA1 1PB
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 12th September 2008
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 31st July 2008 - All parties are continuing to work to progress this issue, no conclusions have yet been reached.

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Medium Term Financial Strategy Update
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace, Leader of the Council Cabinet Member for Neighbourhood Management, Finance, Community Planning and Transport
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the half yearly review of the approved MTFS, issues that require key decisions may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at present.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly – though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable at present.
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from October 2008 so that the outcome of the call in regarding food recycling can be incorporated, for referral on to Council.

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Morecambe Bay Regional Park
WARD:	All Wards
SERVICE:	Planning Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Cabinet Member: Regen in Morecambe; Joint Economic Environment; Employment Opportunity
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider whether the City Council should support the creation of a designation for a Morecambe Bay Regional park and to assess what role the City Council should play in its management.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Genecon Scoping report commissioned by Morecambe Bay Partnership, Liverpool University report prepared in support.
GROUPS IDENTIFIED FOR CONSULTATION:	Arnside/Silverdale AONB, Vision Board, Chambers of Commerce, Morecambe Hotels and Tourism Association.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	External consultation will take place individually with the groups named above.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	In writing to Head of Planning Services, Lancaster City Council, Palatine Hall, Lancaster, LA1 1PB prior to 10th September 2008
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 7 October 2008 - Required consultation has not yet been completed.

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Memorial Safety Programme
WARD:	All Wards
SERVICE:	Health and Strategic Housing
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr, Cabinet Member for Housing Strategy/ Provision, Env Health, Human Resources, Voluntary Sector
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Progress of the Memorial Safety Programme and the need for its continuation
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Report to Cabinet of 17 January 2006. New Cabinet Report refers to possible changes in staffing level Individual Cabinet Member Decision 22 February 2007 The Ombudsman Special Report on Memorial Safety in Local Authority Cemeteries.
GROUPS IDENTIFIED FOR CONSULTATION:	Friends of Cemeteries Groups.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to Stephen Mann, Public Health & Safety Manager.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	17 October 2008 to Stephen Mann, Public Health & Safety Manager.

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Pay and Grading Structure
WARD:	All Wards
SERVICE:	Legal and Human Resources
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr, Cabinet Member for Housing Strategy/ Provision, Env Health, Human Resources, Voluntary Sector
KEY DECISION CRITERIA:	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To enable Cabinet to consider a proposed new pay and grading structure.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	There are currently no background papers. Any information which is likely to reveal the identity of an individual or information about the financial affairs of individuals will be exempt.
GROUPS IDENTIFIED FOR CONSULTATION:	Trade unions
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There will be ongoing consultation and negotiation with the trade unions through the Single Status and JCC meetings.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

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Key Decision Taken by Cabinet

Various
9 December 2008
20 January 2008
17 February 2008

ITEM FOR DECISION:	Budget & Policy Framework Process 2009/10
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace, Leader of the Council Cabinet Member for Neighbourhood Management, Finance, Community Planning and Transport
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present
GROUPS IDENTIFIED FOR CONSULTATION:	To be set out in Budget timetable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not applicable at present.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Treasury Management Strategy 2009/10
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace, Leader of the Council Cabinet Member for Neighbourhood Management, Finance, Community Planning and Transport
KEY DECISION CRITERIA:	Financial and Community Impact
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 and will be referred on accordingly. The Strategy sets out overall borrowing and related budget assumptions for 2009/10.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 February 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable
GROUPS IDENTIFIED FOR CONSULTATION:	No groups identified, although the Council's professional advisors will be consulted.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There will be no consultation as the Strategy reflects in Treasury terms what is coming out of the budget process.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet

ITEM FOR DECISION:	Participatory Budgeting
WARD:	All Wards
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace, Leader of the Council Cabinet Member for Neighbourhood Management, Finance, Community Planning and Transport
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>This is to be a follow up report to the report already considered by Cabinet in June 2008 giving further details on implementation options.</p> <p>It was resolved at the previous Cabinet meeting:</p> <p>That a further report identifying specific opportunities to proceed with the development of Participatory Budgeting be brought back to a later Cabinet meeting.</p>
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Local Residents of Poulton.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing via email to John Deacon, Project Director, Neighbourhood Task Force. jdeacon@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 12th September 2008
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 2nd September 2008 - This report has been delayed so that it can be considered at the conclusion of the budgeting process.

Key Decision Taken by Cabinet

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, Cabinet Member: Regen in Morecambe; Joint Economic Environment; Employment Opportunity
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the disposal of land off Quernmore Road, Lancaster, adjacent to Nightingale Hall Farm
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
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:	Date not applicable.
REASON DECISION HAS BEEN DELAYED	Decision has been delayed from 22nd January 2008 - This report has been delayed to allow further negotiations to take place.