

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Supplementary Notices



PUBLISHED 30TH OCTOBER 2008

INTRODUCTION

In order to ensure openness and accountability, the 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 contains **Supplementary Notices**, that is notices for decisions that are required to be taken, but were not anticipated at the time of the last monthly update.

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 Jane Fletcher	Sport & Physical Activity Alliance (SPAA)	11 November 2008
Councillor Evelyn Archer	YPO Gas Contract	11 November 2008
Councillor Roger Mace	Funding of the Employee Establishment	11 November 2008
	Lancaster Science Park	Before 30 November 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Sport & Physical Activity Alliance (SPAA)
WARD:	All Wards
SERVICE:	Cultural Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Jane Fletcher
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To seek Cabinet's approval on two further projects being jointly developed following the adoption of the Sports and Physical Activity Strategy.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There was extensive consultation on the Sport and Physical Activity Strategy and Action Plan, approved by Cabinet in March 2008. The report merely provides further details on two projects being jointly developed following the adoption of the Sports and Physical Activity Strategy.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	YPO Gas Contract
WARD:	All Wards
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 the procurement of a new Gas contract for a four-year period up to and including 31st May 2013.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
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.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Funding of the Employee Establishment
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Consideration by Cabinet of the Funding of the Employee Establishment
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	This is a procedural rather than a policy matter and therefore no formal consultation has taken place.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Science Park
WARD:	All Wards
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Lancaster Science Park – progression of tender for Council consultancy support for Provision of Planning and Highway Design/Testing Services to deliver planning application and support submission processes.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet Report and decision dated 8th July 2008
GROUPS IDENTIFIED FOR CONSULTATION:	Internal Council procurement procedure used.
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.