

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

31 January 2009

30 April 2009



PUBLISHED 8TH JANUARY 2009

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 |
|---|--|-------------------------|
| | Award of Contract for ICON card payment services | Before 31 January 2009 |
| Councillor Roger Mace | Funding of the Employee Establishment - Consideration of Vacancies | Various |
| Councillor Roger Mace | Budget & Policy Framework Process 2009/10 | 17 February 2009 |
| Councillor Eileen Blamire | Planning Development Grant Allocation 2008/09 | 17 February 2009 |
| Councillor Abbott Bryning | Luneside East Regeneration Project | 17 February 2009 |
| Councillor Evelyn Archer | Lancaster and Morecambe Worklessness Project | 17 February 2009 |
| Councillor Roger Mace | Treasury Management Strategy 2009/10 | 17 February 2009 |
| Councillor Susie Charles | Adoption of Forest of Bowland AONB Management plan | 17 February 2009 |
| | Lancaster Science Park - Appointment of Consultants | Before 28 February 2009 |
| Councillor Roger Mace | Participatory Budgeting | 17 March 2009 |
| Councillor Evelyn Archer | Disposal of Land off Quernmore Road, Lancaster | 17 March 2009 |
| Councillor David Kerr, Councillor Roger Mace | Approval of Pay and Grading Structure | 17 March 2009 |
| Councillor Susie Charles | Arnside/Silverdale AONB Management Plan Review | 17 March 2009 |
| Councillor Evelyn Archer | Lancaster Market | 17 March 2009 |
| Councillor Evelyn Archer, Councillor David Kerr | Chatsworth Gardens, Morecambe - Site Assembly | 17 March 2009 |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Award of Contract for ICON card payment services |
| WARD: | All Wards |
| SERVICE: | Financial Services |
| DECISION MAKER: | Officer Delegated Decision |
| RESPONSIBLE CABINET MEMBER: | |
| KEY DECISION CRITERIA: | Financial Threshold |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | Award of contract for ICON Card payment service to be approved externally hosted service for managing credit & debit card payments. This will enable improvements in service, but more importantly, ensure substantial compliance with Payment Card Industry Data Security Standards (PCIDSS). |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | Before 31 January 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | None |
| GROUPS IDENTIFIED FOR CONSULTATION: | Various Council Services. |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | There is no external consultation. Council Services have been previously consulted. |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Not applicable, see above. |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Funding of the Employee Establishment - Consideration of Vacancies |
| WARD: | All Wards |
| SERVICE: | Legal and Human Resources |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Roger Mace |
| KEY DECISION CRITERIA: | Financial Threshold |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | Arising from a Cabinet decision of the 11th November, there is a presumption against filling vacant posts, and prior approval must be sought from Cabinet. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | Potentially 17 February 2009, 17 March 2009, 21 April 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | Funding of the Employee Establishment Report to Cabinet and Minute from 12 November 2008. |
| GROUPS IDENTIFIED FOR CONSULTATION: | Information from Service Heads and Directors will be provided to Cabinet by the Chief Executive in each case. |
| 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: | Budget & Policy Framework Process 2009/10 |
| 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: | 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 | 17 February 2009 |
| 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 or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Planning Development Grant Allocation 2008/09 |
| WARD: | All Wards |
| SERVICE: | Planning Services |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Eileen Blamire |
| KEY DECISION CRITERIA: | Financial Threshold |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | To secure a decision for the expenditure of the 2008/9 Planning Delivery Grant allocation. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 February 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | DCLG Letter 10 November 2008 HPDG Final Allocations Table |
| GROUPS IDENTIFIED FOR CONSULTATION: | Management Team Statutory Officers Cabinet Member |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | Internal Circulation |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Not applicable |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Luneside East Regeneration Project |
| WARD: | Castle Ward |
| SERVICE: | Planning Services |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Abbott Bryning |
| 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 | 17 February 2009 |
| 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: | Deadline has now passed. |
| 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 or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Lancaster and Morecambe Worklessness Project |
| WARD: | Harbour Ward; Heysham North Ward; Poulton Ward; Skerton East Ward; Westgate Ward; |
| SERVICE: | Neighbourhood Task Force |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Evelyn Archer |
| KEY DECISION CRITERIA: | Community Impact |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | Should the bid for funding be successful and an additional £160,000 secured from the Worklessness Programme Board a decision will be required on the work with families and individuals through housing and resettlement issues whilst breaking down barriers to training and employment. The work to be targeted to those Super Output Areas showing the most deprivation and need. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 February 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | None |
| GROUPS IDENTIFIED FOR CONSULTATION: | Consultation with Social Input Group partners (partners engaged with the resettlement and support programme) |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | West End Partnership, Project Liaison Group and sharing information and feed back from members of the Social Input Group. |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Deadline has now passed. |
| REASON DECISION HAS BEEN DELAYED: | Decision has been delayed from December 2008 - Report awaiting clearance. |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Treasury Management Strategy 2009/10 |
| 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: | 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 or delegated Officer

| | |
|--|---|
| ITEM FOR DECISION: | Adoption of Forest of Bowland AONB Management plan |
| WARD: | Upper Lune Valley Ward |
| SERVICE: | Planning Services |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Susie Charles |
| KEY DECISION CRITERIA: | Community Impact |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | The local authorities within who's area the Forest of Bowland lies, are obliged to prepare and update a Management plan under the CRoW Act 2000. This Plan is a revised and updated version of the current plan, and needs to be formally considered. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 February 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | Forest of Bowland AONB Management Plan Review available on Forest of Bowland web site. |
| GROUPS IDENTIFIED FOR CONSULTATION: | Undertaken by statutory procedures by AONB Unit. |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | Undertaken by statutory procedures by AONB Unit. |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Deadline has now passed. |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|---|
| ITEM FOR DECISION: | Lancaster Science Park - Appointment of Consultants |
| 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: | Chief Executive's approval of the officer recommendation on choice of consultants for Developer Procurement phase of Lancaster Science Park |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | Before 28 February 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | Authority to conduct and accept tender granted by Cabinet through report and recommendation 8th July 2008 |
| GROUPS IDENTIFIED FOR CONSULTATION: | Not Applicable |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | Report of tender to Chief Executive via Procurement Officer |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Chief Executive's appointment decision due to contract value over £50,000 |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|---|
| ITEM FOR DECISION: | Participatory Budgeting |
| WARD: | All Wards |
| SERVICE: | Neighbourhood Task Force |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Roger Mace |
| 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: | Deadline has now passed. |
| 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 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 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. |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|--|
| ITEM FOR DECISION: | Approval of Pay and Grading Structure |
| WARD: | All Wards |
| SERVICE: | Legal and Human Resources |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor David Kerr, Councillor Roger Mace |
| KEY DECISION CRITERIA: | Financial Threshold |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | Cabinet will be asked to consider the financial aspects of the new Pay and Grading Structure which is currently the subject of discussion and negotiation with the trade unions. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 March 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | No background papers at this stage |
| GROUPS IDENTIFIED FOR CONSULTATION: | Trade unions through Single Status and JCC. |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | Consultation and negotiation ongoing with trade unions through Single Status and JCC. |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Not applicable |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|---|
| ITEM FOR DECISION: | Arnside/Silverdale AONB Management Plan Review |
| WARD: | All Wards |
| SERVICE: | Planning Services |
| DECISION MAKER: | Cabinet |
| RESPONSIBLE CABINET MEMBER: | Councillor Susie Charles |
| KEY DECISION CRITERIA: | Community Impact |
| SUMMARY DESCRIPTION OF RELEVANT ISSUES: | The Council is required to update the management plan for the AONB and submit it to the Secretary of State by 1st April 2009. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 March 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | Arnside/Silverdale AONB Management Plan Review and Strategic Environmental Assessment |
| GROUPS IDENTIFIED FOR CONSULTATION: | Natural England, Statutory Conservation Bodies, General Public |
| PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER: | Via AONB Management Plan Review consultation process. |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Prior to 29 January 2009 |

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 December 2008 Cabinet meeting. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 March 2009 |
| LIST OF BACKGROUND PAPERS FOR CONSIDERATION: | The item will contain exempt information relating to property transactions. |
| 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 a land transaction. |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Not applicable |

Key Decision Taken by Cabinet or delegated Officer

| | |
|--|---|
| 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 Evelyn Archer, Councillor David Kerr |
| 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 November 2008 meeting of Cabinet. |
| DATE OF CABINET MEETING/DATE FOR OFFICER DECISION | 17 March 2009 |
| 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 July 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 evenings) |
| DATE FOR REPRESENTATIONS TO BE RECEIVED: | Events have now taken place |