

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

## Supplementary Notices



**PUBLISHED 23<sup>RD</sup> DECEMBER 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                      | Williamson Park Update Report         | 20 January 2009   |
| Councillor Jane Fletcher                      | Heysham Mossgate Community Facilities | 20 January 2009   |
| Councillor Roger Mace                         | Community Transport                   | 20 January 2009   |
| Councillor Evelyn Archer                      | Capital receipts                      | 20 January 2009   |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |  |
|--|---|--|
| <b>ITEM FOR DECISION:</b>                                    | Williamson Park Update Report   |  |
| <b>WARD:</b>   | All Wards   |  |
| <b>SERVICE:</b>  | Cultural Services   |  |
| <b>DECISION MAKER:</b>                                       | Cabinet   |  |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Jane Fletcher  |  |
| <b>KEY DECISION CRITERIA:</b>                                | Financial and Community Impact  |  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | To update Cabinet with the latest position at Williamson Park following the interim management arrangements undertaken by Cultural Services |  |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 20 January 2009   |  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Williamson Park – Cabinet report on the 7th October 2008 [Minute (76) 08/09]  |  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Williamson Park Board   |  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Williamson Park Board has existing mechanisms for consultation with Park users.   |  |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | On-going as part of the above.  |  |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Heysham Mossgate Community Facilities   |
| <b>WARD:</b>   | Heysham Central Ward; Heysham North Ward; Heysham South Ward;   |
| <b>SERVICE:</b>  | Cultural Services   |
| <b>DECISION MAKER:</b>                                       | Cabinet   |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Jane Fletcher  |
| <b>KEY DECISION CRITERIA:</b>                                | Community Impact  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | To brief Cabinet on the Heysham Mossgate Community Facilities scheme and to seek endorsement for the actions required to advance the project further. |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 20 January 2009   |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Previous Heysham Community facilities Company updates provided to Cabinet.  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Heysham Community Facilities Company  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Heysham Community Facilities Company has existing mechanisms for consultation with community groups in the above location.                            |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | On-going as part of the above   |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Community Transport   |
| <b>WARD:</b>   | All Wards   |
| <b>SERVICE:</b>  | Property 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>               | To determine whether there should be changes in the provision of Community Transport for NoWcard holders within the Lancaster City Council district |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 20 January 2009   |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | There are no background papers  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Lune Valley Transport<br>Community Transport Team at Lancashire County Council  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | By email to <a href="mailto:gcox@lancaster.gov.uk">gcox@lancaster.gov.uk</a>  |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Prior to 20 <sup>th</sup> January 2008  |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Capital receipts  |
| <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>               | To update Cabinet on the current position with the planned major receipts and to consider adopting a Disposal Strategy for the Council as part of a Medium Term Corporate Property Strategy |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | Before 20 January 2009  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Cabinet public papers and minutes   |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | None identified as this relates Council land transactions   |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | By email to <a href="mailto:gcox@lancaster.go.uk">gcox@lancaster.go.uk</a>  |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Prior to 20 <sup>th</sup> January 2008  |