

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

31 March 2009

31 July 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
Councillor Abbott Bryning	Funding of the Employee Establishment - Consideration of Vacancies	Ongoing
DELETED ITEM	Disposal of Land off Quernmore Road, Lancaster	
	Mill Head, Warton	Before 31 March 2009
Councillor Jane Fletcher	The Dome - Update Report on Closure Options	21 April 2009
Councillor Evelyn Archer	West End Masterplan Mid-term Review	21 April 2009
DELETED ITEM	Winter Gardens Restoration Project	
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Funding Agreement	21 April 2009
Councillor Evelyn Archer	Sale of 29 Castle Hill, Lancaster	21 April 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	2 June 2009
Councillor David Kerr, Councillor Roger Mace	Approval of Pay and Grading Structure	2 June 2009
Councillor Abbott Bryning	Provisional Revenue and Capital Outturn 2008/09	28 July 2009

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 Abbott Bryning
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	Ongoing
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

PLEASE NOTE: This decision has been deleted from the Forward Plan because the decision has been deferred indefinitely due to a change of market circumstances, it is no longer a suitable time to sell.

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		
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	The only specific consultation will take place with officers identified in the standard Cabinet report format i.e. Financial Services, Legal Services, S151 Officer and Monitoring Officer.	
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:	Mill Head, Warton
WARD:	Warton Ward
SERVICE:	Planning Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Acceptance of Tender for construction works for flood alleviation works.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Funding offer letter from Environment Agency
GROUPS IDENTIFIED FOR CONSULTATION:	Consultation previously undertaken with various bodies and interested parties including residents, landowners, Environment Agency, Natural England, Parish Council and Friends of the Keer.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	See above.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	13th February.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	The Dome - Update Report on Closure Options	
WARD:	All Wards	
SERVICE:	Cultural Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jane Fletcher	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	A report to inform Cabinet of the options for closure of the Dome.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	21 April 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Previous reports to Cabinet	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There will be no consultation, this is a follow-up report to previous reports considered by Cabinet.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	There will be no consultation, this is a follow up report to a previous report to Cabinet.	
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from February 2009 due to insufficient information regarding the cost of closure being available.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	West End Masterplan Mid-term Review
WARD:	Harbour Ward; Heysham North Ward;
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Results of a mid-term review and appraisal of existing and 'pipeline' West End Masterplan projects, in order to identify, match and prioritise them taking account of the current policy framework and potential funders' priorities. The results of the review and 'refresh' of the Masterplan will show which of the proposed physical work elements in the West End contribute to the objectives of the new Economic Vision, are likely to attract external funding support and can realistically be delivered. A full analysis and summary report will be presented.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	21 April 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet report and background papers to be published
GROUPS IDENTIFIED FOR CONSULTATION:	West End Partnership
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Report and papers will be circulated to West End Partnership
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Decision has been delayed from February 2009 as it is still out for consultation.

Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THAT THIS DECISION NOTICE HAS BEEN DELETED AS THE DECISION IS NOT APPROPRIATE TO CABINET AND HAS BEEN REFERRED TO FULL COUNCIL

ITEM FOR DECISION:	Winter Gardens Restoration Project	
WARD:	Poulton 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:	Request to consider accountable body status to Sea Change and NWDA capital bids, and possibly revenue support.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	21 April 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No background papers	
GROUPS IDENTIFIED FOR CONSULTATION:	Members of the public	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Rigorous consultation will be carried out with members of the nearby community	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Events will take place prior to 20/03/09	
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from March 2009 as it is currently awaiting the completion of the detailed business plan.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens, Morecambe - Funding Agreement	
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 request that Cabinet consider whether or not to enter into a funding agreement to deliver the Exemplar Scheme.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	21 April 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.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Sale of 29 Castle Hill, Lancaster
WARD:	Castle Ward
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer
KEY DECISION CRITERIA:	Financial Threshold and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To report on the implications of selling 29 Castle Hill, Lancaster by auction, and to request Cabinet approval to sell the property.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	21 April 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	The only specific consultation will take place with Officers identified in the standard Cabinet report format i.e. Financial services, Legal Services, Section 151 Officer and Monitoring Officer.
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

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:	For Cabinet to consider proceeding with compulsory purchase order.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 June 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
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from March 2009 as notification of funding has not yet been received from Homes and Communities Agency.

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	2 June 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:	Provisional Revenue and Capital Outturn 2008/09	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the closure of accounts process, issues that require key decisions to be taken may well arise. (Such as requests for carry forward of budgets, as an example).	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	28 July 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable	
GROUPS IDENTIFIED FOR CONSULTATION:	None directly - though individual issues may relate to items that have been the subject of consultation previously.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not applicable	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	