

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

## Key Decisions Annual Forward Plan

Monthly Update

**30 April 2009**  
**31 August 2009**



PUBLISHED 2<sup>ND</sup> APRIL 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    |
|---|--|----------------------|
| Councillor Abbott Bryning                       | Funding of the Employee Establishment - Consideration of Vacancies | Ongoing              |
| Councillor Jane Fletcher                        | The Dome - Update Report on Closure Options                        | DELETED              |
|   | Tender Acceptance - Re-roofing - Vale Estate, Lancaster            | Before 31 May 2009   |
| Councillor Evelyn Archer                        | West End Masterplan Mid-term Review                                | 2 June 2009          |
| Councillor Evelyn Archer, Councillor David Kerr | Chatsworth Gardens, Morecambe - Funding Agreement                  | 2 June 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                       | Civil Parking Enforcement  | 23 June 2009         |
| Councillor Abbott Bryning                       | Provisional Revenue and Capital Outturn 2008/09                    | 28 July 2009         |
|   | Tender Acceptance - Kingsway External Refurbishment                | Before 1 August 2009 |

## Key Decision Taken by Cabinet or delegated Officer

|  |  |
|--|--|
| <b>ITEM FOR DECISION:</b>                                    | Funding of the Employee Establishment - Consideration of Vacancies   |
| <b>WARD:</b>   | All Wards  |
| <b>SERVICE:</b>  | Legal and Human Resources  |
| <b>DECISION MAKER:</b>                                       | Cabinet  |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Abbott Bryning  |
| <b>KEY DECISION CRITERIA:</b>                                | Financial Threshold  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | 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. |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | Ongoing  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Funding of the Employee Establishment Report to Cabinet and Minute from 12 November 2008.  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Information from Service Heads and Directors will be provided to Cabinet by the Chief Executive in each case.  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Not applicable   |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable   |

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THIS DECISION NOTICE HAS BEEN DELETED DUE TO THE DECISION TAKEN AT FULL COUNCIL ON 4<sup>TH</sup> MARCH 2009 TO NO LONGER SUPPORT THE DECISION TO CLOSE THE DOME.

|  |  |
|--|--|
| <b>ITEM FOR DECISION:</b>                                    | The Dome - Update Report on Closure Options  |
| <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>               | A report to inform Cabinet of the options for closure of the Dome.                                   |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | DELETED  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Previous reports to Cabinet  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Not applicable.  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | There will be no consultation, this is a follow-up report to previous reports considered by Cabinet. |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | There will be no consultation, this is a follow up report to a previous report to Cabinet.           |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Tender Acceptance - Re-roofing - Vale Estate, Lancaster   |
| <b>WARD:</b>   | Skerton East, Skerton West  |
| <b>SERVICE:</b>  | Council Housing Services  |
| <b>DECISION MAKER:</b>                                       | Officer Delegated Decision  |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           |   |
| <b>KEY DECISION CRITERIA:</b>                                | Financial Threshold   |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | Re-roofing works to properties on the Vale Estate, Lancaster  |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | Before 31 May 2009  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Cabinet meeting dated 20th January 2009 (minute No 122 refers) and AMWG meeting dated 18th February 2009. |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Not applicable  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | There will be no consultation as this is an acceptance of tender.   |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable  |

## Key Decision Taken by Cabinet or delegated Officer

|  |  |
|--|--|
| <b>ITEM FOR DECISION:</b>                                    | West End Masterplan Mid-term Review  |
| <b>WARD:</b>   | Harbour Ward; Heysham North Ward;  |
| <b>SERVICE:</b>  | Economic Development and Tourism   |
| <b>DECISION MAKER:</b>                                       | Cabinet  |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Evelyn Archer   |
| <b>KEY DECISION CRITERIA:</b>                                | Community Impact   |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | 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. |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 2 June 2009  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Cabinet report and background papers to be published   |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | West End Partnership   |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Report and papers will be circulated to West End Partnership.  |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable.  |
| <b>REASON DECISION HAS BEEN DELAYED:</b>                     | Decision has been delayed from February 2009 to allow for full consultation with the West End Partnership.   |



## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Chatsworth Gardens, Morecambe - Funding Agreement   |
| <b>WARD:</b>   | Harbour Ward; Heysham North Ward;   |
| <b>SERVICE:</b>  | Neighbourhood Task Force  |
| <b>DECISION MAKER:</b>                                       | Cabinet   |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Evelyn Archer, Councillor David Kerr   |
| <b>KEY DECISION CRITERIA:</b>                                | Financial and Community Impact  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | To request that Cabinet consider whether or not to enter into a funding agreement to deliver the Exemplar Scheme.   |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 2 June 2009   |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Winning Back Morecambe's West End Masterplan 2005<br>Morecambe Resort Action Plan 2002<br>Lancaster District Housing Strategy 2004/2008<br>Deed of Variation to Funding Agreement July 2008 |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Elected Members<br>Voluntary and Community Organisations<br>Local Residents<br>Other relevant public bodies<br>English Partnerships   |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Planning Process for Chatsworth Gardens<br>Public Consultation Event 2007<br>Public Consultation via the 'West End Bulletin'<br>West End Partnership Board (various evenings)               |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Events have now taken place.  |
| <b>REASON DECISION HAS BEEN DELAYED:</b>                     | Decision has been delayed from 21st April 2009 - awaiting decision from Homes and Communities Association regarding funding.  |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Chatsworth Gardens, Morecambe - Site Assembly   |
| <b>WARD:</b>   | Harbour Ward; Heysham North Ward;   |
| <b>SERVICE:</b>  | Neighbourhood Task Force  |
| <b>DECISION MAKER:</b>                                       | Cabinet   |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Evelyn Archer, Councillor David Kerr   |
| <b>KEY DECISION CRITERIA:</b>                                | Financial and Community Impact  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | For Cabinet to consider proceeding with compulsory purchase order.  |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 2 June 2009   |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Winning Back Morecambe's West End Masterplan 2005<br>Morecambe Resort Action Plan 2002<br>Lancaster District Housing Strategy 2004/2008<br>Deed of Variation to Funding Agreement July 2008 |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Elected Members<br>Voluntary and Community Organisations<br>Local Residents<br>Other relevant public bodies<br>English Partnerships   |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Planning Process for Chatsworth Gardens<br>Public Consultation Event 2007<br>Public Consultation via the 'West End Bulletin'<br>West End Partnership Board (various evenings)               |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Events have now taken place   |
| <b>REASON DECISION HAS BEEN DELAYED:</b>                     | 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

|  |  |
|--|--|
| <b>ITEM FOR DECISION:</b>                                    | Approval of Pay and Grading Structure  |
| <b>WARD:</b>   | All Wards  |
| <b>SERVICE:</b>  | Legal and Human Resources  |
| <b>DECISION MAKER:</b>                                       | Cabinet  |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor David Kerr, Councillor Roger Mace   |
| <b>KEY DECISION CRITERIA:</b>                                | Financial Threshold  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | 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. |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 2 June 2009  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | No background papers at this stage   |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Trade unions through Single Status and JCC.  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Consultation and negotiation ongoing with trade unions through Single Status and JCC.  |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable   |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |
|--|---|
| <b>ITEM FOR DECISION:</b>                                    | Civil Parking Enforcement   |
| <b>WARD:</b>   | All Wards   |
| <b>SERVICE:</b>  | Property Services   |
| <b>DECISION MAKER:</b>                                       | Cabinet   |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Abbott Bryning   |
| <b>KEY DECISION CRITERIA:</b>                                | Financial Threshold   |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | To consider enforcement and other arrangements linked to the transfer of on-street parking enforcement to Lancashire County Council in September 2009.  |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 23 June 2009  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | No background papers available at this stage  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Not applicable.   |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | The ongoing and future arrangements for Civil Parking Enforcement (CPE) have been discussed at meetings of Lancashire Leaders, Lancashire Chief Executives, Lancashire Chief Financial Officers and Working Groups and the CPE Project Board. |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable  |

## Key Decision Taken by Cabinet or delegated Officer

|  |   |  |
|--|---|--|
| <b>ITEM FOR DECISION:</b>                                    | Provisional Revenue and Capital Outturn 2008/09   |  |
| <b>WARD:</b>   | All Wards   |  |
| <b>SERVICE:</b>  | Financial Services  |  |
| <b>DECISION MAKER:</b>                                       | Cabinet   |  |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           | Councillor Abbott Bryning   |  |
| <b>KEY DECISION CRITERIA:</b>                                | Financial Threshold   |  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | 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). |  |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | 28 July 2009  |  |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Not applicable  |  |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | None directly - though individual issues may relate to items that have been the subject of consultation previously.   |  |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Not applicable  |  |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable  |  |

## Key Decision Taken by Cabinet or delegated Officer

|  |  |
|--|--|
| <b>ITEM FOR DECISION:</b>                                    | Tender Acceptance - Kingsway External Refurbishment  |
| <b>WARD:</b>   | Heysham Central  |
| <b>SERVICE:</b>  | Council Housing Services   |
| <b>DECISION MAKER:</b>                                       | Officer Delegated Decision   |
| <b>RESPONSIBLE CABINET MEMBER:</b>                           |  |
| <b>KEY DECISION CRITERIA:</b>                                | Financial Threshold  |
| <b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>               | Tender acceptance for the external refurbishment works on the Kingsway Estate, Heysham           |
| <b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>     | Before 1 August 2009   |
| <b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>          | Cabinet Meeting 20th January 2009 Minute No 122 refers and AMWG meeting dated 18th February 2009 |
| <b>GROUPS IDENTIFIED FOR CONSULTATION:</b>                   | Not applicable   |
| <b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b> | Consultation is not appropriate as this is a private contract.                                   |
| <b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>              | Not applicable   |