

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

31 May 2009
30 September 2009



PUBLISHED 14TH MAY 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	
	Tender Acceptance - Re-roofing - Vale Estate, Lancaster	Before 31 May 2009
Councillor Evelyn Archer, Councillor Eileen Blamire, Councillor David Kerr	West End Masterplan Mid-Term Review	2 June 2009
Councillor David Kerr	The Draft Housing Revenue Account Subsidy (HRAS) Determination 2009/10 - Amending Determination 2009	2 June 2009
Councillor Abbott Bryning	Street Services Agreement with Lancashire County Council	2 June 2009
Councillor Evelyn Archer	Reorganisation of the Facilities Management function	23 June 2009
Councillor Abbott Bryning	Civil Parking Enforcement	23 June 2009
Councillor Evelyn Archer	Land at Mossgate / Douglas Park, Heysham	23 June 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	28 July 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Funding Agreement	28 July 2009
Councillor David Kerr, Councillor Abbott Bryning	Approval of Pay and Grading Structure	28 July 2009
Councillor Abbott Bryning	Provisional Revenue and Capital Outturn 2008/09	28 July 2009
	Tender Acceptance - Kingsway External Refurbishment	Before 1 August 2009
Councillor David Kerr	Procurement of a Partner for the delivery of the Council Housing Capital Programme	24 September 2009
Councillor Evelyn Archer	Land at Aalborg Square, Lancaster	23 June 2009

PLEASE NOTE – the above table identifies the current Cabinet Members with Special Responsibility; however, this is subject to change at the Council meeting to be held on 18th May 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

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

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	West End Masterplan Mid-Term Review
WARD:	Harbour Ward; Heysham North Ward;
SERVICE:	Planning Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor Eileen Blamire, Councillor David Kerr
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	This report is to update members on the mid term review of the West End Masterplan and recommendations arising from appraisal and outline the next steps in implementing the refreshed priorities.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 June 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Appendix 1 – Draft West End Masterplan Mid-Term Review Appendix 2 – West End Masterplan Mid-Term Review – Project Appraisal and Challenge February 2009 Appendix 3 – West End Partnership Consultation Feedback on Mid-term Review Appendix 4 – Summary of Recommendations, Appraisal, Consultation, Final Recommendations and Actions Appendix 5 – West End Masterplan Mid-term Review Final Report
GROUPS IDENTIFIED FOR CONSULTATION:	West End Partnership on the 20 th May 2009
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Draft Mid-Term Review Presented to West End Partnership who provided a formal response and informed final report.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	West End Partnership on the 20 th May 2009
REASON DECISION HAS BEEN DELAYED:	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

ITEM FOR DECISION:	The Draft Housing Revenue Account Subsidy (HRAS) Determination 2009/10 - Amending Determination 2009	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To brief Cabinet on the draft HRAS determination 2009/10 Amending Determination, published by Communities and Local Government (CLG) on 26th March 2009; To make recommendations to Cabinet on the retrospective dwelling rent increases to be applied from 6th April 2009; and To brief Cabinet on the estimated financial impact, to the HRA, on both HRAS and rental income.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 June 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Draft HRAS Determination 2009-2010 Amending Determination 2009	
GROUPS IDENTIFIED FOR CONSULTATION:	District Wide Tenants Forum	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	District Wide Tenants Forum meeting on 27 th April 2009	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Street Services Agreement with Lancashire County Council
WARD:	All Wards;
SERVICE:	Planning Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The current Residual Highways Agreement between Lancaster City Council and Lancashire County Council terminates at the end of June 2009. This report proposes the adoption of a revised agreement now called the Street Services Agreement which has been offered in its place by the County Council. This will continue to allow the City Council to maintain its assets on the highway and permit other activities within the highway which are of benefit to the City Council.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 June 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet Report - Street Services Agreement with Lancashire County Council
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County, Lancaster City Council, Planning Services Lancaster City Council, CCDS
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Meetings held with officers from Lancashire County, Lancaster City Council, Planning Services Lancaster City Council, CCDS
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Reorganisation of the Facilities Management function	
WARD:	All Wards;	
SERVICE:	All Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Provide a new corporate approach to Facilities Management across the Council.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	23 June 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	Internal Consultation Only.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Internal Consultation Only.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	21 May 2009 to Heather McManus Corporate Director (Regeneration)	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Civil Parking Enforcement
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider enforcement and other arrangements linked to the transfer of on-street parking enforcement to Lancashire County Council in September 2009.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	23 June 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No background papers available at this stage
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land at Mossgate / Douglas Park, Heysham
WARD:	Heysham South 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 obtain approval for the sale / transfer of land at Mossgate / Douglas Park, Heysham
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	23 June 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Exempt - contains financially sensitive information
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

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	28 July 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:	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	28 July 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 21st April 2009 - awaiting decision from Homes and Communities Association regarding funding.

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 Abbott Bryning
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	28 July 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
REASON DECISION HAS BEEN DELAYED:	Delayed from 2nd June 2009 because the appeals process is taking longer as a result of extension of the time for appealing.

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	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Kingsway External Refurbishment
WARD:	Heysham Central Ward;
SERVICE:	Council Housing Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for the external refurbishment works on the Kingsway Estate, Heysham
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 1 August 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet Meeting 20th January 2009 Minute No 122 refers and AMWG meeting dated 18th February 2009
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:	Procurement of a Partner for the delivery of the Council Housing Capital Programme
WARD:	All Wards;
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The procurement to identify a preferred partner to deliver the 5 year Council Housing Capital Programme in partnership with the in-house provider.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Leaseholders, tenant representatives and Members.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	<p>There is a statutory requirement to consult with leaseholders over the proposal.</p> <p>This is a two stage process. The first is pre-tender stage to notify leaseholders that the Council intends to enter into an agreement and for leaseholders to make observations.</p> <p>The second is following the receipt of the proposal and the selection of the proposed partner and again to invite observations. However this consultation does not take place until after the submission of the proposal and the selection of the contractor/partner.</p> <p>There will be an interview as part of the process which tenant representatives and members will be invited to but no other consultation will be undertaken.</p>
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not Applicable.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land at Aalborg Square, Lancaster
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 consider the potential disposal of land to facilitate an extension of the adjoining Magistrates Court building.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	23 June 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	The report considers the potential disposal of land.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	As the report relates to a potential contract for the sale of land between two parties there is no external consultation
DATE FOR REPRESENTATIONS TO BE RECEIVED:	23 rd June 2009