

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

## Key Decisions Annual Forward Plan

**30 June 2009**  
**31 October 2009**



**PUBLISHED 11<sup>TH</sup> JUNE 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 the Annual Forward Plan.

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 Malcolm Thomas	Land at Mossgate / Douglas Park, Heysham	28 July 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 Malcolm Thomas, Councillor Roger Mace	Approval of Pay and Grading Structure	28 July 2009
Councillor Malcolm Thomas	Provisional Revenue and Capital Outturn 2008/09	28 July 2009
Councillor David Kerr	Capital Programme for Private Housing.	28 July 2009
Councillor June Ashworth	Pilot - Alternative Parks Management Model (Update)	28 July 2009
Councillor June Ashworth	Williamson Park	28 July 2009
Councillor June Ashworth	LSP Diversionary Activities Project Award 2009-2011	28 July 2009
Councillor June Ashworth	Lancaster District Arts Strategy	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 Malcolm Thomas	Capital Investment Strategy	6 October 2009
Councillor Malcolm Thomas	Medium Term Financial Strategy Update	6 October 2009

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Land at Mossgate / Douglas Park, Heysham
<b>WARD:</b>	Heysham South Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To obtain approval for the sale / transfer of land at Mossgate / Douglas Park, Heysham
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	28 July 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	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.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There is no external consultation process as the item is exempt.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Date not applicable
<b>REASONS DECISION HAS BEEN DELAYED:</b>	Delayed from 23 June 2009 due to changes in scheme design which has affected the land transaction proposals.

## 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>	28 July 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Elected Members Voluntary and Community Organisations Local Residents Other relevant public bodies English Partnerships	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Planning Process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' 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>	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>	28 July 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Elected Members Voluntary and Community Organisations Local Residents Other relevant public bodies English Partnerships	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Planning Process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' 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>	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 Roger Mace, Councillor Malcolm Thomas
<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>	28 July 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<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
<b>REASON DECISION HAS BEEN DELAYED:</b>	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

<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 Malcolm Thomas
<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>	None.
<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>	Capital Programme for Private Housing.	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Planning Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor David Kerr	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The report will advise of the amount of funding allocated from the Regional Housing Pot 2009/10. It will then recommend that the funding be split three ways between Morecambes West End Masterplan, the Poulton Renewal Area and the Disabled Facilities Grant Budget.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	28 July 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	West End Partnership, Poulton Community groups, Broader Morecambe community through consultative events. Lancaster City Council Planning	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	<p>The West End Masterplan has been developed through a broad community consultation process. The Lancaster City Council continues to support and advise on of the various projects proposed in the Masterplan.</p> <p>The Poulton Renewal Area gained Renewal Status in June 2000. A ten year programme of regeneration was approved and this years financial allocation will fund on going schemes.</p> <p>The Disabled Facilities Grant is a mandatory function of the Authority and the funding allocation will enable the continuation of this duty.</p>	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	21 <sup>st</sup> July 2009	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Pilot - Alternative Parks Management Model (Update)
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Update report on the Pilot Alternative Parks Management Models, arising from the Parks and Open Spaces Strategy
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	28 July 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is ongoing as part of the Pilot Alternative Parks Management Models.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Williamson Park
<b>WARD:</b>	John O'Gaunt Ward;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Update report on performance, including progress on bringing the Park back into City Council operation.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	28 July 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is ongoing via the Williamson Park Board.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	LSP Diversionary Activities Project Award 2009-2011
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To receive an update on the LSP Diversionary Activities Project Award 2009-2011
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	28 July 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There is no consultation as this is an ongoing part of the Sport and Physical Activity Alliance (SPAA) Strategy.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster District Arts Strategy
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To receive and approve the Lancaster District Arts Strategy
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	28 July 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Extensive consultation has been going on via the production of the draft arts strategy, and is reflected in the draft being presented to Cabinet for comment and approval.
<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 Ward;
<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>	1 August 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<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

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Procurement of a Partner for the delivery of the Council Housing Capital Programme
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Council Housing Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor David Kerr
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The procurement to identify a preferred partner to deliver the 5 year Council Housing Capital Programme in partnership with the in-house provider.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	24 September 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Leaseholders, tenant representatives and Members.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	<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>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not Applicable.



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Capital Investment Strategy
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the half yearly monitoring and update arrangements for the Capital Investment Strategy, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 October 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None directly - though individual issues may relate to items that have been the subject of consultation previously.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A at present

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Medium Term Financial Strategy Update
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of half yearly monitoring and update arrangements of the approved MTFS, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 October 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None directly - though individual issues may relate to items that have been the subject of consultation previously.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A at present