

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

31 July 2009
30 November 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
	Tender Acceptance - Kingsway External Refurbishment	Before 1 August 2009
	Kitchen/Bathroom Refurbishments - Ridge Estate	Before 14 August 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	1 September 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Funding Agreement	1 September 2009
Councillor Roger Mace, Councillor Malcolm Thomas	Approval of Pay and Grading Structure	1 September 2009
Councillor David Kerr	Procurement of a Partner for the delivery of the Council Housing Capital Programme	1 September 2009
Councillor Malcolm Thomas	Capital Investment Strategy	6 October 2009
Councillor Malcolm Thomas	Medium Term Financial Strategy Update	6 October 2009
	Gas Servicing Partnership	Before 23 October 2009

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:	Kitchen/Bathroom Refurbishments - Ridge Estate	
WARD:	Bulk	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decision	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Refurbishment of kitchens and bathrooms on the Ridge Estate, Lancaster.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 14 August 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
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:	Chatsworth Gardens, Morecambe - Site Assembly
WARD:	Harbour Ward; Heysham North Ward;
SERVICE:	Economic Development and Tourism
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	1 September 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:	Economic Development and Tourism	
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	1 September 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 Roger Mace, Councillor Malcolm Thomas
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	1 September 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:	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 and the number of appeals received.

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	1 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:	Capital Investment Strategy
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A at present
GROUPS IDENTIFIED FOR CONSULTATION:	N/A at present
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly - though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A at present

Key Decision Taken by Cabinet or delegated Officer

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

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Gas Servicing Partnership	
WARD:	All Wards	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decision	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Procurement of a partner for the Council Housing 5 year Gas Servicing Partnership	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 23 October 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
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	