

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

## Supplementary Notices



PUBLISHED 23 DECEMBER 2009

## INTRODUCTION

In order to ensure openness and accountability, the 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 contains **Supplementary Notices**, that is notices for decisions that are required to be taken, but were not anticipated at the time of the last monthly update. It also contains **amendments to notices, and deletions from the plan**, that is notices for decisions that are required to be amended, deferred or deleted, but were not anticipated at the time of the last monthly update.

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 Evelyn Archer	Vacant shops funding	19 January 2010
Councillor Roger Mace	Implementation of Shared Service for Revenues & Benefits (Phase 1)	Decision deferred until the next financial year.
Councillor June Ashworth	Community Swimming Pools	19 January 2010
Councillor June Ashworth	Williamson Park	19 January 2010
Councillor June Ashworth	Museums Service	19 January 2009
Councillor June Ashworth	Options for Performance/Entertainment Venues - Post the Closure of the Dome	19 January 2010
	Contract 34, Bold St 7-11a	Before 31 January 2010
Councillor Malcolm Thomas	Land at Aalborg Square, Lancaster	16 February 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Vacant shops funding	
<b>WARD:</b>	All Wards;	
<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>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The City Council has been awarded funding from government to support temporary use of vacant shops and other measures to support retail centres	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Letter from DCLG, 3/12/09	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancaster District Chamber of Commerce, Trade, & Industry	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Meeting with Lancaster District Chamber of Commerce, 23/12/09	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	15 January 2010	

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THAT THIS ITEM HAS BEEN DEFERRED AND WILL NOT BE CONSIDERED UNTIL THE NEXT FINANCIAL YEAR. THE DECISION WAS DELAYED FROM DECEMBER CABINET IN ORDER TO GIVE THE JOINT IMPLEMENTATION PROJECT BOARD AN OPPORTUNITY TO MEET. IT IS EXPECTED THAT THE MATTER WILL BE CONSIDERED FURTHER BY A SPECIAL PERSONNEL COMMITTEE IN JANUARY AND ALSO AS PART OF THE BUDGET UPDATE REPORT TO CABINET IN JANUARY.

<b>ITEM FOR DECISION:</b>	Implementation of Shared Service for Revenues & Benefits (Phase 1)
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Revenue Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Roger Mace
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The report sets out the business case for implementation of the shared senior management arrangement for Revenues & Benefits in partnership with Preston City Council to become effective from 1 April 2010. The report includes the governance arrangements and the costs/savings information that will enable Cabinet to make an informed decision about implementation and the affected staff to be treated in accordance with the Council's Human Resources policies.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	The decision has been deferred, it will not be considered until the next financial year.
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet Minutes 1 September and 6 October 2009.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	UNISON and staff members affected.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Management/Staff Meetings.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Community Swimming Pools
<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>	Options appraisal of the Community Swimming Pools Partnership Agreement
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	To-date there has been consultation with Lancashire County Council and the staff involved in the operation of the community swimming pools.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be further consultation with affected parties, subject to the outcome of Cabinet's preferred option.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above
<b>REASON FOR AMENDMENT:</b>	'Groups Identified for Consultation' and 'Process for Making Representations to the Decision Maker' have been updated.

## 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>	To provide Cabinet with an update on Williamson Park and to consider future options.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	To-date there has been consultation with the Williamson Park Board, users of the park facility and the staff involved in the operation of the facilities.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be further consultation with affected parties, subject to the outcome of Cabinet's preferred option.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above	
<b>REASON FOR AMENDMENT:</b>	'Groups Identified for Consultation' and 'Process for Making Representations to the Decision Maker' have been updated.	



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Museums Service
<b>WARD:</b>	Castle Ward; Duke's 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>	Options appraisal of the Museums Service Partnership Agreement
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	To-date there has been consultation with Lancashire County Council and the staff involved in the operation of the museum service.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be further consultation with affected parties, subject to the outcome of Cabinet's preferred option.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above
<b>REASON FOR AMENDMENT:</b>	'Groups Identified for Consultation' and 'Process for Making Representations to the Decision Maker' have been updated.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Options for Performance/Entertainment Venues - Post the Closure of the Dome	
<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>	Options for performance/entertainment venues - post the closure of the Dome	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	To-date there has been consultation with users of the facility and the staff involved in the operation of the facilities.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be further consultation with affected parties, subject to the outcome of Cabinet's preferred option.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above	
<b>REASON FOR AMENDMENT:</b>	'Groups Identified for Consultation' and 'Process for Making Representations to the Decision Maker' have been updated.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Contract 34, Bold St 7-11a	
<b>WARD:</b>	Heysham North Ward;	
<b>SERVICE:</b>	Planning Services	
<b>DECISION MAKER:</b>	Officer Delegated Decisions	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor David Kerr	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>Approval of contract to remodel four terraced houses located on Bold St. Morecambe as part of the on -going regeneration of the area.</p> <p>The process will follow and will comply with the Council's Contract Procedure Rules and E.U. Public Procedure Rules.</p>	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 January 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Tender documents exempt due to commercial sensitivity.	
<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>	Land at Aalborg Square, Lancaster
<b>WARD:</b>	Duke's Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas, Cabinet Member and Portfolio Holder for Finance
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To update Cabinet on the potential disposal of land at Aalborg Square, Lancaster, to facilitate an extension of the courts building.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Previous cabinet agenda and minutes
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Ward councillors
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By email to gcox@lancaster.gov.uk
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16 February 2010
<b>REASON DECISION HAS BEEN DELAYED:</b>	The council is awaiting detailed proposals from the Courts Service to enable a report to be considered by cabinet.