

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Monthly Update

1 March 2010
30 April 2010



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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 four months.

The Plan will be 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.

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.

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FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor June Ashworth	Lancaster District Arts Strategy	Issue has been withdrawn from the Forward Plan.
Councillor David Kerr	Adoption of Mid-Lancashire Housing Strategy	16 March 2010
Councillor David Kerr	The Introduction of Choice Based Lettings and Housing Options Service	16 March 2010

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Key Decision Taken by Cabinet or delegated Officer

PLEASE BE ADVISED THAT THIS ISSUE HAS BEEN WITHDRAWN FROM THE FORWARD PLAN PENDING THE OUTCOME OF THE LDLSP TASK AND FINISH GROUP, WHO ARE DEVELOPING THE STRATEGY.

ITEM FOR DECISION:	Lancaster District Arts Strategy
WARD:	All Wards;
SERVICE:	Cultural Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor June Ashworth
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To receive and consider for approval the Lancaster District Arts Strategy
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Issue has been withdrawn from the Forward Plan.
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Adoption of Mid-Lancashire Housing Strategy	
WARD:	All Wards;	
SERVICE:	Planning Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Adoption of a Housing Strategy for the Mid-Lancashire Area local authorities.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	16 March 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	The Draft Housing Strategy for the Mid-Lancashire Local Authorities is currently in preparation	
GROUPS IDENTIFIED FOR CONSULTATION:	Targeted consultation process	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	A targeted consultation on the Draft Strategy will be undertaken by the external consultants commissioned to undertake the Strategy	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	The Introduction of Choice Based Lettings and Housing Options Service
WARD:	All Wards;
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report sets out proposals for implementing both Choice Based Lettings and a Housing Options Service
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	16 March 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Fund For The Development Of Regional and Sub Regional Choice Based Lettings Schemes - Submission By Lancaster City Council. Fair and Flexible: Statutory Guidance on Social Housing Allocations for Local Authorities in England (Communities and Local Government, December 2009).
GROUPS IDENTIFIED FOR CONSULTATION:	DWTF. Registered Social Landlords. Private Sector Landlords. YMCA Lancaster Charities. Abbeyfield Lancaster University (Accommodation Officer).
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The proposals will be discussed with the District Wide Tenants Forum, partner landlords and voluntary agencies.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	19 February 2010