

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

**Key Decisions**  
**Annual Forward Plan**

**1 May 2010**  
**30 April 2011**



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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.

# LANCASTER CITY COUNCIL

## FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Jon Barry	Adoption of the Shoreline Management Plan	30 May 2010
Councillor Stuart Langhorn	Land at Aalborg Square, Lancaster	1 June 2010
Councillor David Kerr	Adoption of Mid-Lancashire Housing Strategy	22 June 2010
Councillor Stuart Langhorn	Provisional Revenue & Capital Outturn 2009/2010	27 July 2010
Councillor Stuart Langhorn	Invitation to Tender for the Provision of Bill Payment and Associated Services	Before 31 August 2010
Councillor Stuart Langhorn	Medium Term Resources Update Report	9 November 2010
Councillor David Kerr	Health & Strategic Housing - Fees & Charges 2011/12	18 January 2011
Councillor Stuart Langhorn	Review of Parking Fees and Charges 2011/12	18 January 2011
Councillor Stuart Langhorn	Budget & Policy Framework 2011/12	18 January 2011
Councillor Stuart Langhorn	Treasury Management Strategy 2011/12	15 February 2011
Councillor Stuart Langhorn	Budget & Policy Framework 2010/11	15 February 2011

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Adoption of the Shoreline Management Plan	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Planning Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry	
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The Shoreline Management Plan is in the process of being updated. The new plan which will indicate a management regime for all lengths of our coastline will shortly be complete. Local Authorities are being asked to endorse the plan proposals.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	30 May 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Draft policies issued to all councillors in November 2010	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Numerous	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Extensive consultation of stakeholders and public undertaken with newspaper advertisements, radio, leaflets and public meetings	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Public consultation ended 14th February	

## 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 Stuart Langhorn
<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>	1 June 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 <a href="mailto:gcox@lancaster.gov.uk">gcox@lancaster.gov.uk</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16 February 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Adoption of Mid-Lancashire Housing Strategy	
<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>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Adoption of a Housing Strategy for the Mid-Lancashire Area local authorities.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	22 June 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	The Draft Housing Strategy for the Mid-Lancashire Local Authorities is currently in preparation	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Targeted consultation process	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	A draft of the Mid-Lancashire Housing and Sustainable Communities Strategy and Investment Plan will be reported to the Chief Executives Group of the draft-MAA Mid Lancashire Area authorities. Following approval from this group, stakeholder engagement will be undertaken. Once account has been taken of the outputs of the stakeholder engagement process a final Draft Strategy will be completed and then reported to the Cabinets of the draft MAA authorities for their endorsement.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	n/a	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Provisional Revenue & Capital Outturn 2009/2010	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Financial Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn	
<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>	27 July 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A	
<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>	N/A	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Invitation to Tender for the Provision of Bill Payment and Associated Services
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Individual Cabinet Member and Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Invitation to Tender for the Provision of Bill Payment and Associated Services to enable the continuation of service provision for customers paying invoices at post offices
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 August 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Invitation to tender
<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>	03/06/2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Medium Term Resources Update Report
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the 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>	9 November 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A at present
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<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>	Health & Strategic Housing - Fees & Charges 2011/12	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Health and Strategic Housing	
<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 report will set out options for increasing fees and charges for a range of services in Health & Strategic Housing as part of the budget process.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 January 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Fees & Charges Cabinet Report 2010/11	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None specifically.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Verbally or in writing to Head of Health & Strategic Housing, Town Hall, Morecambe. Tel: 01524 582701.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	1 December 2010	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Review of Parking Fees and Charges 2011/12
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider the level of parking fees and charges for 2011/12.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 January 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None at present
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Cabinet report to be circulated to Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate. Letters or emails to the Head of Property Services or Parking and Administration Manager or addressed to Property Services, Town Hall, Lancaster, LA1 1PJ.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Friday 7th January 2011.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2011/12
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 January 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the Budget timetable.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Treasury Management Strategy 2011/12
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Formal approval of Treasury Management Strategy by Cabinet is required before 01 April, though some aspects also require full Council and will be referred on accordingly. The Strategy sets out overall borrowing and related budget assumptions for 2011/12.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	15 February 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The Council's professional advisors will be consulted. Should timescale permit, the proposals will be presented to Budget & Performance Panel for consideration.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	No public consultation is proposed.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2010/11
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	15 February 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the Budget timetable.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A