

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

## Supplementary Notices



PUBLISHED 4 FEBRUARY 2010

## 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.

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	Growth Bid for Reinstatement of Funding Levels for Arnside/Silverdale and Forest of Bowland AONBs and Warton Crag and Trowbarrow Local Nature Reserves	16 February 2010
Councillor Stuart Langhorn	Appraisal of the Winter Gardens Business Plan	Issue has been withdrawn from the Forward Plan
Councillor Stuart Langhorn	Shared Services Programme	16 February 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Growth Bid for Reinstatement of Funding Levels for Arnside/Silverdale and Forest of Bowland AONBs and Warton Crag and Trowbarrow Local Nature Reserves
<b>WARD:</b>	Warton Ward; Silverdale Ward; Upper Lune Valley Ward; Halton-with-Aughton Ward; Ellel Ward;
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry, Cabinet Member and Portfolio Holder for the Environment
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	A report to seek agreement to reinstate the planned contributions to the running of the Arnside/Silverdale AONB, and Forest of Bowland AONB Units, and the Countryside Projects budget for wardening services at the Council's Local Nature Reserves.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Minute of Budget Council March 2009 The Forest of Bowland and Arnside/Silverdale AONB Management Plans
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Natural England Lancashire County Council Arnside/Silverdale AONB Executive Committee Internal consultees
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation has already taken place This report results from representations to the council by the above organisations following the decision last year to decrease financial assistance
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	14 Feb 2010

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## Key Decision Taken by Cabinet or delegated Officer

**PLEASE BE ADVISED THAT THIS ISSUE HAS BEEN WITHDRAWN FROM THE PLAN. AS THE SEA CHANGE FUNDING BID WAS UNSUCCESSFUL THERE WILL BE NO NEED FOR A BUSINESS PLAN FOR THE FULL SCHEME.**

<b>ITEM FOR DECISION:</b>	Appraisal of the Winter Gardens Business Plan
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn, Leader of the Council
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Appraisal of the Winter Gardens Business Plan
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Issue has been withdrawn from the Forward Plan
<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>	This report follows from a report to Council on 29 April 2009. The report seeks to evaluate/review the Business Plan. Hence no reference to consultation.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Shared Services Programme	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	All 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 seek Cabinet's approval for the Shared Services Programme to be developed over a phased period. This will highlight service activity that the council will explore opportunities for working with partners to effect improvements and efficiencies.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	N/A	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	