

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Monthly Update

**1 April 2010
31 July 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.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Jon Barry	Review of Districtwide Playground Provision	20 April 2010
	Centenary House (Co-op Building Morecambe) - consultant appointment	Before 30 April 2010
	Chatsworth Gardens Contingency Project Options Study - Appointment of Consultants	Before 31 May 2010
Councillor David Kerr	Adoption of Mid-Lancashire Housing Strategy	22 June 2010
Councillor Jon Barry	Adoption of the Shoreline Management Plan	Before 30 June 2010
Councillor Stuart Langhorn	Provisional Revenue & Capital Outturn 2009/2010	27 July 2010
	Invitation to Tender for the Provision of Bill Payment and Associated Services	Before 31 August 2010
Councillor Stuart Langhorn	Capital Investment Strategy Update	9 November 2010
Councillor David Kerr	Health & Strategic Housing - Fees & Charges 2011/12	18 January 2011
Councillor Stuart Langhorn	Budget & Policy Framework 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 2010/11	15 February 2011
Councillor Stuart Langhorn	Treasury Management Strategy 2011/12	15 February 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Districtwide Playground Provision
WARD:	All Wards;
SERVICE:	Environmental Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to review current playground provision and make recommendations for the future
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	20 April 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No background papers
GROUPS IDENTIFIED FOR CONSULTATION:	Ward Councillors Parish / Town Councils Interested community groups
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The report will seek an in principle decision on playground provision. Stakeholders will then be consulted on this decision.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	19th April 2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Centenary House (Co-op Building Morecambe) - consultant appointment
WARD:	Harbour Ward;
SERVICE:	Regeneration and Policy Service
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Following tender to approve the officer recommendation for appointment of consultants to undertake the feasibility study for Centenary House (co-op building) in Morecambe. The contract is for in excess of £50,000 and is therefore regarded as a key decision albeit one under the Chief Executive's delegated power.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 April 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Tender documentation and consultants brief available on request.
GROUPS IDENTIFIED FOR CONSULTATION:	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The feasibility study arises from the process of review and consultation undertaken through the West End Masterplan and its recent mid term 'refresh' of priorities. Full details of the development of the West End Masterplan strategy and consultation process are available on the council's website: http://www.lancaster.gov.uk/planning-environment/forward-planning/regeneration-projects/morecambe-s-west-end/
DATE FOR REPRESENTATIONS TO BE RECEIVED:	20 April 2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens Contingency Project Options Study - Appointment of Consultants
WARD:	Harbour Ward;
SERVICE:	Regeneration and Policy Service
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>To agree the appointment of consultants to analyse options for the refurbishment of Chatsworth Gardens and define a preferred option which can be presented to HCA for further consideration to take forward for funding approval. The consultant is required to provide all necessary services for the city council to prove to HCA it has undertaken a detailed option appraisal which points to a preferred option and way forward which:</p> <ul style="list-style-type: none"> • Meets the project objectives defined by Cabinet; • Is both practically feasible and deliverable within funding/timing constraints; and, • Is financially viable, taking into account both the HCA's and Government's value for money criteria. <p>The cost of the consultants tendered offer may exceed £50,000 and therefore the contract award recommendation may qualify as a key decision on cost grounds under the Chief Executive's delegated authority.</p>
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 May 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Decision arises from the resolution of Cabinet report on Chatsworth Gardens dated 16 January 2010.
GROUPS IDENTIFIED FOR CONSULTATION:	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Approval to proceed with tender action arises from 16 January 2010 Cabinet decision. Consultation process is described in this report.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	30/4/10

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Adoption of Mid-Lancashire Housing Strategy	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy Service	
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	22 June 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 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.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	n/a	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Adoption of the Shoreline Management Plan	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy Service	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 June 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Draft policies issued to all councillors in November 2010	
GROUPS IDENTIFIED FOR CONSULTATION:	Numerous	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Extensive consultation of stakeholders and public undertaken with newspaper advertisements, radio, leaflets and public meetings	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Public consultation ended 14th February	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provisional Revenue & Capital Outturn 2009/2010	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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).	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	27 July 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	None directly - though individual issues may relate to items that have been the subject of consultation previously.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Invitation to Tender for the Provision of Bill Payment and Associated Services
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Invitation to tender
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:	03/06/2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Capital Investment Strategy Update	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn	
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	9 November 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A at present	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
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:	Health & Strategic Housing - Fees & Charges 2011/12	
WARD:	All Wards;	
SERVICE:	Health and Strategic Housing	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Fees & Charges Cabinet Report 2010/11	
GROUPS IDENTIFIED FOR CONSULTATION:	None specifically.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Verbally or in writing to Head of Health & Strategic Housing, Town Hall, Morecambe. Tel: 01524 582701.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	1 December 2010	

Key Decision Taken by Cabinet or delegated Officer

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

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Parking Fees and Charges 2011/12
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the level of parking fees and charges for 2011/12.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None at present
GROUPS IDENTIFIED FOR CONSULTATION:	Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Friday 7th January 2011.

Key Decision Taken by Cabinet or delegated Officer

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

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Treasury Management Strategy 2011/12
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	15 February 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The Council's professional advisors will be consulted. Should timescale permit, the proposals will be presented to Budget & Performance Panel for consideration. No public consultation is proposed.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	See above