

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

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

**Monthly Update**

**1 May 2010**  
**31 August 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 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 is one of the regular monthly updates to the Forward Plan published annually.

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
	Centenary House (Co-op Building Morecambe) - consultant appointment	Before 31 May 2010
	Chatsworth Gardens Contingency Project Options Study - Appointment of Consultants	Before 31 May 2010
	Municipal Building Works LTH Electrical Refurbishment	Before 31 May 2010
	Lancaster Market	1 June 2010
	Land at Aalborg Square, Lancaster	1 June 2010
	Anti Social Behaviour Pledge	22 June 2010
	Proposed Allotment sites	22 June 2010
	Land at Edenbreck Farm, Carr House Farm, Lancaster	22 June 2010
	Adoption of Mid-Lancashire Housing Strategy	22 June 2010
	Private Sector Housing Capital Programme 2010/11	22 June 2010
	Adoption of the Shoreline Management Plan	22 June 2010
	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

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Centenary House (Co-op Building Morecambe) - consultant appointment
<b>WARD:</b>	Harbour Ward;
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 May 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Tender documentation and consultants brief available on request.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	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: <a href="http://www.lancaster.gov.uk/planning-environment/forward-planning/regeneration-projects/morecambe-s-west-end/">http://www.lancaster.gov.uk/planning-environment/forward-planning/regeneration-projects/morecambe-s-west-end/</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	20 April 2010
<b>REASON DECISION HAS BEEN DELAYED:</b>	The tender/interview documentation issued noted that the recommendation for appointment was subject to the receipt of satisfactory references. There was a delay in receiving references from consultants nominated referees and the issue of the final recommendation (via tender report) was therefore also delayed.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Chatsworth Gardens Contingency Project Options Study - Appointment of Consultants	
<b>WARD:</b>	Harbour Ward;	
<b>SERVICE:</b>	Planning Services	
<b>DECISION MAKER:</b>	Officer Delegated Decisions	
<b>RESPONSIBLE CABINET MEMBER:</b>		
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<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"> <li>• Meets the project objectives defined by Cabinet;</li> <li>• Is both practically feasible and deliverable within funding/timing constraints; and,</li> <li>• Is financially viable, taking into account both the HCA's and Government's value for money criteria.</li> </ul> <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>	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 May 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Decision arises from the resolution of Cabinet report on Chatsworth Gardens dated 16 January 2010.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Approval to proceed with tender action arises from 16 January 2010 Cabinet decision. Consultation process is described in this report.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	30/4/10	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Municipal Building Works LTH Electrical Refurbishment
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>Electrical Refurbishment Works to Lancaster Town Hall,  Main Entrance First Floor  Banqueting Suite  Mayors Offices  Court Rooms  Basement Lighting and Power</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 May 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet Report 'Corporate and Municipal Building Works' 8th December 2009
<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.
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been delayed due to unforeseen circumstances.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster Market
<b>WARD:</b>	Duke's Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider the necessary details to allow the setting of new rent and service charge levels at Lancaster Market following the decision of Council on 31 March 2010
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	1 June 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Council agenda item and minutes dated 31 March 2010
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancaster Market Cabinet Liaison Group
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As this relates to a specific stage in considering contractual arrangements for the council, there will be no consultation except the Cabinet Liaison Group, although it should be noted that the Liaison Group is conducting consultation with stakeholders.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to 31st May 2010



## 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>	
<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>	Anti Social Behaviour Pledge	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Corporate Strategy	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>		
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	A pan Lancashire Pledge on dealing with anti social behaviour has been developed for adoption by Community Safety Partnerships, Police and local authorities. The report will review the implications of adopting the pledge and present Cabinet with options.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	22 June 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Pledge agreed by Safer Lancashire	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Internal officers	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Internal officer consultation only	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	22/06/10	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Proposed Allotment sites	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Property Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>		
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider delegating to the Head of Property Services the granting of leases for future allotment sites under the control of another service, in consultation with that service.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	22 June 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The only specific consultation will take place with officers identified in the standard Cabinet report format i.e. Financial Services, Legal Services, S151 Officer and Monitoring Officer.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Land at Edenbreck Farm, Carr House Farm, Lancaster	
<b>WARD:</b>	Castle Ward;	
<b>SERVICE:</b>	Property Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>		
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider a further report on the land and buildings at Carr House Farm, Lancaster and the granting of a lease of the land to the Fairfield Association (FAUNA).	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	22 June 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The only specific consultation will take place with officers identified in the standard Cabinet report format i.e. Financial Services, Legal Services, S151 Officer, Monitoring Officer and Ward Councillors.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	

## 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>		
<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>	Private Sector Housing Capital Programme 2010/11	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Planning Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>		
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To seek approval for the allocation of the Regional Housing Pot (RHP) funding between the West End Master Plan, Poulton Renewal Area and Disabled Facilities Grants.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	22 June 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	West End Master Plan, Poulton Renewal Area Declaration Document, Housing Grants, Construction and Regeneration Act 1996(as amended), Lancaster District Core Strategy, Lancaster District Housing Strategy.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	West End Partnership, Poulton Housing and Built Environment Group	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Neighbourhood consultations.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	25 May 2010	

## 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>		
<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>	22 June 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>	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>		
<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>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<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>	3 June 2010