

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions
Annual Forward Plan

Monthly Update

1 July 2010
31 October 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
Leader of the Council	Provisional Revenue & Capital Outturn 2009/2010	27 July 2010
Councillor Paul Woodruff, Councillor David Kerr	Integrated Support Team - Shared Service Arrangement	27 July 2010
Councillor Stuart Langhorn	Land at Edenbreck Farm, Carr House Farm, Lancaster	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

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:	Integrated Support Team - Shared Service Arrangement	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Paul Woodruff, Councillor David Kerr,	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To seek Cabinet approval for proposals for the management of the Integrated Support Team under a shared service arrangement with Preston City Council. The Team currently delivers externally-funded projects providing outreach support related to worklessness and vulnerable households.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	27 July 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	External funders will be consulted - Lancaster District Local Strategic Partnership and Lancashire County Council	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to the Economic Development Manager by 05/07/10	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	05/07/10	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land at Edenbreck Farm, Carr House Farm, Lancaster
WARD:	Castle Ward;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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).
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	27 July 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	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.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Decision has been delayed due to a delay in obtaining the final valuation

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:	Individual Cabinet Member and 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:	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