

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Supplementary Notices



PUBLISHED 11 JUNE 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	Review of Districtwide Playground Provision (follow up report)	22 June 2010
Councillor Jon Barry	Lancaster Market	22 June 2010
Councillor Jon Barry	Adoption of the Shoreline Management Plan	Decision has been deferred
Councillor David Kerr	Adoption of Mid-Lancashire Housing Strategy	Decision has been deferred
Councillor Stuart Langhorn	Proposed Allotment sites	This item has been withdrawn from the Forward Plan
Councillor David Kerr	Review of Council Housing Finance	This item has been withdrawn from the Forward Plan

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Districtwide Playground Provision (follow up report)	
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:	Cabinet of 20th April 2010 requested that consultation on some of the recommendations of the report 'Review of Districtwide Playground Provision' takes place. This report provides Cabinet with the details of this.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	22 June 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet report - Review of Districtwide Playground Provision	
GROUPS IDENTIFIED FOR CONSULTATION:	Ward Councillors and Parish Councils	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Ward Councillors and Parish Councils to undertake consultation with the public by a variety of methods.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	21/06/10	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Market
WARD:	Duke's Ward;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	22 June 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Council agenda item and minutes dated 31 March 2010
GROUPS IDENTIFIED FOR CONSULTATION:	Lancaster Market Cabinet Liaison Group.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	21 June 2010

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Key Decision Taken by Cabinet or delegated Officer

PLEASE BE ADVISED THAT THIS DECISION HAS BEEN DEFERRED AS DISCUSSIONS WITH THE ENVIRONMENT AGENCY ARE CURRENTLY INCOMPLETE.

ITEM FOR DECISION:	Adoption of the Shoreline Management Plan	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy	
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	Decision has been deferred	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Draft policies issued to all councillors in November 2010	
GROUPS IDENTIFIED FOR CONSULTATION:	Parish Councils, Landowners, Residents Associations and members of the public	
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	

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Key Decision Taken by Cabinet or delegated Officer

PLEASE BE ADVISED THAT THIS DECISION HAS BEEN DEFERRED AS FURTHER INFORMATION IS REQUIRED FROM CENTRAL GOVERNMENT

ITEM FOR DECISION:	Adoption of Mid-Lancashire Housing Strategy
WARD:	All Wards;
SERVICE:	Regeneration and Policy
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	Decision has been deferred
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

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Key Decision Taken by Cabinet or delegated Officer

PLEASE BE ADVISED THAT THIS ITEM HAS BEEN REMOVED AS IT IS NO LONGER A KEY DECISION. AN INDIVIDUAL CABINET MEMBER DECISION REPORT HAS BEEN PREPARED FOR THE CABINET MEMBER WITH SPECIAL RESPONSIBILITY.

ITEM FOR DECISION:	Proposed Allotment sites
WARD:	All Wards;
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 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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	
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 and Monitoring Officer.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

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Key Decision Taken by Cabinet or delegated Officer

PLEASE BE ADVISED THAT THIS ISSUE HAS BEEN WITHDRAWN FROM THE FORWARD PLAN AS IT IS NO LONGER A KEY DECISION. A DECISION IS REQUIRED ONLY TO AGREE A VIEW AS PART OF A CONSULTATION EXERCISE, A REPORT TO THE COUNCIL BUSINESS COMMITTEE WILL BE PREPARED.

ITEM FOR DECISION:	Review of Council Housing Finance
WARD:	All Wards;
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report details the government proposals for dismantling the current Housing Revenue Account subsidy system and replacing it with a devolved system of funding and responsibility.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Council Housing: A Real Future (Department for Communities and Local Government, March 2010)
GROUPS IDENTIFIED FOR CONSULTATION:	None at present. District Wide Tenants Forum to be consulted.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No formal consultation has been undertaken at this stage.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	07 June 2010

