

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Annual Forward Plan

## Monthly Update

**31 July 2010**  
**30 October 2010**



PUBLISHED 8 JULY 2010

## 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
	Provision of transport for school swimming	Before 31 July 2010
Councillor Jon Barry	Adoption of the Shoreline Management Plan	31 August 2010
	Municipal Building Works - Roof works to Lancaster Town Hall	Before 31 August 2010
	Municipal Building Works - Roofing Works Morecambe Town Hall	Before 31 August 2010
	Municipal Building Works - Morecambe Town Hall Electrical Rewire	Before 30 September 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Provision of transport for school swimming
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Community Engagement
<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 transport for school swimming. This is to ensure provision is continued and budget targets are met.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 July 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Invitation to tender documentation. Council, 3 March 2010, Minute No. 107
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Not appropriate - private contract
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Tenders to be returned by 14th July 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>	Regeneration and Policy	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry	
<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>	31 August 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Draft policies issued to all councillors in November 2010	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Parish Councils, Landowners, Residents Associations and members of the public	
<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>	Municipal Building Works - Roof works to Lancaster Town Hall
<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 Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Lancaster Town Hall Roofworks - Consultant recommendations, remove existing covering and refurbish utilising existing slates. Replacement of lead roofs, dormers, box gutters. Renewal of Skylights/Atriums. Monitor Pediments parapet walls.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 August 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<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>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Municipal Building Works - Roofing Works Morecambe Town Hall
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Individual Cabinet Member and Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Complete flat roof replacement cut to falls, to Morecambe Town Hall.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 August 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<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>	N/A



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Municipal Building Works - Morecambe Town Hall Electrical Rewire
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Individual Cabinet Member and Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Electrical re-wiring of power, lighting and fire alarm, including replacement of light fittings.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 30 September 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Corporate Municipal Building Works Cabinet Report 8th December 2010.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<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>	N/A