

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Supplementary Notices



UPDATED 29 OCTOBER 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 Debbie Chambers, Democratic Services Manager, on 01524 582057.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Jon Barry	Adoption of the Shoreline Management Plan	9 November 2010
Councillor Abbott Bryning	Arrangements for handling forthcoming major infrastructure proposals	9 November 2010
	Municipal Building Works - Roof works to Lancaster Town Hall	Before 30 November 2010
	Luneside East - Security Guarding Services	Before 30 November 2010
	Municipal Building Works - Morecambe Town Hall Roof Replacement and Electrical Rewire	Before 31 December 2010
Councillor Stuart Langhorn	Performance Reward Grant	18 January 2011
Councillor Stuart Langhorn	Next Generation Broadband Pilot - Rural Development Programme for England Funding Bid	15 February 2011
Councillor David Kerr	Proposals for Home Improvement Agency Funding	

Key Decision Taken by Cabinet or delegated Officer

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, Cabinet Member and Portfolio Holder for the LDLSP Environment	
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	9 November 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Draft policies issued to all councillors in November 2009	
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	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Arrangements for handling forthcoming major infrastructure proposals
WARD:	All Wards;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning, Cabinet Member and Portfolio Holder for LDLSP Economy
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Cabinet will be asked to agree to proposals for joint working between Cumbria and Lancashire authorities to handle National Grid and new nuclear Infrastructure Planning commission projects
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	9 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Various Infrastructure Planning Commission procedure documents.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There is no consultation process as this is a purely operational decision for councils to make.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	November 2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Municipal Building Works - Roof works to Lancaster Town Hall
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Luneside East - Security Guarding Services
WARD:	Castle Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To authorise a tender for a contract to provide 24 hour security for the Luneside East regeneration site, St George's Quay, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Tender documentation - Security Guarding Services
GROUPS IDENTIFIED FOR CONSULTATION:	Property Services
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Internal service liaison.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	By 31 August 2010 to the Head of the Regeneration and Policy Service

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Municipal Building Works - Morecambe Town Hall Roof Replacement and Electrical Rewire
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Electrical re-wiring of power, lighting and fire alarm, including replacement of light fittings. Complete flat roof replacement cut to falls, to Morecambe Town Hall.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 December 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Corporate Municipal Building Works Cabinet Report 8th December 2009.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Performance Reward Grant
WARD:	All Wards;
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Cabinet is being asked to approve the LDLSP's intended use of Performance Reward Grant (In accordance with the agreed protocol for its use)
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Report from LDLSP Away Day facilitated by Greengage, May 2010" and "LDLSP Management Group 26th October 2010, Agenda Pack Item 7
GROUPS IDENTIFIED FOR CONSULTATION:	All members of the LDLSP
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Performance Reward Grant must be used to support delivery of Sustainable Community Strategy objectives. The district's Sustainable Community Strategy was the subject of extensive public consultation.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Next Generation Broadband Pilot - Rural Development Programme for England Funding Bid	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report on the outcome of a bid to the NWDA for a rural 'Next Generation Access' broadband pilot under their RDPE funding stream. The project also includes elements which could improve the wider district's broadband connectivity.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	15 February 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet report to be published	
GROUPS IDENTIFIED FOR CONSULTATION:	Rural Broadband Stakeholder Group Statutory consultees	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Via the lead project officer, email progers@lancaster.gov.uk .	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	22/10/10	

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Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Proposals for Home Improvement Agency Funding
WARD:	All Wards;
SERVICE:	Health and Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr, Cabinet Member and Portfolio Holder for LDLSP Health and Wellbeing
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To seek approval to accept the offer of external funding for the purpose of both maintaining and enhancing the council's Home Improvement Agency service.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Review of HIA's in Lancashire (2009) (Carried out by Housing Quality Network on behalf of the Lancashire Local Area Agreement group).
GROUPS IDENTIFIED FOR CONSULTATION:	Supporting People North Lancashire PCT Adult & Community Services (White Cross, Lancaster).
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Members of the public to make written representations to the Health & Housing Service in advance of the meeting.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	18 October 2010

