

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions
Annual Forward Plan

1 May 2011
30 April 2012



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 the Annual Forward Plan.

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
	Provisional Revenue & Capital Outturn 2011/2012	26 July 2011
	Review of Parking Fees and Charges 2012/13	6 December 2011
	Corporate Planning & Budget	17 January 2012
	Treasury Management Strategy 2012/2013	14 February 2012
	Corporate Plan and Resource Framework 2012/15	17 April 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provisional Revenue & Capital Outturn 2011/2012	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:		
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	26 July 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
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:	Review of Parking Fees and Charges 2012/13
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the level of parking fees and charges for 2012/13
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 December 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Local Chambers of Commerce and of Trade, trade unions for staff permits, and other stakeholders and users as appropriate.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Cabinet report to be circulated to Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate. Letters or emails to the Head of Property Services or Parking and Administration Manager or addressed to Property Services, Town Hall, Lancaster, LA1 1PJ.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Friday 2 December 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Corporate Planning & Budget	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Details of consultation to be determined in due course.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Details of consultation to be determined in due course.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Details of consultation to be determined in due course.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Treasury Management Strategy 2012/2013	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Formal approval of Treasury Management Strategy by Cabinet is required before 01 April, though some aspects also require full Council and will be referred on accordingly.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	14 February 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The Council's professional advisors will be consulted. Should timescales permit, the proposals will be presented for Budget & Performance Panel for consideration.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	The Council's professional advisors will be consulted. Should timescales permit, the proposals will be presented for Budget & Performance Panel for consideration.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Corporate Plan and Resource Framework 2012/15	
WARD:	All Wards;	
SERVICE:		
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To present to Cabinet the Corporate Plan and Resource Framework for the 3 year period commencing 2012/13 and seek any amendments.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 April 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:		
DATE FOR REPRESENTATIONS TO BE RECEIVED:		

