

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

**1 September 2011
31 December 2011**



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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 four months.

The Plan will be 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.

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.

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FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
	Boiler Replacement LTH	Before 31 August 2011
Councillor Ron Sands	Museums Partnership	6 September 2011
Councillor Janice Hanson	Lancaster Square Routes	6 September 2011
Councillor Janice Hanson	Chatsworth Gardens Funding Report	This item has been withdrawn from the forward plan
Councillor Janice Hanson	Funding Priority Housing Regeneration Schemes	4 October 2011
	Links to Schools Project - Westgate, Morecambe	Before 30 September 2011
	Lancaster Square Routes - Market Square (phase 1) and Frances Passage	Before 30 September 2011
	Management Information System	Before 31 October 2011
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2012/13	6 December 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Boiler Replacement LTH	
WARD:	All Wards;	
SERVICE:	Property Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender for the replacement of gas fired boilers including controls, plant room pipework, valves, insulation pumps, install solar thermal panels on Ashton Hall.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 15 February 2011, Minute no. 108.	
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:	Museums Partnership
WARD:	All Wards;
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Ron Sands
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to confirm outcome of work undertaken by consultants in relation to museums partnerships.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 September 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 19 January 2011, Minute No. 113.
GROUPS IDENTIFIED FOR CONSULTATION:	None
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:	Lancaster Square Routes
WARD:	Duke's Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	In the context of the design proposals for Market Square as now further detailed to review that aspect of the Cabinet decision of 8 December 2009 concerning trees.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 September 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 8 December 2011, Minute No. 95.
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County Council - Highway Authority
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Past extensive consultations, present with lead stakeholder and via communications to Head of Regeneration and Policy
DATE FOR REPRESENTATIONS TO BE RECEIVED:	6 September 2011

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Key Decision Taken by Cabinet or delegated Officer

THIS ISSUE HAS BEEN WITHDRAWN AS THIS MATTER IS NOW DEPENDENT ON THE OUTCOME OF A FURTHER REPORT TITLED 'OPTIONS FOR THE FUNDING OF HOUSING REGENERATION SCHEMES'. A NEW FORWARD PLAN ISSUE HAS BEEN SUBMITTED FOR THIS DECISION.

ITEM FOR DECISION:	Chatsworth Gardens Funding Report
WARD:	Harbour Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To inform Cabinet of the outcome of funding discussions with the Homes and Communities Agency for Chatsworth Gardens as per the previous resolution made by Cabinet August 2010.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	This item has now been withdrawn from the forward plan.
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	<p>Previous Cabinet Reports</p> <p>ARUP Housing Exemplar Options Feasibility Study (exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972.</p> <p>Winning Back Morecambe's West End Masterplan</p> <p>Morecambe Action Plan 2002</p> <p>Lancaster District Housing Strategy 2004/08</p>
GROUPS IDENTIFIED FOR CONSULTATION:	See below.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Previously extensive community consultation for the Masterplan and Chatsworth Gardens has been undertaken. The current proposals for Chatsworth Gardens are in-line with this. Further consultation is planned once a more certain position is obtained i.e. funding.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Representations to Head of Regeneration and Policy by e-mail before the date of the meeting.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Funding Priority Housing Regeneration Schemes
WARD:	Heysham North Ward; Harbour Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Following discussions with the Homes and Communities Agency and the outturn of the Government's Comprehensive Spending Review the outlook for securing external funding for priority regeneration schemes is poor. The report considers a number of strategic options the council could take to pursue its housing regeneration priorities, making particular reference to any likely budgetary implications for the council's General Fund and Housing Revenue Account.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 15 February 2011, 'Budget Update Report', Minute no. 110 Cabinet 31 August 2010. 'Chatsworth Gardens Housing Exemplar', minute no. 40 Winning Back Morecambe's West End Masterplan - available on Lancaster City Council Website: http://www.lancaster.gov.uk/planning-environment/regeneration/morecambe-s-west-end/
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Representations to the Assistant Head - Policy and Delivery via email: dlawson@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 September 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Links to Schools Project - Westgate, Morecambe
WARD:	Westgate Ward; Heysham North Ward; Harbour Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Proposed cycle route to rear of Heysham High School Sports College and conversion of footways of shared use on Westgate Morecambe - Acceptance of Tender
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 September 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 26 July 2011, minute no. 24 - please note that this is subject to call-in, which expires on 9 August 2011.
GROUPS IDENTIFIED FOR CONSULTATION:	None
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:	Lancaster Square Routes - Market Square (phase 1) and Frances Passage
WARD:	Duke's Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	1st phase of delivery of the Lancaster Square Routes Project - Acceptance of Tender
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 September 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 5th October 2010 (minute no 51)
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:	Management Information System	
WARD:	All Wards;	
SERVICE:	Community Engagement	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To procure a system and associated project management, implementation and training services, to support the council's information management requirements for project, programme and performance management.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 October 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	Project Board	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation with internal users of the proposed system	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	Detailed checks have been made of operational uses of the systems by liaising with other Local Authorities. This has taken longer than expected.	

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:	Councillor Tim Hamilton-Cox
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 at present
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