

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

**1 November 2011  
29 February 2012**



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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 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 Ron Sands	Museums Partnership	8 November 2011
Councillor Abbott Bryning	Medium Term Resources Strategy Update	8 November 2011
Councillor Tim Hamilton-Cox	Ashton Memorial - Williamson Park	8 November 2011
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	8 November 2011
Councillor Tim Hamilton-Cox, Councillor Karen Leytham	Land at Ashbourne Road / rear of Tan Hill Drive, Lancaster	8 November 2011
Councillor Karen Leytham	Consultation on Dog Control Orders	6 December 2011
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2012/13	6 December 2011
Councillor Abbott Bryning	Corporate Planning & Budget	17 January 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	17 January 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	14 February 2012
Councillor Abbott Bryning	Treasury Management Strategy 2012/2013	14 February 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Museums Partnership
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Community Engagement
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Ron Sands
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to confirm outcome of work undertaken by consultants in relation to museums partnerships.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 November 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet 19 January 2011, Minute No. 113.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	N/A
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Medium Term Resources Strategy Update	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Financial Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the half yearly monitoring and update arrangements of the approved MTFS, issues that require key decisions to be taken may well arise.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 November 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A at present	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None directly.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A at present	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Ashton Memorial - Williamson Park	
<b>WARD:</b>	John O'Gaunt Ward	
<b>SERVICE:</b>	Community Engagement	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Tim Hamilton-Cox	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To advise Members of structural problems to the steps at the rear of the Memorial and seek authorisation to fund the cost of the repairs required.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 November 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None- urgent repairs required	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Climate Change and Renewable Energy	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Environmental Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Tim Hamilton-Cox	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to outline recommendations invest to save schemes that will have a positive impact on the Council's targets for climate change and seek approval to develop options for renewable energy schemes for the Council	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 November 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	NA	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	NA	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable	



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Land at Ashbourne Road / rear of Tan Hill Drive, Lancaster
<b>WARD:</b>	Skerton East Ward
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Tim Hamilton-Cox, Councillor Karen Leytham
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To report and to obtain approval to the transfer of land to facilitate the development of affordable housing on Council owned land at Ashbourne Road, Lancaster
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 November 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Exempt
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	N/A
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	No external consultation

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Consultation on Dog Control Orders	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Health and Housing Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Karen Leytham	
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>Dog Control Orders are made under Section 55 of the Clean Neighbourhoods and Environment Act 2005. They extend, replace and simplify the current system of byelaws for the control of dogs. It is proposed to make Dog Control Orders for the following offences:</p> <p>1. Failing to immediately remove dog faeces. 2. Permitting a dog to enter land from which dogs are excluded. 3. Not keeping a dog on a lead in designated areas or on public highways. 4. Not putting and keeping a dog on a lead when directed to do so by an authorised officer.</p>	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 December 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Clean Neighbourhoods and Environment Act 2005 Defra Guidance	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	As specified in the legislation. Public consultation will be encouraged	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Public consultation as specified in the legislation	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	A formal public consultation exercise will follow approval of the introduction of Dog Control Orders	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Review of Parking Fees and Charges 2012/13
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Tim Hamilton-Cox
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider the level of parking fees and charges for 2012/13
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 December 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None at present
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Local Chambers of Commerce and of Trade, trade unions for staff permits, and other stakeholders and users as appropriate.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	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.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Friday 2 December 2011

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Corporate Planning & Budget
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 January 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	No applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Details of consultation to be determined in due course.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Details of consultation to be determined in due course.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Details of consultation to be determined in due course.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2012/13
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 January 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the Budget timetable.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2012/13
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the Budget timetable.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Treasury Management Strategy 2012/2013
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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. The strategy sets out overall borrowing and related budget assumptions for 2012/13.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	The Council's professional advisors will be consulted. Should timescale permit, the proposals will be presented to Budget & Performance Panel for consideration. No public consultation is proposed.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above.