

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

## **Supplementary Notices**



**PUBLISHED 28 NOVEMBER 2011**

## 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.
  - 17 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.
  - 17 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 Karen Leytham	Homelessness Prevention Contract	6 December 2011
Councillor Eileen Blamire, Karen Leytham	Shared Services	17 January 2012
Councillor Eileen Blamire	Service Level Agreements	17 January 2012
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2012/13	17 January 2012
Councillor Karen Leytham	Homelessness Change Programme	14 February 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Homelessness Prevention Contract	
<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>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To inform members of the options available for the future delivery of the Homelessness Prevention Contract which is due to expire on the 31 <sup>st</sup> March 2012	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 December 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Homelessness Strategy 2008-2013	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Homelessness forum.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation has already taken place.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	NA	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Shared Services	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Community Engagement	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillors Eileen Blamire	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider proposals for shared services around Information Services and Customer Services and seek agreement to proceed with contractual agreement.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 January 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>	N/A	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	The timetable to undertake this work was ambitious and the necessary work has yet to be completed.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Service Level Agreements
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Community Engagement
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillors Eileen Blamire, Ron Sands and Jon Barry
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider proposals for arrangements relating to the council's Service Level Agreements with local organisations
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 January 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Community, voluntary and faith sector partners, arts partners.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Appropriate consultation to be undertaken following cabinet decision.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	5 December 2011
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	One of the relevant portfolio holders has asked for further time to consider the content of the report.

## 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>	17 January 2012
<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
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	A review of fees and charges policy is going to December's Cabinet. The current inflation factors being used are those published by the Bank of England and these may change. Portfolio holders are meeting with Service Heads after December's Cabinet to discuss budgets. Other Services with fees and charges reports e.g. Health and Housing and Community Engagement are also going to January's Cabinet.



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Homelessness Change Programme
<b>WARD:</b>	Castle Ward
<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>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Funding to provide hostel accommodation for single homeless households
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Department of Communities and Local Government 2011-15 Affordable Homes Programme - Framework
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancashire County Council's supporting people team already consulted.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By email to the head of health and housing: <a href="mailto:slodge@lancaster.gov.uk">slodge@lancaster.gov.uk</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	5 December 2011
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	Management team have requested that the report be delayed until February Cabinet meeting.