

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

## **Supplementary Notices**



Published 2 February 2012

## 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 Karen Leytham	Empty Homes Strategy	This issue has been withdrawn from the forward plan and will be considered as part of a future report.
Councillor Tim Hamilton-Cox	Accommodation	14 February 2012
Councillor Ron Sands	Museums Service	14 February 2012
Councillor Eileen Blamire	2012 to 2015 Corporate Plan	14 February 2012
	Integrated Payroll / Human Resources Solution	13 March 2012
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	Before 29 February 2012
Councillor Karen Leytham	Homelessness Change Programme	13 March 2012
		May 2012 – Cabinet Date TBC

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

**THIS DECISION HAS BEEN WITHDRAWN FROM THE FORWARD PLAN AND WILL BE INCLUDED AS PART OF A REPORT TO BE CONSIDERED IN THE NEW MUNICIPAL YEAR.**

<b>ITEM FOR DECISION:</b>	Empty Homes Strategy
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Regeneration and Policy
<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>	The Council adopting a strategic approach to tackling empty homes in the district.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	<b>This item has now been withdrawn from the forward plan</b>
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	PPCLG Members Head of Regeneration and Policy Head of Health and Housing
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Report to 4 October 2011 Planning Policy Cabinet Liaison Group. Discussion at Corporate Strategic Housing Officer Group on 17 November 2011.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16 January 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Accommodation
<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 a variety of accommodation issues that have arisen since the undertaking of the major building works in 2011.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None - see above
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	No consultation as this is an internal council project
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	13/02/12

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Museums Service
<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>	To update members on review of Museums Partnership and agree future management responsibilities
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Museums Partnership Review
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not Applicable
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Not Applicable
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable

<b>ITEM FOR DECISION:</b>	2012 to 2015 Corporate Plan	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Community Engagement	
<b>DECISION MAKER:</b>	Cabinet	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire	
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To provide Cabinet with the opportunity to consider draft Priorities and Actions for the Corporate Plan for the three year period commencing 2012 – 2015 with the full draft Corporate Plan to be available for consideration at the March Cabinet meeting.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012	13 March 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Feedback from engagement workshops.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	During autumn 2011, the council co-ordinated a range of engagement workshops, on behalf of the Public Sector Leaders, with residents in urban and rural areas, community leaders and partners including the voluntary, community and faith sector, the business sector, the arts and culture sector and parish councils. The feedback from these events has informed the strategic planning process.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By email or in writing to the assistant head of Community Engagement (partnerships): <a href="mailto:amharrison@lancaster.gov.uk">amharrison@lancaster.gov.uk</a>	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	13 February 2012	12 March 2012



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Integrated Payroll / Human Resources Solution	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Financial Services	
<b>DECISION MAKER:</b>	Officer Delegated Decisions	
<b>RESPONSIBLE CABINET MEMBER:</b>		
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	An invitation to tender for Integrated Payroll / Human Resources Solution has been sent out with a return date of the 11th November	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 29 February 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	A full Invitation to tender was issued under EU regulations.	
<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 evaluation of submitted tenders is taking longer than originally expected.	

## 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>	Head of 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>	13 March 2012	
<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	
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	The decision to delay has been agreed with the portfolio holder with responsibility for climate change.	

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### 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>	May 2012 – Cabinet date TBC
<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>	Officers are still exploring options for the development of the project before providing detailed proposals and taking a final report to Cabinet.