

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

**1 April 2012
31 July 2012**



Published 15 March 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 one of the regular monthly updates to the Forward Plan published annually.

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 Eileen Blamire	Corporate Plan 2012/15	17 April 2012
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	17 April 2012
Councillor Tim Hamilton-Cox	Land to the rear of 56 - 67 St Georges Quay, Lancaster	17 April 2012
Councillor Janice Hanson	Area Action Plan, Morecambe	THIS ISSUE HAS NOW BEEN WITHDRAWN FROM THE FORWARD PLAN
Councillor Abbott Bryning	General Fund Capital Programme 2012/2013	17 April 2012
	Integrated Payroll / Human Resources Solution	Before 30 April 2012
Councillor Janice Hanson	Funding of Housing Regeneration Priorities	3 July 2012
Councillor Abbott Bryning	Provisional Revenue & Capital Outturn 2011/12	24 July 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Corporate Plan 2012/15
WARD:	All Wards
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To present to Cabinet the Corporate Plan 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:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	Development of the corporate plan informed by wide consultation undertaken with groups and individuals in the district in late 2011.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing or via email to the Assistant Head of Community Engagement (Partnerships): amharrison@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	12 April 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Climate Change and Renewable Energy	
WARD:	All Wards	
SERVICE:	Head of Environmental Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>Report to outline recommendations that will have a positive impact on the Council's own targets for climate change.</p> <p>These will include:-</p> <ul style="list-style-type: none"> • practical 'invest to save' initiatives that could be funded through reserves that have been set aside for this purpose. • Development of a renewable energy strategy for the Council- which will provide a plan for the Council to follow to reduce energy costs in the future and meet climate change targets. 	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 April 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	NA	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land to the rear of 56 - 67 St Georges Quay, Lancaster
WARD:	Castle Ward
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To report and to obtain approval to the transfer of land to facilitate the development of affordable housing on Council owned land at St Georges Quay / River Street, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 April 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Exempt
GROUPS IDENTIFIED FOR CONSULTATION:	As above as well as the Parochial Parish Council for the Priory
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation with relevant services within the City Council
DATE FOR REPRESENTATIONS TO BE RECEIVED:	17 March 2012

LANCASTER CITY COUNCIL

Key Decision Taken by Cabinet or delegated Officer

THIS ISSUE HAS NOW BEEN WITHDRAWN FROM THE FORWARD PLAN FOLLOWING A REVIEW OF THE COUNCIL'S QUARTER 3 PERFORMANCE REVIEW TEAM ACTIONS. THE AREA ACTION PLAN WILL CONTINUE TO BE PROGRESSED IN LINE WITH THE ORIGINAL PROJECT PLAN.

ITEM FOR DECISION:	Area Action Plan, Morecambe	
WARD:	Poulton Ward; Harbour Ward; Heysham North Ward	
SERVICE:	Deputy Chief Executive	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report which identifies future delivery options for regeneration initiative for the centre of Morecambe	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	This issue has been withdrawn from the forward plan	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Reports to Planning Policy Cabinet Liaison Group	
GROUPS IDENTIFIED FOR CONSULTATION:	Head of Regeneration and Policy Head of Health and Housing Head of Financial Services Lancashire County Council Ward Members Morecambe Town Council Lancaster and Morecambe Chambers of Commerce	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 March 2012	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	General Fund Capital Programme 2012/2013	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Full funding for the current year's expected programme is dependent upon selling land at South Lancaster. An update on the position is scheduled in April provisionally and depending on progress, key decisions may be required on progress of various schemes. The Budget report to Council on 29 February provides further background.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 April 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No specific consultation planned at this stage.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Integrated Payroll / Human Resources Solution	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	An invitation to tender for Integrated Payroll / Human Resources Solution has been sent out with a return date of the 11th November	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 April 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	A full Invitation to tender was issued under EU regulations.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
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:	Funding of Housing Regeneration Priorities
WARD:	All Wards
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:	<p>To consider options for funding the Housing Regeneration priorities. Members have reaffirmed that the strategic housing regeneration priorities for the foreseeable future are:</p> <ul style="list-style-type: none"> (a) To increase the supply and delivery of affordable housing schemes. (b) To complete existing unfinished schemes in the West End (the completion of outstanding housing regeneration projects at Chatsworth Gardens and Marlborough Road/Bold Street). (c) To bring empty properties back into use. <p>Options for funding will look at the General Revenue Account, the HRA Account, future flexibilities around Self Financing, use of Section 106 Contributions, and Community Infrastructure Levy, prudential borrowing, and any funding available through partnership working.</p>
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 July 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Head of Regeneration and Policy Head of Health and Housing Head of Financial Services
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Comments to Deputy Chief Executive
DATE FOR REPRESENTATIONS TO BE RECEIVED:	June 2012 Date TBC

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provisional Revenue & Capital Outturn 2011/12
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
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	24 July 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
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