

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

**3 September 2012**  
**31 December 2012**



**PUBLISHED 6 SEPTEMBER 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 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 Karen Leytham	Resourcing and Implementing a Strategic Approach To Empty Properties	9 October 2012
Councillor Tim Hamilton-Cox	Detailed Security Report	<b>Please note this decision has now been withdrawn from the Forward Plan</b>
Councillor David Smith	Council Housing - Rota Painting	9 October 2012
Councillor Eileen Blamire	Performance Reward Grant Funding	9 October 2012
Councillor Karen Leytham	Council Housing- Leaseholder Charging Policy	9 October 2012
Councillor Jon Barry	Morecambe Festival Market	9 October 2012
Councillor Ron Sands	Museums Partnership	9 October 2012
Councillor Karen Leytham	Housing Action Plan 2012 - 2017	9 October 2012
Councillor Tim Hamilton-Cox	Parksafe Management Agreement	9 October 2012
	Renew Air Conditioning Units to Lancaster Town Hall offices, G1, G29, G31 and B9	Before 31 October 2012
Councillor Abbott Bryning	Budget and Policy Framework Update Mid Year Review - Medium Term Financial Strategy	6 November 2012
Councillor Eileen Blamire	Second Homes Funding 2012 - 2013	6 November 2012
Councillor Abbott Bryning	Corporate Fees and Charges Policy Review	6 November 2012
Councillor Eileen Blamire	Commissioning Arrangements for Arts and Voluntary, Community and Faith Sector Services	6 November 2012
Councillor Eileen Blamire	Budget and Policy Framework Update Mid Year Review - Corporate Plan	6 November 2012
Councillor Abbott Bryning	Budget & Policy Framework Update 2013/14	4 December 2012
Councillor Janice Hanson	Adopting the Meeting Housing Needs Supplementary Planning Document	4 December 2012
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2013/14	4 December 2012

## Key Decision Taken by Cabinet or delegated Officer

## THIS DECISION WAS PREVIOUSLY KNOWN AS 'EMPTY HOMES STRATEGY'

<b>ITEM FOR DECISION:</b>	Resourcing and Implementing a Strategic Approach To Empty Properties	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Regeneration and Planning	
<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>	Options for developing a strategic approach to empty homes in the district	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	NA	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	NA	
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	Required revised recommendations to account for current financial restraint, and further investigative work surrounding redeploying existing resources	

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

**THIS DECISION HAS NOW BEEN WITHDRAWN FROM THE FORWARD PLAN FOR THE FOLLOWING REASON:**

**THE COUNCIL'S REQUIREMENTS ARE BEING CONSIDERED FURTHER, NOT LEAST IN LIGHT OF THE CAPITAL FUNDING POSITION. THIS WILL THEN DETERMINE WHETHER THIS REPORT IS RESCHEDULED FOR ANOTHER MEETING OR ADDRESSED AS PART OF THE 2013/14 BUDGET PROCESS.**

<b>ITEM FOR DECISION:</b>	Detailed Security Report
<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>	Approval has been given in principle to improve security at the Town Halls and White Lund Depot with the one-off costs being funded from the renewals reserve and the indicative ongoing costs being included in Cabinet's growth proposals, but that this be subject to a further more detailed report to Cabinet once the options have been fully appraised, including the potential to link up security and time management systems.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	<b>DECISION HAS BEEN WITHDRAWN FROM THE FORWARD PLAN</b>
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet Minute 14 February 2012 90 ACCOMMODATION (Cabinet Member with Special Responsibility Councillor Hamilton-Cox)
<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>	3 September 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Council Housing - Rota Painting
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Head of Environmental Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor David Smith
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to seek Cabinet's preferred option fro delivery of rota painting of Council houses from April 2013.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	NA
<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>	NA

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Performance Reward Grant Funding	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Community Engagement	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To seek approval of members for amendments to the allocation of the Performance Reward Grant funding previously allocated towards the Warm Homes Scheme.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancaster District Performance Group (Members include Primary Care Trust, Furniture Matters); Lancaster District Affordable Warmth Group (members include: Age UK, Citizen's Advice Bureau, Help Direct, Lancaster City Council, LESS, Primary Care Trust)	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Discussions have taken place with delivery partners working in this area at partnership meetings of the Lancaster District Performance group and the Lancaster District Affordable Warmth Group	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	1 October 2012	



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Council Housing- Leaseholder Charging Policy
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Head of Environmental Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Karen Leytham
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to affirm the principles on which leaseholder charges will be calculated when work is undertaken by the Council on their property.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	NA
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Leaseholders
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Once the principles have been affirmed by Cabinet it is intended that consultation will take place with leaseholders. Subject to the results of this consultation a further report may be brought back to Cabinet
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	NA

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Morecambe Festival Market	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Head of Environmental Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to outline to Cabinet issues relating to Morecambe Festival Market. The report will seek to establish Cabinet's preferred direction for dealing with these issues.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	NA	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Market Traders, Shoppers, Officers, Morecambe Town Council, Chamber of Trade etc	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	The report has been prepared based on consultation with market traders, officers and the wider community. It is expected that subject to Cabinet's views further consultation on this subject will be undertaken.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	NA	

## 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 set out options for future management of City, Maritime and Cottage museums
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Consultants Report
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Staff, Friends Groups, County Council
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Series of joint meetings
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Housing Action Plan 2012 - 2017
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Regeneration and Planning
<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>	The Council's 5 year Plan setting out the priorities and actions required around the themes of quantity of housing, quality of housing and meeting the needs of vulnerable people
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	NA
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Stakeholder/Homelessness Forum Consultation Event July 2012 Planning Policy Cabinet Liaison Group August 2012 Housing Regeneration Cabinet Liaison Group Sept 2012 Affordable Warmth Steering Group Health and Wellbeing Partnership Gypsy Roma Traveller Practitioner Group
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Presentations to relevant groups/Circulation of draft document/Website
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	31 August 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Parksafe Management Agreement  Notice is given under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 that it is intended that the part of the meeting which considers this item will be private on the basis that Cabinet is likely to be required to consider exempt information relating to the financial affairs of a third party, and will therefore need to exclude the press and public from the meeting.	
<b>WARD:</b>	Castle Ward	
<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 Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider a new management agreement for the Parksafe Car Park, Lancaster	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 October 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable as background papers will contain exempt commercial information.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None directly	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable at present	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Renew Air Conditioning Units to Lancaster Town Hall offices, G1, G29, G31 and B9
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Work to be carried out on the renewal of Air Conditioning units in Lancaster Town hall Offices G1, G29, G31 and B9 will be done Under the Collaboration Agreement with Lancashire County Council, utilising their Partnering Framework Supplier CPL. The decision will require the approval of the Agreed Maximum Price.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 October 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Partnering Framework between Lancaster City Council & Lancaster County Council. Municipal Building Works Capital Funding
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Consultation is not appropriate as this is a private contract
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	NA
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	NA

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget and Policy Framework Update Mid Year Review - Medium Term Financial Strategy	
<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 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>	6 November 2012	
<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>	Second Homes Funding 2012 - 2013
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Community Engagement
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To confirm allocations of Second Homes Funding for 2012 – 2013
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 November 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet Minutes 24th July 2012 Take Pride Community Fund application form and guidance notes (available at <a href="http://www.lancaster.gov.uk/communityfund">www.lancaster.gov.uk/communityfund</a> )
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Voluntary, community and faith sector organisations.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Contact Jemma Gillbanks, Partnerships Administrator, 01524 582 059, <a href="mailto:jgillbanks@lancaster.gov.uk">jgillbanks@lancaster.gov.uk</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	9 October 2012



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Corporate Fees and Charges Policy Review	
<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>	A review of the main fees and charges will be undertaken, through which Cabinet can determine any specific aspects or areas (such as parking etc), for which it requires subsequent reports back.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 November 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Fees and Charges Policy (Cabinet - December 2011)	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None specifically at this stage.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	To be determined and incorporated into budget process 2013/14, depending on which areas Cabinet requires specific reports back.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Commissioning Arrangements for Arts and Voluntary, Community and Faith Sector Services	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Community Engagement	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To propose a commissioning strategy and plans for services delivered by the arts sector and the voluntary, community and faith sector in the district	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 November 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Arts and voluntary, community, faith sector	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Ongoing engagement with partners	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16 October 2012	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget and Policy Framework Update Mid Year Review - Corporate Plan
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Community Engagement
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the half yearly monitoring and update arrangements of the approved Corporate Plan, issues that require key decisions to be taken may well arise.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	6 November 2012
<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>	Budget & Policy Framework Update 2013/14
<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>	4 December 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>	Adopting the Meeting Housing Needs Supplementary Planning Document	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Regeneration and Planning	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Janice Hanson	
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Seeking Cabinet permission to adopt the document.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	4 December 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None and no public access.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	See previous consultation regarding the same document going to 24th July Cabinet.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	See previous consultation regarding the same document going to 24th July Cabinet.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Statutory consultation ends 9 November 2012	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Review of Parking Fees and Charges 2013/14
<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 2013/14. This is subject to Cabinet requesting a specific report on car parking fees and charges following consideration of the Corporate Fees and Charges report at Cabinet's November meeting.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	4 December 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	As above.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Cabinet report or proposals 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>	30 November, 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Review of Parking Fees and Charges 2013/14
<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 2013/14. This is subject to Cabinet requesting a specific report on car parking fees and charges following consideration of the Corporate Fees and Charges report at Cabinet's November meeting.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	4 December 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	As above.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Cabinet report or proposals 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>	30 November, 2012