

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Supplementary Notices



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 Gill Noall, Head of Democratic Services, on 01524 582060.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor John Gilbert	Traffic Management Act 2004 Penalty Charge Notices - Charging Levels	Before 4 February 2008
Councillor Abbott Bryning	Storey Institute	Before 29 February 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Traffic Management Act 2004 Penalty Charge Notices - Charging Levels	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Urgent Business	
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Changes to Penalty Charge Notice charging levels and making new Off Street Parking Places Orders to reflect the requirements of the Traffic Management Act 2004	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 4 February 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County Council and Parkwise	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Meetings have been previously held with Lancashire County Council and Parkwise and in writing as below.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 31st January 2008 in writing to David Hopwood, Property Services, Lancaster City Council, Morecambe Town Hall, Marine Road, Morecambe, LA4 5AF or by email to dhopwood@lancaster.gov.uk	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Storey Institute
WARD:	All Wards
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>To sign the construction contract for Storey Creative Industries Centre with Conlon Construction Ltd.</p> <p>On the 5th June 2007 Cabinet resolved to support the creation of a multipurpose creative industries centre by restoring the Storey Institute. In addition cabinet resolved to allocate an additional £200k to the project.</p> <p>Completion of the contract documentation has been delayed due to the need to resolve a number of detailed queries affecting the drafting of the document.</p>
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	At present a final draft contract should be completed by the end of January, but it is possible that completion will slip back into February 2008.
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not applicable.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable.

