

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 Eileen Blamire	Cycling Demonstration Town	18 March 2008
Councillor Roger Mace	Concessionary Travel Scheme 2008/09	18 March 2008
Councillor Jon Barry	Improvement of toilets at Happy Mount Park	20 March 2008
Councillor Abbott Bryning	Acceptance of Tender for Lancaster TIC	20 March 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Cycling Demonstration Town
WARD:	All Wards
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider an invitation from Cycling England to submit a proposal for extending the CDT project for a further 3 years
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 March 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	CDT Steering Group
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation meeting held with the Steering Group on 18/02/08
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to Cabinet meeting on 18 March 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Concessionary Travel Scheme 2008/09
WARD:	All Wards
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	County-wide changes to the Concessionary Travel Scheme from April 2008 onwards, linked to the introduction of free nationwide travel.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 18 March 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	All Travel Concession Authorities within Lancashire.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Through Concessionary Travel Working Group (County-wide), Lancashire Leaders' and Lancashire Chief Finance Officers' Groups.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	05 March 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Improvement of toilets at Happy Mount Park	
WARD:	All Wards	
SERVICE:	City Council (Direct) Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Cabinet (20/02/07) decided that 'Direct entry toilets were to be built in to the existing toilet block at Happy Mount Park' Tenders were sought for this work and the preferred bidder was Danfo Uk Ltd. This company has already done similar work at Clock Tower toilet block.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	20 March 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	None as private contract.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Private contract, not applicable	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	20.03.08	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Acceptance of Tender for Lancaster TIC
WARD:	Castle Ward
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:	To accept the tender for the design and fit out of the new Lancaster Visitor Information Centre in The Storey, replacing the existing Lancaster TIC on Castle Hill.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	20 March 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire and Blackpool Tourist Board North west Development Agency
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Design brief consultation has taken place with the Lancashire and Blackpool Tourist Board and with staff of the North west development Agency. The brief has also been prepared in line with the current Tourism Strategy and is based on experience from the refurbishment of the Morecambe VIC.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	On or before the 29th February 2008.

