

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

1 June 2008 30 September 2008



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

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Evelyn Archer, Councillor David Kerr, Councillor John Gilbert	West End Housing Exemplar Project - Chatsworth Gardens	3 June 2008
Councillor Jon Barry, Councillor Maia Whitelegg	International Youth Games 2009	3 June 2008
Councillor Roger Mace, Councillor Evelyn Archer, Councillor Abbott Bryning	Lancaster District Vision - update on progress	3 June 2008
Councillor Evelyn Archer	Morecambe Winter Gardens NWDA Funding (feasibility studies)	3 June 2008
Councillor Roger Mace	Participatory Budgeting	3 June 2008
Councillor Roger Mace, Councillor Maia Whitelegg	Community Cohesion - Use of Area Based Grant 2008/09 to 2010/11	3 June 2008
Councillor Evelyn Archer	Land at Scotforth Road, Lancaster	1 July 2008
Councillor Evelyn Archer	Lancaster Market	1 July 2008
Councillor Jon Barry	Lancashire Municipal Waste Strategy	1 July 2008
Councillor John Gilbert	Homelessness Strategy 2008 - 2013	1 July 2008
Councillor John Gilbert, Councillor David Kerr, Councillor Maia Whitelegg	Home Support and Portland Street Young Persons Project Funding Update	1 July 2008
Councillor John Gilbert, Councillor Maia Whitelegg	Review of Staff and Member Permits and Charges	1 July 2008
Councillor Evelyn Archer	Disposal of Land off Quernmore Road, Lancaster	2 September 2008
Councillor Jon Barry	Implications of the Lancashire Municipal Waste Strategy and PFI Waste Disposal Arrangements	2 September 2008

NOTE: The above table identifies that current Cabinet Members with Special Responsibility; however, this is subject to change at the Council meeting to be held on 19th May, 2008.

ITEM FOR DECISION:	West	est End Housing Exemplar Project - Chatsworth Gardens		
WARD:	Harbo	bur Ward		
SERVICE:	Neigh	bourhood	d Task Force	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAB		EMBER:	Councillor Evelyn Archer, Councillor David Kerr, Councillor John Gilbert	
KEY DECISION CRITERIA:		Financia	al and Community Impact	
SUMMARY DESCRI	-	This report will provide an update on progress made made to secure the delivery of the Housing Exemplar Project, a key element of the Winning back Morecambe's West Er Masterplan. The report will also seek approval to agree an updated Funding Agreement with English Partnerships to release additional funding to acquire further properties in the housing exemplar block and to agree a Building Agreement with English Partnerships and the preferred developer; Places for People to undertake the Project. Subject to a satisfatory Planning Consent being in place, Cabinet will also be asked to make a Compulsory Purchase Order declaration to acquire outstanding property interest enabling the project to proceed.		
DATE OF CABINET MEETING/DATE FO OFFICER DECISION		3 June 2	2008	
LIST OF BACKGROUND Nor PAPERS FOR CONSIDERATION:		None.		
	FOR CONSULTATION: West End		anning and Development Control. nd Partnership Morecambe community through consultative events.	
PROCESS FOR MAN REPRESENTATIONS DECISION MAKER:	-	The Housing Exemplar Project is a priority intervention of the Winning Back Morecambe's West End Masterplan. The Masterplan was developed through a broad community consultation process before being adopted by Lancaster City Council as a Supplementary Planning Document to the Lancaster District Plan in February 2005. The developer selection process for the Exemplar project included a public consultation event over three days and final interviews which included representation by Lancaster City Council and the West End Partnership. Further consultation will tak place as part of the Planning Application process and additional events will be planner to secure community input into the detailed design, property layout, community garder spaces and additional community impact that can be secured through the development.		
Date for Representations be Received:	S ТО	Deadline has now passed.		
REASON DECISION BEEN DELAYED:	HAS	s Carried forward to June Cabinet in order to comply with the requirements of Financial Services and to fit into the Council's project management process (LAMP).		

ITEM FOR DECISION:	Intern	International Youth Games 2009		
WARD:	All W	Wards		
SERVICE:	Demo	ocratic Se	ervices	
DECISION MAKER:	-		Cabinet	
RESPONSIBLE CAE	BINET M	EMBER:	Councillor Jon Barry, Councillor Maia Whitelegg	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI OF RELEVANT ISSU	-	To cons	sider the hosting of the International Youth Games in Lancaster District in 2009.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	R	3 June 2	2008	
LIST OF BACKGRO PAPERS FOR CONSIDERATION:				
GROUPS IDENTIFIE FOR CONSULTATIO			ports Clubs ter	
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:	S ТО	Views are being obtained from those clubs currently involved in preparations for the International Youth Games 2008. Contact from other clubs in the District will be welcomed. Representations should be made in writing to Head of Cultural Services, Lancaster City Council, Morecambe Town Hall, Marine Road Central, Morecambe, LA4 5AF.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S ТО	ro Prior to 9th May 2008		

ITEM FOR DECISION:	Lanca	Lancaster District Vision - update on progress		
WARD:	All Wa	All Wards		
SERVICE:	Econo	omic Dev	elopment and Tourism	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET M	EMBER:	Councillor Roger Mace, Councillor Evelyn Archer, Councillor Abbott Bryning	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI OF RELEVANT ISSU	UES: adopted principl certain well as		ncaster District Vision was developed by the Vision Board and subsequently I by the Council as its Economic Strategy in 2006. The Council has agreed in to act as accountable body for Vision projects where appropriate, subject to conditions. This report provides an update on key projects within the Vision as reviewing current management arrangements and the means by which the f projects within the Vision can be reviewed and adapted over time.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION			2008	
LIST OF BACKGRO PAPERS FOR CONSIDERATION:	UND	None.		
GROUPS IDENTIFIE FOR CONSULTATIO	-	North West Development Agency Lancashire Economic Partnership		
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:		No public consultation required for this report as key projects within the Vision will consult separately as required. The review of management arrangements is an issue for the Council in consultation with external funders and this will be managed as part of ongoing discussions.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S TO	Prior to 9th May 2008		

ITEM FOR	Morocom	mbo \//i	inter Cardone NWDA Euroding (feasibility studies)	
DECISION:	Worecan	Morecambe Winter Gardens NWDA Funding (feasibility studies)		
WARD:	All More	cambe	Wards	
SERVICE:	Economi	nic Deve	elopment and Tourism	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	вілет Мемі	IBER:	Councillor Evelyn Archer	
Key Decision Criteria:	Fi	inancia	al Threshold	
SUMMARY DESCRI OF RELEVANT ISSU	-		inet to support an application from the Winter Gardens Preservation Trust for a 0 grant from the NWDA and for the Council to provide a cash flow facility.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	R	3 June 2008		
LIST OF BACKGRO PAPERS FOR CONSIDERATION:	UND N	None.		
GROUPS IDENTIFIE FOR CONSULTATIO	-	Lancaster & Morecambe Vision Board.		
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:		In writing to the Corporate Director (Regeneration), Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ		
DATE FOR REPRESENTATIONS BE RECEIVED:		Prior to 30th May 2008.		

ITEM FOR DECISION:	Partic	Participatory Budgeting		
WARD:	All Wa	ards		
SERVICE:	Neigh	bourhood	d Task Force	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET M	EMBER:	Councillor Roger Mace	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI			Neighbourhood Management has carried out a successful participatory ng exercise and this report makes recommendations for broadening this h.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	E FOR		2008	
LIST OF BACKGROUND None PAPERS FOR CONSIDERATION:		None.		
GROUPS IDENTIFIE FOR CONSULTATIO		All Poulton residents were invited to consultation event on 16th February. Consultat has also been undertaken with Voluntary Organisations.		
PROCESS FOR MAN REPRESENTATIONS DECISION MAKER:	-	Participatory Budgeting is a consultation process in its own right. Consultation has taken place with members of the public.		
DATE FOR REPRESENTATIONS BE RECEIVED:	бто	Not applicable. Consultation has already taken place.		

ITEM FOR DECISION:	Comm	Community Cohesion - Use of Area Based Grant 2008/09 to 2010/11		
WARD:	All Wa	All Wards		
SERVICE:	Corpo	rate Stra	tegy	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET ME	EMBER:	Councillor Roger Mace, Councillor Maia Whitelegg	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI			ider how to allocate Area Based Grant - Community Cohesion over the next ears.	
	DATE OF CABINET 3 June MEETING/DATE FOR OFFICER DECISION		2008	
LIST OF BACKGROUND Repor PAPERS FOR CONSIDERATION:		Reports	to Cabinet on Area Based Grant.	
GROUPS IDENTIFIE FOR CONSULTATIO				
PROCESS FOR MAN REPRESENTATIONS DECISION MAKER:		Report to be considered by Cabinet.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S TO	Not applicable. There will be no external consultation on this item.		

ITEM FOR DECISION:	Land a	and at Scotforth Road, Lancaster		
WARD:	Scotfo	Scotforth West Ward		
SERVICE:	Prope	rty Servi	ces	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET ME	EMBER:	Councillor Evelyn Archer	
Key Decision Criteria:		Financia	al Threshold	
SUMMARY DESCRI OF RELEVANT ISSU			ide Cabinet with the outcome of the marketing exercise for the potential I of the land.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION		1 July 2	008	
LIST OF BACKGROUND None Papers for Consideration:		None.		
GROUPS IDENTIFIE FOR CONSULTATIO				
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:	s то	No formal consultation will be undertaken as it relates to the sale of land between two parties.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S ТО	Not applicable.		
REASON DECISION BEEN DELAYED:	HAS	Carried forward from 3 June 2008 – Adverts placed have not been published in time by the relevant parties.		

ITEM FOR DECISION:	Lanca	ancaster Market		
WARD:	Duke's	uke's Ward		
SERVICE:	Prope	rty Servi	ces	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET ME	EMBER:	Councillor Evelyn Archer	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI			ate Cabinet on the information requested in line with the resolutuions made at uary 2008 Cabinet meeting.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	OR		008	
LIST OF BACKGRO PAPERS FOR CONSIDERATION:				
GROUPS IDENTIFIE FOR CONSULTATIO		None id	entified as this is a land transaction between two parties	
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:		No formal consultation will be undertaken as it relates to the sale of land between two parties.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S ТО	Not applicable.		
REASON DECISION BEEN DELAYED:	HAS	Carried forward from 22 April 2008 – Information from 3 rd parties has not been forthcoming to allow negotiations to be completed.		

ITEM FOR DECISION:	Lancas	Lancashire Municipal Waste Strategy		
WARD:	All Wa	rds		
SERVICE:	City Co	ouncil (D	virect) Services	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET ME	MBER:	Councillor Jon Barry	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI	UES: will forn		WS which is currently being revised to cover the period to 2020. The strategy the basis of our approach to waste collection / recycling until 2020. The strategy will be presented to Cabinet for final approval	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	ING/DATE FOR		008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:		None.		
GROUPS IDENTIFIE FOR CONSULTATIO			er City Council	
PROCESS FOR MAN REPRESENTATIONS DECISION MAKER:		Written responses to Head of City Council (Direct) Services, White Lund Depot, Morecambe.		
DATE FOR REPRESENTATIONS BE RECEIVED:		Prior to 13th June 2008		

ITEM FOR DECISION:	Home	Homelessness Strategy 2008 - 2013		
WARD:	All Wa	ards		
SERVICE:	Neigh	bourhood	d Task Force	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET M	EMBER:	Councillor John Gilbert	
Key Decision Criteria:		Commu	nity Impact	
SUMMARY DESCRI	-	All hous years by	ing authorities are obliged to produce a Homelessness Strategy every five v CLG.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	R		008	
LIST OF BACKGROU PAPERS FOR CONSIDERATION:	UND	None.		
GROUPS IDENTIFIE FOR CONSULTATIO		Homeless Forum members - includes statutory sector, voluntary and faith sectors and service users		
PROCESS FOR MAN REPRESENTATIONS DECISION MAKER:	-	Consultation will take place via the new Consultation Master website to be launched at the beginning of May.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S TO	Prior to 1 June 2008		

	I			
ITEM FOR DECISION:	Home	Home Support and Portland Street Young Persons Project Funding Update		
WARD:	All Wa	All Wards		
SERVICE:	Neigh	bourhood	d Task Force	
DECISION MAKER:			Cabinet	
RESPONSIBLE CAE	BINET MI	EMBER:	Councillor John Gilbert, Councillor David Kerr, Councillor Maia Whitelegg	
Key Decision Criteria:		Financia	al and Community Impact	
SUMMARY DESCRI			ate Members on the outcome of funding decisions made by the Lancashire ing People Programme with regard to the Council's Home Support Team and cland Street Young Persons Project.	
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	ATE FOR		008	
LIST OF BACKGRO PAPERS FOR CONSIDERATION:	UND None.			
GROUPS IDENTIFIE FOR CONSULTATIO		YMCA Home Support Team Staff		
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:	-	Comments can be made directly to Steve Matthews by email smatthews@lancaster.gov.uk.		
DATE FOR REPRESENTATIONS BE RECEIVED:	S ТО	Prior to 1 June 2008		

ITEM FOR DECISION:	Review of	eview of Staff and Member Permits and Charges				
WARD:	All Wards	II Wards				
SERVICE:	Property \$	Property Services				
DECISION MAKER:			Cabinet			
RESPONSIBLE CABINET MEMBER:		BER:	Councillor John Gilbert, Councillor Maia Whitelegg			
Key Decision Criteria:	Financia		Il Threshold			
SUMMARY DESCRIPTION OF RELEVANT ISSUES:		To review Staff and Member permits and charges to bring both in line at 1st August 2008 and with a view to all permits being subsequently renewed on 1st April 2009, and annually thereafter.				
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION		1 July 2008				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:		None.				
GROUPS IDENTIFIE FOR CONSULTATIO	N: Joi	Unison and other trade unions Joint Consultative Committee Independent Remuneration Panel				
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:		Internal consultation only through Unison and other Trade Unions, the JCC and the Member's Independent Remuneration Panel.				
DATE FOR REPRESENTATIONS BE RECEIVED:		Prior to 23rd June 2008				

Key Decision Taken by Cabinet or delegated Officer

i -						
ITEM FOR DECISION:	Dispo	Disposal of Land off Quernmore Road, Lancaster				
WARD:	Bulk \	lk Ward				
SERVICE:	Prope	perty Services				
DECISION MAKER:			Cabinet			
RESPONSIBLE CABINET MEMBE		EMBER:	Councillor Evelyn Archer			
Key Decision Final Criteria:		Financia	cial and Community Impact			
SUMMARY DESCRIPTION OF RELEVANT ISSUES:		To consider and approve the disposal of land off Quernmore Road, Lancaster, adjacent to Nightingale Hall Farm				
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION		2 September 2008				
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:		None.				
GROUPS IDENTIFIED FOR CONSULTATION:		Officers will be consulted.				
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:		There is no external consultation process as the item is exempt.				
DATE FOR REPRESENTATIONS BE RECEIVED:	S TO	Not app	licable as item is exempt.			
REASON DECISION HAS BEEN DELAYED:		Carried forward from 22 April 2008 – Information from 3 rd parties has not been forthcoming to allow negotiations to be completed.				

2 September 2008

ITEM FOR DECISION:	Implications of the Lancashire Municipal Waste Strategy and PFI Waste Disposal Arrangements					
WARD:	All Wards	All Wards				
SERVICE:	City Council (Direct) Services					
DECISION MAKER:		Cabinet				
RESPONSIBLE CABINET MEMBER:		R: Councillor Jon Barry				
Key Decision Financi CRITERIA:		ncial and Community Impact				
SUMMARY DESCRI OF RELEVANT ISSU	JES: expe oper	The revised LMWS and the new PFI waste disposal arrangements (which are expected to be in place 2010/2011) generate implications strategically, financially and operationally that the City Council need to consider. This report will present Cabinet with an analysis of the implications and a range of options as to how to deal with them				
DATE OF CABINET MEETING/DATE FO OFFICER DECISION	R	2 September 2008				
LIST OF BACKGRO PAPERS FOR CONSIDERATION:	UND None	None.				
GROUPS IDENTIFIE FOR CONSULTATIO		net members				
PROCESS FOR MAI REPRESENTATIONS DECISION MAKER:		ort to be considered by Cabinet.				
DATE FOR REPRESENTATIONS BE RECEIVED:		to 2nd September 2008				