

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

31 July 2008
30 November 2008



PUBLISHED THURSDAY 3RD JULY 2008

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.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor David Kerr	Review of Council Housing Tenancy Agreement	31 July 2008
Councillor John Gilbert	YMCA Places of Change	31 July 2008
Councillor David Kerr	Fair Pay Project	31 July 2008
Councillor David Kerr	Review of Sheltered Housing Management Arrangements.	31 July 2008
Councillor Roger Mace	Civil Parking Enforcement - Future Options	31 July 2008
Councillor Roger Mace	The Future Strategy for Neighbourhood Management in Lancaster District	31 July 2008
Councillor Shirley Burns	Festival & Events	31 July 2008
Councillor Roger Mace	Provisional Revenue & Capital Outturn 2007/08	31 July 2008
Councillor David Kerr	West End Housing Exemplar Project - Chatsworth Gardens	31 July 2008
Councillor Evelyn Archer	Chatsworth Gardens, Morecambe Regeneration Project - Site Assembly	31 July 2008
Councillor John Gilbert, Councillor David Kerr	Home Support and Portland Street Young Persons Project Funding Update	31 July 2008
Councillor David Kerr	Tender acceptance - Re-roofing Vale Estate	Before 31 July 2008
Councillor David Kerr	Tender acceptance - Environmental Works Vale Estate	Before 31 August 2008
Councillor David Kerr	Tender Acceptance - Energy Performance Certificates	Before 31 August 2008
Councillor Evelyn Archer	Lancaster Market	2 September 2008
Councillor Abbott Bryning	Luneside East Regeneration Project	2 September 2008
Councillor Roger Mace	Participatory Budgeting	2 September 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
Councillor David Kerr	Pay and Grading Structure	2 September 2008
Councillor David Kerr	Tender acceptance - Rewiring Shakespeare Road	Before 30 September 2008
Councillor David Kerr	Tender acceptance - Renewal of Heaters - Mainway	Before 30 September 2008
Councillor Roger Mace	Capital Investment Strategy Update 2008/09	7 October 2008
Councillor John Gilbert, Councillor David Kerr	Procurement of a Partner for the delivery of the Council Housing Capital Programme	11 November 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Council Housing Tenancy Agreement
WARD:	All Wards
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To inform Cabinet of the results of consultation on the proposed changes to the council housing tenancy agreement and to ask Cabinet to approve the new agreement.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	All tenants; District-wide Tenants Forum; Community Safety Partnership; Domestic Violence Forum
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In compliance with Section 103 of the Housing Act 1985, a Preliminary Notice has been served on every Council tenant. The District-wide Tenants' Forum/Cabinet Liaison Group has also been consulted.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Statutory consultations have been undertaken

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	YMCA Places of Change
WARD:	Castle Ward
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To inform Members about the Communities and Local Government allocation of finance (£1.5m) for this project and to seek approval for the City Council to administer this finance.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	YMCA Lancaster Adactus RSL
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing to Neighbourhood Task Force, Lancaster City Council, 61-63 Albert Road, Morecambe LA4 4HY.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Fair Pay Project
WARD:	All Wards
SERVICE:	Legal and Human Resources
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider progress with the Fair Pay Project, and the Council's approach to dealing with Equal Pay claims.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 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:	This decision will relate to the Council's approach to dealing with equal pay claims, and it would not be appropriate to consult on this particular aspect of the Fair Pay Project

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Sheltered Housing Management Arrangements.
WARD:	All Wards
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The Council currently manages 575 sheltered housing units. The management of these schemes is partially funded via Supporting People (a budget administered by Lancashire County Council). The existing management arrangements are in need of review as they don't currently provide sufficient flexibility to enable the Council to consistently meet individual tenants' Support Plans.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	All tenants directly affected, Scheme Managers, the Sheltered Housing Tenants Forum, the District Wide Tenants Forum.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Public Meetings held at Prospect Grove, Penhale Court and Altham Walk Sheltered Housing Schemes. All tenants were then individually surveyed.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Civil Parking Enforcement - Future Options
WARD:	All Wards
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report will consider the future options for Civil Parking Enforcement in the Lancaster district after September 2009.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County Council Lancashire district councils in the Parkwise partnership
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	A series of project board meetings have already been held with the consultation groups identified. Further meetings will be held in due course.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	The Future Strategy for Neighbourhood Management in Lancaster District	
WARD:	All Wards	
SERVICE:	Neighbourhood Task Force	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	This report summarises the principles upon which Neighbourhood Management is to be developed in Lancaster District and seeks approval for the preferred way forward.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Local residents (Poulton and West End)	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	A range of consultation events and surveys over the six year life of Neighbourhood Management so far.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	
REASON DECISION HAS BEEN DELAYED:	Delayed from 8 th July 2008 – This is a complex issue and further information is still required.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Festival & Events
WARD:	All Wards
SERVICE:	Cultural Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Shirley Burns
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	A review of Festival and Events, including the Festivals Innovation Fund (FIF) and the Maritime Festival. A report covering the Maritime Festival will also be produced for Overview and Scrutiny Committee and Budget and Performance Panel.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at this stage.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not applicable at this stage. However, subject to Cabinet's view this issue may be subject to consultation.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable at this stage.
REASON DECISION HAS BEEN DELAYED:	Carried forward from 3 rd June 2008 – further information is still required.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provisional Revenue & Capital Outturn 2007/08
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of 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	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
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:	Not applicable
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	West End Housing Exemplar Project - Chatsworth Gardens
WARD:	Harbour Ward
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	This report will provide an update on progress made to secure the delivery of the Housing Exemplar Project, a key element of the Winning back Morecambe's West End 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 satisfactory 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 FOR OFFICER DECISION	31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	LCC Planning and Development Control. West End Partnership Broader Morecambe community through consultative events.
PROCESS FOR MAKING REPRESENTATIONS TO 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 take place as part of the Planning Application process and additional events will be planned to secure community input into the detailed design, property layout, community garden spaces and additional community impact that can be secured through the development.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed
REASON DECISION HAS BEEN DELAYED:	Carried forward from 22 nd April 2008 in order to comply with financial procedures and to fit into the Council's project management process. Also delayed due to an announcement in funding.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens, Morecambe Regeneration Project - Site Assembly	
WARD:	Heysham North Ward; Harbour Ward	
SERVICE:	Neighbourhood Task Force	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Cabinet on progress with land assembly for the Chatsworth Gardens, Morecambe project and obtain Cabinet approval to use the Council's statutory powers of compulsory purchase to assist with the comprehensive land assembly needed to achieve the re-development of the site.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Elected Members Voluntary and Community organisations Local Residents Other relevant public bodies English Partnerships	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Planning process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' West End Partnership Board (various meetings)	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 21 July 2008	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Home Support and Portland Street Young Persons Project Funding Update	
WARD:	All Wards	
SERVICE:	Neighbourhood Task Force	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert, Councillor David Kerr	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Members on the outcome of funding decisions made by the Lancashire Supporting People Programme with regard to the Council's Home Support Team and the Portland Street Young Persons Project.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 July 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	YMCA Home Support Team Staff	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Comments can be made directly to Sharon Parkinson by email saparkinson@lancaster.gov.uk.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed	
REASON DECISION HAS BEEN DELAYED:	Carried forward from 8 th July 2008 – decision by Cabinet has been delayed due to a delay in the decision on funding.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender acceptance - Re-roofing Vale Estate
WARD:	Skerton West Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for re-roofing works on the Vale Estate, lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 July 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender acceptance - Environmental Works Vale Estate
WARD:	Skerton West Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for boundary wall treatments on the Vale Estate, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Energy Performance Certificates
WARD:	All Wards
SERVICE:	Council Housing Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for the Survey of Council Housing dwellings to produce energy performance certificates
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Market
WARD:	Duke's Ward
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update Cabinet on the information requested in line with the resolutions made at the January 2008 Cabinet meeting.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 September 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None identified as this is a land transaction between two parties
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No formal consultation will be undertaken as it relates to the sale of land between two parties.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED:	Carried forward from 22 nd April 2008 – Information from third parties has not been forthcoming to allow negotiations to be completed.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Luneside East Regeneration Project
WARD:	Castle Ward
SERVICE:	Planning Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To advise that the project is now readied for delivery by the private sector and to request that Cabinet determine how to best to proceed
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 September 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Internal Council Services
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	To make representations to the Head of Planning Services, Palatine Hall, Dalton Square, Lancaster, LA1 1PJ
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 29 July 2008
REASON DECISION HAS BEEN DELAYED:	Carried forward from 31 st July 2008 – Information still needs to be gained before the report can be completed.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Participatory Budgeting
WARD:	All Wards
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	This is to be a follow up report to the report already considered by Cabinet in May 2008 giving further details on implementation options.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 September 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Local Residents of Poulton.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing via email to John Deacon, Project Director, Neighbourhood Task Force. jdeacon@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Prior to 15th August 2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Disposal of Land off Quernmore Road, Lancaster	
WARD:	Bulk Ward	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer	
KEY DECISION CRITERIA:	Financial 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 TO BE RECEIVED:	Not applicable as item is exempt.	
REASON DECISION HAS BEEN DELAYED:	Carried forward from 22 nd April 2008 – Information from third parties has not been forthcoming to allow negotiations to be completed.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Implications of the Lancashire Municipal Waste Strategy and PFI Waste Disposal Arrangements	
WARD:	All Wards	
SERVICE:	City Council (Direct) Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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 FOR OFFICER DECISION	2 September 2008	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.	
GROUPS IDENTIFIED FOR CONSULTATION:	Cabinet members	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Report to be considered by Cabinet.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	2nd September 2008	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Pay and Grading Structure
WARD:	All Wards
SERVICE:	Legal and Human Resources
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider approving a provisional pay and grading structure.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	2 September 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Trade unions
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation will be in accordance with the Council's Consultation and Negotiation Protocol
DATE FOR REPRESENTATIONS TO BE RECEIVED:	The new pay and grading structure will be the subject of consultation with the trade unions through Single Status and the JCC as an ongoing process leading up to final approval of a new pay and grading structure

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender acceptance - Rewiring Shakespeare Road
WARD:	Skerton West Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for rewiring works at Shakespeare Road, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 September 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

LANCASTER CITY COUNCIL

Before 30 September
2008

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender acceptance - Renewal of Heaters - Mainway
WARD:	Skerton East Ward
SERVICE:	Council Housing Services
DECISION MAKER:	Individual Cabinet Member and Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender acceptance for the renewal of heaters at Mainway, Lancaster
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 September 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Capital Investment Strategy Update 2008/09
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the half yearly monitoring and update arrangements for the Capital Investment Strategy, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	7 October 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at present.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly – though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable at present.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Procurement of a Partner for the delivery of the Council Housing Capital Programme
WARD:	All Wards
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor John Gilbert, Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The procurement to identify a preferred partner to deliver the 5 year Council Housing Capital Programme in partnership with the in-house provider.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	11 November 2008
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Leaseholders, tenant representatives and Members.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	<p>There is a statutory requirement to consult with leaseholders over the proposal.</p> <p>This is a two stage process. The first is pre-tender stage to notify leaseholders that the Council intends to enter into an agreement and for leaseholders to make observations.</p> <p>The second is following the receipt of the proposal and the selection of the proposed partner and again to invite observations. However this consultation does not take place until after the submission of the proposal and the selection of the contractor/partner.</p> <p>There will be an interview as part of the process which tenant representatives and members will be invited to but no other consultation will be undertaken.</p>
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable