

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

## Supplementary Notices



**PUBLISHED 1<sup>ST</sup> DECEMBER 2008**

## 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 Abbott Bryning	Lancaster Public Realm	9 December 2008
Councillor Evelyn Archer	Lancaster Market	9 December 2008
Councillor Shirley Burns	Festivals and Events	9 December 2008
Councillor John Gilbert	International Youth Games	9 December 2008
Councillor Jane Fletcher	Dome - Options	9 December 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster Public Realm
<b>WARD:</b>	Duke's Ward
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To seek authority to prepare detailed design proposals to improve certain streets and places within the city centre, including Market Square, and to provide for this by amending as appropriate the Council's existing approved budget for 2008/09 and that proposed for 2009/2010 so that the work can be funded via a grant from the NorthWest Development Agency.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 December 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Planning Services files
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Members of the public and any interested organisations.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Write to the Head of Planning Services or telephone or email the contact officer up to Friday 16 January 2009. Planning Services, Palatine Hall, Dalton Square, Lancaster, LA1 1PB (01524) 582336 <a href="mailto:jinman@lancaster.gov.uk">jinman@lancaster.gov.uk</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to Friday 16 January 2009

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster Market
<b>WARD:</b>	Duke's Ward
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To update Cabinet on the information requested in line with the resolutions made at the January 2008 Cabinet meeting.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 December 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	The item will contain exempt information relating to property transactions.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None identified as this is a land transaction between two parties
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	No formal consultation will be undertaken as it relates to the sale of land between two parties.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision delayed from 22nd April 2008 - Information from third parties has not been forthcoming to allow negotiations to be completed.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Festivals and Events
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Shirley Burns
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To determine those Festivals for inclusion in the 2009 events programme and to consider the allocation of the Festivals Innovation Fund.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 December 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The views of the Cabinet Liaison Group are being taken into account in formulating the recommendation to Cabinet
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing to the Head of Cultural Services, Morecambe Town Hall, Morecambe, LA4 5AF
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	By 5th December 2008

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	International Youth Games
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Democratic Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor John Gilbert
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To re-consider the decision to host the International Youth Games in 2009.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 December 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None at this stage
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Views may be expressed in writing to the Head of Democratic Services, Town Hall, Dalton Square, Lancaster, LA1 5PJ
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to 5th December 2008



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Dome - Options
<b>WARD:</b>	Poulton Ward
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jane Fletcher
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider options for the future of The Dome in Morecambe
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 December 2008
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	No specific groups identified.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing to the Head of Cultural Services, Morecambe Town Hall, Morecambe, LA4 5AF
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	By 5th December 2008