

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

28 February 2009
30 April 2009



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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.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
	Award of Contract for ICON card payment services	Before 28 February 2009
Councillor Abbott Bryning	Funding of the Employee Establishment - Consideration of Vacancies	Ongoing
Councillor Abbott Bryning	Budget & Policy Framework Process 2009/10	17 March 2009
Councillor Roger Mace	Luneside East Regeneration Project	17 March 2009
Councillor Evelyn Archer, Councillor Roger Mace	Responding to Worklessness	17 March 2009
Councillor Evelyn Archer	Disposal of Land off Quernmore Road, Lancaster	17 March 2009
Councillor Evelyn Archer	Lancaster Market	17 March 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	17 March 2009
Councillor Abbott Bryning	Winter Gardens Restoration Project	17 March 2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Award of Contract for ICON card payment services
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Award of contract for ICON Card payment service to be approved externally hosted service for managing credit & debit card payments. This will enable improvements in service, but more importantly, ensure substantial compliance with Payment Card Industry Data Security Standards (PCIDSS).
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 28 February 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Various Council Services.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There is no external consultation. Council Services have been previously consulted.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable, see above.
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from January 2009 because of contract matters.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Funding of the Employee Establishment - Consideration of Vacancies
WARD:	All Wards
SERVICE:	Legal and Human Resources
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Arising from a Cabinet decision of the 11th November, there is a presumption against filling vacant posts, and prior approval must be sought from Cabinet.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Potentially any Cabinet meeting with the possibility of decisions being taken by Urgent Business Procedure between meetings if deemed necessary.
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Funding of the Employee Establishment Report to Cabinet and Minute from 12 November 2008.
GROUPS IDENTIFIED FOR CONSULTATION:	Information from Service Heads and Directors will be provided to Cabinet by the Chief Executive in each case.
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:	Budget & Policy Framework Process 2009/10
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present
GROUPS IDENTIFIED FOR CONSULTATION:	To be set out in Budget timetable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not applicable at present.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

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 Roger Mace	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To advise that the project is now ready 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	17 March 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Planning Services Files - Luneside East Regeneration Project	
GROUPS IDENTIFIED FOR CONSULTATION:	None	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	To make representations to the Head of Planning Services, Palatine Hall, Dalton Square, Lancaster, LA1 1PB	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Deadline has now passed.	
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from 31st July 2008 - All parties are continuing to work to progress this issue, no conclusions have yet been reached.	

Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THAT THIS DECISION NOTICE HAS BEEN AMENDED, AND IS NOW SUBSTANTIALLY DIFFERENT FROM IN THE PREVIOUS PLAN.

ITEM FOR DECISION:	Responding to Worklessness
WARD:	All Wards but targeted on Harbour Ward; Heysham North Ward; Poulton Ward; Skerton East Ward; Westgate Ward
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Should the bid for funding be successful and an additional £160,000 secured from the Worklessness Programme Board a decision will be required on the work with families and individuals through housing and resettlement issues whilst breaking down barriers to training and employment. The work to be targetted to those Super Output Areas showing the most deprivation and need.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from December 2008 pending outcome of the bid for funding. The report has been substantially amended to incorporate the Council's wider approach to worklessness and a new funding bid.

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 the disposal of land off Quernmore Road, Lancaster, adjacent to Nightingale Hall Farm	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	The only specific consultation will take place with officers identified in the standard Cabinet report format i.e. Financial Services, Legal Services, S151 Officer and Monitoring Officer.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There is no external consultation process as the item is exempt.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Date not applicable.	
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from 22nd January 2008 - This report has been delayed to allow further negotiations to take place.	

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 December 2008 Cabinet meeting.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	The item will contain exempt information relating to property transactions.
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 a land transaction.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens, Morecambe - Site Assembly
WARD:	Harbour Ward; Heysham North Ward;
SERVICE:	Neighbourhood Task Force
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor David Kerr
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 November 2008 meeting of Cabinet.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Winning Back Morecambe's West End Masterplan 2005 Morecambe Resort Action Plan 2002 Lancaster District Housing Strategy 2004/2008 Deed of Variation to Funding Agreement July 2008
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 evenings)
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Events have now taken place

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Winter Gardens Restoration Project
WARD:	Poulton 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:	Request for accountable body status to Sea Change and NWDA capital bids, and possibly revenue support.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 March 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No background papers
GROUPS IDENTIFIED FOR CONSULTATION:	Members of the public
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Rigorous consultation will be carried out with members of the nearby community
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Events will take place prior to 20/03/09