

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

## Amendment



**PUBLISHED 28<sup>TH</sup> JANUARY 2009**

## 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 **Amendments to Notices, Additions and Deletions from the Forward Plan**, 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
<b>Deletions from the Forward Plan</b>		
Councillor Eileen Blamire	Planning Development Grant Allocation 2008/09	17 February 2009
Councillor Roger Mace	Participatory Budgeting	17 March 2009
Councillor Susie Charles	Adoption of Forest of Bowland AONB Management plan	17 February 2009
Councillor Susie Charles	Arnside/Silverdale AONB Management Plan Review	17 March 2009
<b>Additions to the Forward Plan</b>		
	Lancaster Public Realm (Lancaster Square Routes)	Before 5 February 2009
Councillor Jon Barry	Public Toilet Review	17 February 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens West End Housing Exemplar Project - Deed of Variation to Funding Agreement	17 February 2009
Councillor David Kerr	Memorial Safety Programme	17 February 2009
Councillor Jane Fletcher	Salt Ayre/Community Pools Savings Options	17 February 2009
Councillor Jane Fletcher	The Dome - Update Report on Closure Options	17 February 2009
<b>Amendments to the Forward Plan – Delayed Decisions</b>		
	Award of Contract for ICON card payment services	Before 17 February 2009
Councillor Evelyn Archer	Lancaster and Morecambe Worklessness Project	17 March 2009
Councillor Abbott Bryning	Luneside East Regeneration Project	17 March 2009

## DELETIONS FROM THE FORWARD PLAN

**LANCASTER CITY COUNCIL**

17 February 2009

**Key Decision Taken by Cabinet or delegated Officer**

**THIS NOTICE HAS BEEN REMOVED FROM THE FORWARD PLAN AND WILL BE INCORPORATED INTO THE BUDGETING REPORT.**

<b>ITEM FOR DECISION:</b>	Planning Development Grant Allocation 2008/09	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Planning Services	
<b>DECISION MAKER:</b>		
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To secure a decision for the expenditure of the 2008/9 Planning Delivery Grant allocation.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	DCLG Letter 10 November 2008 HPDG Final Allocations Table	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Management Team Statutory Officers Cabinet Member	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Internal Circulation	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable	

## Key Decision Taken by Cabinet or delegated Officer

**THIS NOTICE HAS BEEN REMOVED FROM THE FORWARD PLAN AND WILL BE INCORPORATED INTO THE BUDGETING REPORT.**

<b>ITEM FOR DECISION:</b>	Participatory Budgeting
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Neighbourhood Task Force
<b>DECISION MAKER:</b>	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Roger Mace
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>This is to be a follow up report to the report already considered by Cabinet in June 2008 giving further details on implementation options.</p> <p>It was resolved at the previous Cabinet meeting:</p> <p>That a further report identifying specific opportunities to proceed with the development of Participatory Budgeting be brought back to a later Cabinet meeting.</p>
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 March 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Local Residents of Poulton.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing via email to John Deacon, Project Director, Neighbourhood Task Force. jdeacon@lancaster.gov.uk
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Deadline has now passed.
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been delayed from 2nd September 2008 - This report has been delayed so that it can be considered at the conclusion of the budgeting process.

## Key Decision Taken by Cabinet or delegated Officer

**THIS ITEM WILL NOT BE A KEY DECISION AND WILL THEREFORE BE TAKEN AS AN INDIVIDUAL CABINET MEMBER DECISION. IT THEREFORE DOES NOT NEED TO BE INCLUDED IN THE FORWARD PLAN.**

<b>ITEM FOR DECISION:</b>	Adoption of Forest of Bowland AONB Management plan
<b>WARD:</b>	Upper Lune Valley Ward
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Individual Cabinet Member Decision
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Susie Charles
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The local authorities within whose area the Forest of Bowland lies, are obliged to prepare and update a Management plan under the CRow Act 2000. This Plan is a revised and updated version of the current plan, and needs to be formally considered.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Forest of Bowland AONB Management Plan Review available on Forest of Bowland web site.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Undertaken by statutory procedures by AONB Unit.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Undertaken by statutory procedures by AONB Unit.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Deadline has now passed.

## Key Decision Taken by Cabinet or delegated Officer

**THIS ITEM WILL NOT BE A KEY DECISION AND WILL THEREFORE BE TAKEN AS AN INDIVIDUAL CABINET MEMBER DECISION. IT THEREFORE DOES NOT NEED TO BE INCLUDED IN THE FORWARD PLAN.**

<b>ITEM FOR DECISION:</b>	Arnside/Silverdale AONB Management Plan Review
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Individual Cabinet Member Decision
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Susie Charles
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The Council is required to update the management plan for the AONB and submit it to the Secretary of State by 1st April 2009
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 March 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Arnside/Silverdale AONB Management Plan Review and Strategic Environmental Assessment
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Natural England, Statutory Conservation Bodies, General Public
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Via AONB Management Plan Review consultation process.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to 29 January 2009



## ADDITIONS TO THE FORWARD PLAN

**LANCASTER CITY COUNCIL**

Before 5 February  
2009

**Key Decision Taken by Cabinet or delegated Officer**

<b>ITEM FOR DECISION:</b>	Lancaster Public Realm (Lancaster Square Routes)
<b>WARD:</b>	Castle Ward; Duke's Ward;
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Officer Delegated Decision
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>To select and commission consultants for the required design work after a proper competitive process in accordance with Council procedures. This project is being externally funded and is therefore subject to certain conditions in terms of procedures and timescales.</p> <p>The signing of the Acceptance of Tender Form was delegated to the Corporate Director (Regeneration) at December's Cabinet meeting (Minute 98).</p>
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 5 February 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Planning Services documents
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Opportunity provided prior to the Cabinet decision in December.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Opportunity provided prior to the Cabinet decision in December.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Public Toilet Review
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	City Council (Direct) Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	A review of toilet provision has been requested by Cabinet via Star Chamber.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	DCLG- improving better access to better quality toilets
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	No specific groups
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Written submissions to Head of City Contract (Direct) Services, Lancaster City Council, White Lund Depot, White Lund Road, Morecambe, LA3 3DT
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	12th February 2009

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Chatsworth Gardens West End Housing Exemplar Project - Deed of Variation to Funding Agreement	
<b>WARD:</b>	Harbour Ward	
<b>SERVICE:</b>	Neighbourhood Task Force	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer, Councillor David Kerr	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To provide Cabinet with an update report regarding the delivery of the Chatsworth Gardens West End Housing Exemplar Project.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	LCC Planning and Development Control. West End Partnership Broader Morecambe community through consultative events.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	The Housing Exemplar Project is part 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.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Deadline has now passed.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Memorial Safety Programme
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Health and Strategic Housing
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor David Kerr
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To request that Cabinet considers the options for the future of the Council's Memorial Safety Programme.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Report to Cabinet of 17 January 2006. Cabinet Report of 20 January 2009 Individual Cabinet Member Decision 22 February 2007 The Ombudsman Special Report on Memorial Safety in Local Authority Cemeteries.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Friends of Cemeteries Groups.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing to Stephen Mann, Public Health & Safety Manager, Morecambe Town Hall, Morecambe, LA4 5AF.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable, this report will follow on from the report considered by Cabinet on January 20th.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Salt Ayre/Community Pools Savings Options
<b>WARD:</b>	All Wards
<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 inform Cabinet of the options for savings at Salt Ayre and the Community Pools.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be no consultation before the options report is submitted to Cabinet, however, there may be consultation undertaken depending on the outcome of this report.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	There will be no time for consultation prior to the Cabinet report. However, a need to consult may arise from Cabinet's decision.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	The Dome - Update Report on Closure Options	
<b>WARD:</b>	All Wards	
<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>	A report to inform Cabinet of the options for closure of the Dome.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 February 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Previous reports to Cabinet	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be no consultation, this is a follow-up report to previous reports considered by Cabinet.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	There will be no consultation, this is a follow up report to a previous report to Cabinet.	

## AMENDMENTS TO EXISTING NOTICES – DELAYED DECISIONS

**LANCASTER CITY COUNCIL**

Before 17 February  
2009

**Key Decision Taken by Cabinet or delegated Officer**

<b>ITEM FOR DECISION:</b>	Award of Contract for ICON card payment services
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Officer Delegated Decision
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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).
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 17 February 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Various Council Services.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There is no external consultation. Council Services have been previously consulted.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable, see above.
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been Delayed: Decision has been delayed from January 2009 because of contract matters.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster and Morecambe Worklessness Project
<b>WARD:</b>	Harbour Ward; Heysham North Ward; Poulton Ward; Skerton East Ward; Westgate Ward;
<b>SERVICE:</b>	Neighbourhood Task Force
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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 targeted to those Super Output Areas showing the most deprivation and need.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 March 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Consultation with Social Input Group partners (partners engaged with the resettlement and support programme)
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	West End Partnership, Project Liaison Group and sharing information and feed back from members of the Social Input Group.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Deadline has now passed
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been delayed from December 2008 - Awaiting the outcome of the bid for funding.



## Key Decision Taken by Cabinet or delegated Officer

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