

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

**1 February 2010**  
**31 May 2010**



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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 four months.

The Plan will be 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.

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 Jon Barry	Natural England Review of National Park boundaries	
Councillor June Ashworth	Options for Performance/Entertainment Venues - Post the Closure of the Dome	
Councillor Malcolm Thomas	Budget & Policy Framework 2010/2011	16 February 2010
Leader of the Council	Appraisal of the Winter Gardens Business Plan	16 February 2010
Councillor Malcolm Thomas	Auction Mart Car Park, Thurnham Street, Lancaster	16 February 2010
Councillor Malcolm Thomas	Morecambe Meteorological Station	16 February 2010
Councillor Malcolm Thomas	Land at Aalborg Square, Lancaster	16 February 2010
Councillor Malcolm Thomas	Treasury Management Strategy 2010/2011	16 February 2010
Councillor Malcolm Thomas	1 Dalton Square, Lancaster	16 February 2010
Councillor June Ashworth	Lancaster District Arts Strategy	16 March 2010

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THAT THIS ISSUE HAS BEEN REMOVED FROM THE PLAN AS IT IS NO LONGER A KEY DECISION AND WILL BE CONSIDERED AT A FUTURE MEETING OF THE COUNCIL BUSINESS COMMITTEE.

<b>ITEM FOR DECISION:</b>	Natural England Review of National Park boundaries
<b>WARD:</b>	Upper Lune Valley Ward;
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The Council will be asked for a view on proposals to extend the Yorkshire Dales National Park and the Lake District National Park. Some parts of these extensions to cover areas which lie within Lancaster District.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	This issue has been removed from the Forward Plan
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Assessment of scope for national parks extensions by Alison Farmer Associates on behalf of Natural England.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Statutory bodies, local communities and stakeholders
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Natural England will undertake a consultation process for 12 weeks commencing in December 2009
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	15 December 2009.

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

**PLEASE NOTE THAT THIS DECISION HAS BEEN REMOVED FROM THE FORWARD PLAN AS MORE TIME IS NEEDED FOR KEY PARTNERS TO BE CONSULTED BEFORE CONSIDERATION BY CABINET.**

<b>ITEM FOR DECISION:</b>	Options for Performance/Entertainment Venues - Post the Closure of the Dome	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Cultural Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Options for performance/entertainment venues - post the closure of the Dome	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	This issue has been removed from the Forward Plan	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	To-date there has been consultation with users of the facility and the staff involved in the operation of the facilities.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	There will be further consultation with affected parties, subject to the outcome of Cabinet's preferred option.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2010/2011	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Financial Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	As set out in Budget timetable: public consultation being undertaken.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the formal public consultation exercise.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	As set out in the formal public consultation exercise.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Appraisal of the Winter Gardens Business Plan
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Leader of the Council
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Appraisal of the Winter Gardens Business Plan
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<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>	This report follows from a report to Council on 29 April 2009. The report seeks to evaluate/review the Business Plan. Hence no reference to consultation.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Auction Mart Car Park, Thurnham Street, Lancaster
<b>WARD:</b>	Duke's Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To update Members on the current position with the car park and seek direction on how to proceed with the site
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Exempt – contains financially sensitive information
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	County Council Highways, Lancaster District Local Strategic Partnership, North Lancashire Teaching PCT, Ward Councillors and Vision Board.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Written consultation will take place prior to the report being published
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Date not applicable

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Morecambe Meteorological Station	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Property Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider the future of Morecambe's Meteorological Station	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None at present	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The Meteorological Office, The Visitor, Morecambe Town Council, Heads of Planning, Health and Strategic Housing, Economic Development and Corporate Strategy.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Cabinet report to be circulated to the consultees. Letters or emails with comments to be sent to the Parking and Administration Manager or the Head of Property Services.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Friday 12 <sup>th</sup> February 2010	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Land at Aalborg Square, Lancaster
<b>WARD:</b>	Duke's Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To update Cabinet on the potential disposal of land at Aalborg Square, Lancaster, to facilitate an extension of the courts building.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Previous cabinet agenda and minutes
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Ward councillors
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By email to <a href="mailto:gcox@lancaster.gov.uk">gcox@lancaster.gov.uk</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16 February 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Treasury Management Strategy 2010/2011
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Formal approval of Treasury Management Strategy by Cabinet is required before 01 April, though some aspects also require full Council and will be referred on accordingly. The Strategy sets out overall borrowing and related budget assumptions for 2010/2011.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The Council's professional advisors will be consulted. Should timescales permit, the proposals will be presented to Budget & Performance Panel for consideration, but at present this is uncertain, as there have been some very recent changes to the regulatory framework and further guidance is awaited.  No public consultation is proposed.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	See above
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	1 Dalton Square, Lancaster
<b>WARD:</b>	Duke's Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider the terms for the disposal of 1 Dalton Square, Lancaster.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 February 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Exempt
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Ward members
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By contact with the lead officer by email or telephone.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16/02/2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster District Arts Strategy
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To receive and consider for approval the Lancaster District Arts Strategy
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	16 March 2010
<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>	Extensive consultation has been going on via the production of the draft arts strategy, and is reflected in the draft being presented to Cabinet for comment and approval.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable
<b>REASON DECISION HAS BEEN DELAYED:</b>	The Lancaster District Arts Strategy has been referred to the Lancaster District Local Strategic Partnership (LDLSP), to be reviewed prior to referral to Cabinet.