

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Supplementary Notices



PUBLISHED 5 JULY 2010

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 Jon Barry	Winter Maintenance	27 July 2010
Councillor Stuart Langhorn	Budget - Community Engagement	27 July 2010
	Provision of transport for school swimming	Before 31 July 2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Winter Maintenance
WARD:	All Wards;
SERVICE:	Environmental Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The County Council have requested the views of District Councils with regards to a number of winter maintenance issues. The District Council response will inform the review of winter maintenance currently being undertaken by the County Council.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	27 July 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	All Councillors
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Overview and Scrutiny Committee are first of all being consulted to develop a response to recommend to Cabinet. Overview and Scrutiny are inviting all Members to their meeting on July 14th 2010
DATE FOR REPRESENTATIONS TO BE RECEIVED:	23/07/10

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget - Community Engagement
WARD:	All Wards;
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To seek Cabinet's views on the budget/community priorities engagement proposals to inform the 2011/12 budget process.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	27 July 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Chief Executive, Corporate Director, Leader, Head of Community Engagement, Communications Team Leaders
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Internal
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Groups identified have already been consulted

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provision of transport for school swimming
WARD:	All Wards;
SERVICE:	Community Engagement
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Invitation to tender for the provision of transport for school swimming. This is to ensure provision is continued and budget targets are met.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 July 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Invitation to tender documentation. Council, 3 March 2010, Minute No. 107
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Not appropriate - private contract
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Tenders to be returned by 14th July 2010