

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

**1 August 2010
30 November 2010**



PUBLISHED 29 JULY 2010

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
Councillor Jon Barry	Adoption of the Shoreline Management Plan	31 August 2010
	Municipal Building Works - Roof works to Lancaster Town Hall	Before 31 August 2010
	Municipal Building Works - Roofing Works Morecambe Town Hall	Before 31 August 2010
	Municipal Building Works - Morecambe Town Hall Electrical Rewire	Before 30 September 2010
Councillor Stuart Langhorn	Capital Investment Strategy Update	9 November 2010
Councillor Stuart Langhorn	Medium Term Resources Update Report	9 November 2010
	Provision of Banking Services	Before 30 November 2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Adoption of the Shoreline Management Plan	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Jon Barry	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The Shoreline Management Plan is in the process of being updated. The new plan which will indicate a management regime for all lengths of our coastline will shortly be complete. Local Authorities are being asked to endorse the plan proposals.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 August 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Draft policies issued to all councillors in November 2010	
GROUPS IDENTIFIED FOR CONSULTATION:	Parish Councils, Landowners, Residents Associations and members of the public	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Extensive consultation of stakeholders and public undertaken with newspaper advertisements, radio, leaflets and public meetings.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Public consultation ended 14th February	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Electrical Inspections - Ridge, Newton, Mainway & Greaves Estates (2010/2011 programme)
WARD:	Bulk Ward; Scotforth West Ward; Skerton East Ward;
SERVICE:	Council Housing Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	5-yearly inspections of the electrical systems to the properties on the Greaves, Newton, Ridge and mainway Estates.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Municipal Building Works - Roof works to Lancaster Town Hall
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Lancaster Town Hall Roofworks - Consultant recommendations, remove existing covering and refurbish utilising existing slates. Replacement of lead roofs, dormers, box gutters. Renewal of Skylights/Atriums. Monitor Pediments parapet walls.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Municipal Building Works - Roofing Works Morecambe Town Hall
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Complete flat roof replacement cut to falls to Morecambe Town Hall.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Municipal Building Works - Morecambe Town Hall Electrical Rewire
WARD:	All Wards;
SERVICE:	Property Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Electrical re-wiring of power, lighting and fire alarm, including replacement of light fittings.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 September 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Corporate Municipal Building Works Cabinet Report 8th December 2009.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Capital Investment Strategy Update
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the half yearly monitoring and update arrangements for the Capital Investment Strategy, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	9 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A at present
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly - though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A at present

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Medium Term Resources Update Report
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the half yearly monitoring and update arrangements of the approved MTFS, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	9 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A at present
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly - though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A at present

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provision of Banking Services
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Invitation to tender for the provision of main banking services to enable the continued provision of banking services to the Council following expiry of the contract with the current supplier on March 31st 2011.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Invitation to tender documents The process will follow and will comply with the Council's contract procedure rules and E U public procedure rules
GROUPS IDENTIFIED FOR CONSULTATION:	Not Applicable
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract
DATE FOR REPRESENTATIONS TO BE RECEIVED:	01/10/2010