

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

## **Supplementary Notices**



**PUBLISHED 10 AUGUST 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 and amendments**, that is notices for decisions that are required to be taken, but were not anticipated at the time of the last monthly update, and notices that require amending.

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 Stuart Langhorn	Medium Term Financial Strategy Update	31 August 2010
Councillor Stuart Langhorn	Shared Service Arrangement with Preston City Council for Revenues and Benefits Service	31 August 2010
	Municipal Building Works - Roof works to Lancaster Town Hall	Before 30 September 2010
	Municipal Building Works - Roofing Works Morecambe Town Hall	Before 30 September 2010
Councillor David Kerr	Proposals for Home Improvement Agency Funding	5 October 2010
Councillor Jon Barry	Adoption of the Shoreline Management Plan	5 October 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Medium Term Financial Strategy Update
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn,
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Further to Cabinet approving the budget timetable at its July meeting, an interim financial update will be reported in August, and this may include various key decisions.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	31 August 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A at present
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	No specific consultation to be undertaken.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Shared Service Arrangement with Preston City Council for Revenues and Benefits Service	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Financial Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn,	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Further to previous decisions, work is underway on the feasibility of a shared service arrangement for the administration of Revenues and Benefits. An update report is scheduled for August Cabinet, and it is anticipated that the full business case will be reported in November, to inform a final decision.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	31 August 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>		
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Formal staff / union consultation will be undertaken in accordance with the Council's protocol.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	To be confirmed - subsequent to Cabinet taking a decision, staffing matters would be considered by Personnel Committee.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Municipal Building Works - Roof works to Lancaster Town Hall
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 30 September 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is not appropriate as this is a private contract.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	Decision has been delayed to allow consultant more time to evaluate the tender submissions

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Municipal Building Works - Roofing Works Morecambe Town Hall
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Complete flat roof replacement cut to falls, to Morecambe Town Hall.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 30 September 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Corporate Municipal Building Works, Cabinet Report 8th December 2009.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is not appropriate as this is a private contract.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	Decision has been delayed to allow consultant more time to evaluate the tender submissions



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Proposals for Home Improvement Agency Funding	
<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 Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To seek approval to accept the offer of external funding for the purpose of both maintaining and enhancing the council's Home Improvement Agency service.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 October 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Review of HIA's in Lancashire (2009) (Carried out by Housing Quality Network on behalf of the Lancashire Local Area Agreement group).	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Supporting People North Lancashire PCT Adult & Community Services (White Cross, Lancaster).	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Members of the public to make written representations to the Health & Housing Service in advance of the meeting.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	13 September 2010	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Adoption of the Shoreline Management Plan	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Regeneration and Policy	
<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 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.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 October 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Draft policies issued to all councillors in November 2009	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Parish Councils, Landowners, Residents Associations and members of the public	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Extensive consultation of stakeholders and public undertaken with newspaper advertisements, radio, leaflets and public meetings.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Public consultation ended 14th February	
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	The final Shoreline Management Plan report was not issued by the consultants in time to prepare a cabinet item for the August meeting.	