

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Supplementary Notices

**1 August 2010
30 November 2010**



PUBLISHED 19 AUGUST 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 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.

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FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Stuart Langhorn	Capital Investment Strategy Update	Item has been withdrawn from the Forward Plan
Councillor David Kerr	Chatsworth Gardens Housing Exemplar	31 August 2010
Councillor David Kerr	Allocation of a £90k commuted sum to support Affordable Housing delivery at Marlborough Road and the reallocation of £90k from the Private Sector Housing Capital Programme	31 August 2010
Councillor Stuart Langhorn	Shared Service Arrangement with Preston City Council for Revenues and Benefits Service	9 November 2010

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Key Decision Taken by Cabinet or delegated Officer

THIS ITEM HAS BEEN WITHDRAWN FROM THE FORWARD PLAN AS IT NOW FORMS PART OF THE MEDIUM TERM RESOURCES UPDATE WHICH WILL BE PRESENTED AT A LATER DATE.

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	No longer applicable
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:	Chatsworth Gardens Housing Exemplar	
WARD:	Harbour Ward;	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report provides members with a recommended contingency proposal for the Chatsworth Gardens Housing Exemplar Project, and requests authority for officers to further develop and submit a detailed contingency proposal to the Homes and Communities Agency (HCA) under the terms of the original funding agreement.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 August 2010	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Winning Back Morecambe's West End Masterplan Morecambe Action Plan 2002 Lancaster District Housing Strategy 2004/08	
GROUPS IDENTIFIED FOR CONSULTATION:	Previous consultees included members, voluntary organisations, residents, public bodies and English Partnerships.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The proposal contained has previously been subject to lengthy consultation and community involvement. The current stage of the work is a continuation of the previously supported schemes for Chatsworth Gardens.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	30/8/10	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Allocation of a £90k commuted sum to support Affordable Housing delivery at Marlborough Road and the reallocation of £90k from the Private Sector Housing Capital Programme
WARD:	Heysham North Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The allocation of a £90k commuted sum from the Section 106 Fund to support the delivery of Affordable Housing at Marlborough Road, West End Morecambe and the consequent reallocation of £90k from the Private Sector Housing Capital Programme to support housing regeneration at Bold Street, West End, Morecambe.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	31 August 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	n/a
GROUPS IDENTIFIED FOR CONSULTATION:	Statutory officers, colleagues in Regeneration and Policy and colleagues in Financial Services.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Internal consultation is taking place. There is no external consultation process.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Any representations by email to Head of Regeneration and Policy, Andrew Dobson, adobson@lancaster.gov.uk , before 30th August 2010

Key Decision Taken by Cabinet or delegated Officer

THIS ITEM HAS BEEN DEFERRED FROM AUGUST 2010

ITEM FOR DECISION:	Shared Service Arrangement with Preston City Council for Revenues and Benefits Service
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:	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.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	9 November 2010
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Formal staff / union consultation will be undertaken in accordance with the Council's protocol.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	To be confirmed - subsequent to Cabinet taking a decision, staffing matters would be considered by Personnel Committee.