

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

**Key Decisions**  
**Annual Forward Plan**

**Monthly Update**

**1 October 2010**  
**31 January 2011**



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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 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 Debbie Chambers, Principal Democratic Support Officer, on 01524 582057

## LANCASTER CITY COUNCIL

### FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Leader of the Council	External Funding	5 October 2010
Councillor Abbott Bryning	'A View for Eric' - Morecambe Townscape Heritage Initiative 2	5 October 2010
Councillor Jon Barry	Climate Change Strategy Update 2009-14	5 October 2010
Councillor Abbott Bryning	Lancaster Square Routes	5 October 2010
Councillor Jon Barry	Adoption of the Shoreline Management Plan	5 October 2010
Councillor David Kerr	Proposals for Home Improvement Agency Funding	5 October 2010
	Luneside East - Security Guarding Services	Before 31 October 2010
Councillor Stuart Langhorn	Shared Service Arrangement with Preston City Council for Revenues and Benefits Service	9 November 2010
Councillor Stuart Langhorn	Medium Term Resources Report	9 November 2010
Councillor Stuart Langhorn	Next Generation Broadband Pilot - Rural Development Programme for England Funding Bid	9 November 2010
	Provision of Banking Services	Before 30 November 2010
Councillor Stuart Langhorn	Budget & Policy Framework 2011/12	7 December 2010
Councillor David Kerr	Health & Strategic Housing - Fees & Charges 2011/12	18 January 2011
Councillor Stuart Langhorn	Review of Parking Fees and Charges 2011/12	18 January 2011
Councillor Stuart Langhorn	Budget & Policy Framework 2011/12	18 January 2011

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	External Funding	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Corporate	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	An update on the current variance being reported on external funding, detailing what restructures the Council has undertaken, and what changes to Government funding bodies have occurred over the past 12 months, which have resulted in the current deficit.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 October 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Internal officers	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Internal discussions with officers	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	n/a	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	'A View for Eric' - Morecambe Townscape Heritage Initiative 2	
<b>WARD:</b>	Poulton Ward;	
<b>SERVICE:</b>	Regeneration and Policy	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To advise of changes in the projected budgetary position for 'A View for Eric', the second Townscape Heritage Initiative for central Morecambe, and to consider making funding provision commencing in 2011/12 to assure delivery of the project.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 October 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Urgent Business item 16th July 2009	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The Poulton Ward members were involved at an early stage in forming the direction of the proposals through the Poulton Neighbourhood Management Housing and Environmental Sub - Group. The August 2008 consultation involved property owners in the targeted area within the Morecambe Conservation Area and an open consultation over two days adjacent to the Eric Morecambe statue.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Officers undertook a consultation exercise in August 2008 to engage users, residents, property and business owners in the proposals for a second THI for Morecambe.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Climate Change Strategy Update 2009-14	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Community Engagement	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To amend and roll forward the council's 5 year strategy that sets out its climate change targets and agreed actions.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 October 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/a	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Internal	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Internal	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/a	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster Square Routes
<b>WARD:</b>	Duke's Ward; Castle Ward;
<b>SERVICE:</b>	Regeneration and Policy
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Abbott Bryning
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To provide an update regarding the design work undertaken to date and to consider what level of funding provision the Council might make from 2011/12 to facilitate delivery of public realm improvement schemes in the city centre.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 October 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Minute 95 Cabinet 8 December 2009 Minute 23 Cabinet 23 June 2009
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Public, including four local schools. Members, including briefing sessions for Cabinet, Overview and Scrutiny and full Council Internal officers, including CC(D)S, Cultural, Tourism and Planning Services Lancashire County Council, including Highways and Museums Lancashire Police Lancashire Prison Service MAPS Community Safety group Local arts groups, including Litfest and Dukes
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Extensive public, member and stakeholder consultations as detailed in the Cabinet report of 23 June 2009 (minute 23) and detailed further in the 8 December 2009 Cabinet report (minute 95). Methods included public display, dedicated webpage, press releases, emails, Facebook profile and group, video and podwalk.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable



## 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	

## 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 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>	Luneside East - Security Guarding Services
<b>WARD:</b>	Castle Ward;
<b>SERVICE:</b>	Regeneration and Policy
<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>	To authorise a tender for a contract to provide 24 hour security for the Luneside East regeneration site, St George's Quay, Lancaster
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 October 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Tender documentation - Security Guarding Services
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Property Services
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Internal service liaison.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	By 31 August 2010 to the Head of the Regeneration and Policy Service

## 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 was considered at 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>	9 November 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Formal Staff/Union Consultation Will Be Undertaken In Accordance With The Council's Protocol	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As above.	
<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>	Medium Term Resources Report
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn, Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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. It is planned that Property, Finance and Human Resources will be included in this report.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 November 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>	None directly - though individual issues may relate to items that have been the subject of consultation previously.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A at present

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Next Generation Broadband Pilot - Rural Development Programme for England Funding Bid	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Regeneration and Policy	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report on the outcome of a bid to the NWDA for a rural 'Next Generation Access' broadband pilot under their RDPE funding stream. The project also includes elements which could improve the wider district's broadband connectivity.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	9 November 2010	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet report to be published	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Rural Broadband Stakeholder Group Statutory consultees	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Via the lead project officer, email <a href="mailto:progers@lancaster.gov.uk">progers@lancaster.gov.uk</a> .	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	22/10/10	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Provision of Banking Services
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Financial 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>	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 31 March 2011.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 30 November 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Invitation to tender documents The process will follow and will comply with the Council's contract procedure rules and E U public procedure rules
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not Applicable
<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>	01/10/2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2011/12
<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 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>	7 December 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the Budget timetable.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Health & Strategic Housing - Fees & Charges 2011/12	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Health and 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>	The report will set out options for increasing fees and charges for a range of services in Health & Strategic Housing as part of the budget process.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 January 2011	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Fees & Charges Cabinet Report 2010/11	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None specifically.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Verbally or in writing to Head of Health & Strategic Housing, Town Hall, Morecambe. Tel: 01524 582701.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	1 December 2010	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Review of Parking Fees and Charges 2011/12
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property 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>	To consider the level of parking fees and charges for 2011/12.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	18 January 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None at present
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Cabinet report to be circulated to Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate. Letters or emails to the Head of Property Services or Parking and Administration Manager or addressed to Property Services, Town Hall, Lancaster, LA1 1PJ.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Friday 7 January 2011.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2011/12
<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 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>	18 January 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A at present
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	As set out in the Budget timetable.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A