

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions
Annual Forward Plan

Monthly Update

1 January 2011

30 April 2011



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, Democratic Services Manager, on 01524 582057.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Stuart Langhorn	Review of Parking Fees and Charges 2011/12	18 January 2011
Leader of the Council	Review of Council Resources to Support Partnership Arrangements	18 January 2011
Councillor Stuart Langhorn	Performance Reward Grant	18 January 2011
Councillor David Kerr	Health & Strategic Housing - Fees & Charges 2011/12	18 January 2011
Councillor Stuart Langhorn	Budget & Policy Framework 2011/12	18 January 2011
Councillor Stuart Langhorn	Next Generation Broadband Pilot - Rural Development Programme for England Funding Bid	15 February 2011
Councillor Stuart Langhorn	Treasury Management Strategy 2011/12	15 February 2011
Councillor Stuart Langhorn	Budget & Policy Framework 2010/11	15 February 2011
Councillor David Kerr	Chatsworth Gardens Funding Report	19 April 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Parking Fees and Charges 2011/12	
WARD:	All Wards;	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the level of parking fees and charges for 2011/12.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None at present	
GROUPS IDENTIFIED FOR CONSULTATION:	Local Chambers of Commerce and of Trade, trade unions for staff permits, and other stakeholders and users as appropriate.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	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.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 January 2010.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Council Resources to Support Partnership Arrangements
WARD:	All Wards;
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Leader of the Council
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To present proposals for future use of council resources to support partnership activities in order to secure key services, allow the council to deliver in areas where it has a role as a statutory partner and to introduce more efficient, flexible working arrangements
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Exempt item due to confidential personnel information
GROUPS IDENTIFIED FOR CONSULTATION:	Lancaster District Local Strategic Partnership.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Informal consultation with partners at an early stage followed by more formal consultation on proposals supported by Cabinet.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	27 December 2010

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Performance Reward Grant
WARD:	All Wards;
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Cabinet is being asked to approve the LDLSP's intended use of Performance Reward Grant (In accordance with the agreed protocol for its use)
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Report from LDLSP Away Day facilitated by Greengage, May 2010" and "LDLSP Management Group 26th October 2010, Agenda Pack Item 7
GROUPS IDENTIFIED FOR CONSULTATION:	All members of the LDLSP
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Performance Reward Grant must be used to support delivery of Sustainable Community Strategy objectives. The district's Sustainable Community Strategy was the subject of extensive public consultation.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Health & Strategic Housing - Fees & Charges 2011/12	
WARD:	All Wards;	
SERVICE:	Health and Housing Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr, Cabinet Member and Portfolio Holder for LDLSP Health and Wellbeing	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Fees & Charges Cabinet Report 2010/11	
GROUPS IDENTIFIED FOR CONSULTATION:	None specifically.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Verbally or in writing to Head of Health & Strategic Housing, Town Hall, Morecambe. Tel: 01524 582701.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	1 December 2010	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework 2011/12	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	18 January 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A at present	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	As set out in the Budget timetable.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Next Generation Broadband Pilot - Rural Development Programme for England Funding Bid	
WARD:	All Wards;	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	15 February 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet report to be published	
GROUPS IDENTIFIED FOR CONSULTATION:	Rural Broadband Stakeholder Group Statutory consultees	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Via the lead project officer, email progers@lancaster.gov.uk .	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	22/10/10	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Treasury Management Strategy 2011/12	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Formal approval of Treasury Management Strategy by Cabinet is required before 01 April, though some aspects also require full Council and will be referred on accordingly. The Strategy sets out overall borrowing and related budget assumptions for 2011/12.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	15 February 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:		
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	<p>The Council's professional advisors will be consulted. Should timescale permit, the proposals will be presented to Budget & Performance Panel for consideration.</p> <p>No public consultation is proposed.</p>	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	See above	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework 2010/11
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Stuart Langhorn, Leader of the Council and Portfolio holder for LDLSP Management Group Board
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	15 February 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A at present
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	As set out in the Budget timetable.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens Funding Report
WARD:	Harbour Ward;
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr, Cabinet Member and Portfolio Holder for LDLSP Health and Wellbeing
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To inform Cabinet of the outcome of funding discussions with the Homes and Communities Agency for Chatsworth Gardens as per the previous resolution made by Cabinet August 2010.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	19 April 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	<p>Previous Cabinet Reports</p> <p>ARUP Housing Exemplar Options Feasibility Study (exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972.</p> <p>Winning Back Morecambe's West End Masterplan</p> <p>Morecambe Action Plan 2002</p> <p>Lancaster District Housing Strategy 2004/08</p>
GROUPS IDENTIFIED FOR CONSULTATION:	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Previously extensive community consultation for the Masterplan and Chatsworth Gardens has been undertaken. The current proposals for Chatsworth Gardens are in-line with this. Further consultation is planned once a more certain position is obtained i.e. funding.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Representations to Head of Regeneration and Policy by e-mail before the date of the meeting.

