

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

## **Supplementary Notices**



## 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**, that is notices for decisions that are required to be taken, but were not anticipated at the time of the last monthly update.

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 Janice Hanson, Councillor Ron Sands	Lancaster Cultural Heritage Strategy	5 July 2011
Councillor Janice Hanson	Chatsworth Gardens Funding Report	26 July 2011
	Management Information System	Before 31 July 2011

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster Cultural Heritage Strategy
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Regeneration and Policy
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Janice Hanson, Deputy Leader and Cabinet Member, Councillor Ron Sands, Cabinet Member
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>To consider the outcome and recommendations of the final version of the Lancaster Cultural Heritage strategy. The council is currently inviting comments from members of the public and the business community on its draft Cultural Heritage Strategy and these will be considered in the final document to be considered by Cabinet.</p> <p>The main focus of the Strategy is the city of Lancaster, its built heritage, the stories behind it and the way it is interpreted, especially through the museums and other visitor attractions. But the Strategy recognises the value of heritage to the identity of Morecambe and the district as a whole. The strategy also assesses the economic impact that can be achieved through investment in the heritage.</p> <p>Development of the Strategy was overseen by a Steering Group of officers from Lancaster City Council, Lancashire County Council, the Lancashire and Blackpool Tourist Board and NWDA, to whom the consultants reported.</p>
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	5 July 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	<p>The draft Cultural Heritage Strategy is currently available at the attached link:  <a href="http://www.lancaster.gov.uk/cultural-heritage">www.lancaster.gov.uk/cultural-heritage</a></p> <p>The final report incorporating any substantive comments made in the public consultation period will be issued with the Cabinet Report</p>
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	As noted above.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	<p>The consultation period on the Lancaster Cultural Heritage Strategy is supported by a press release which will also be highlighted on the council's home page. The main route for comments will be via the web page below:</p> <p><a href="http://www.lancaster.gov.uk/planning-environment/forward-planning/regeneration/lancaster-cultural-heritage-strategy/">http://www.lancaster.gov.uk/planning-environment/forward-planning/regeneration/lancaster-cultural-heritage-strategy/</a></p> <p>Hard copies of the draft strategy document have been issued to all the attendees at focus group events and highlighted the link to the council's formal community consultation register database and Local Development Framework consultation database. Copies have been placed in the Council's Customer Service Centres and in libraries. The consultation will also be highlighted via the council's corporate Facebook</p>

	<p>page and Twitter feed.</p> <p>The consultation period will formally close on 4th February. The Final version will be published as part of the Cabinet agenda.</p>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	16/02/11

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Chatsworth Gardens Funding Report
<b>WARD:</b>	Harbour Ward;
<b>SERVICE:</b>	Regeneration and Policy
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Janice Hanson, Deputy Leader and Cabinet Member
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	26 July 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	<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>
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	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.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Representations to Head of Regeneration and Policy by e-mail before the date of the meeting.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Management Information System
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Community Engagement
<b>DECISION MAKER:</b>	Individual Cabinet Member and Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To procure a system and associated project management, implementation and training services, to support the council's information management requirements for project, programme and performance management.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 July 2011
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Project Board
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation with internal users of the proposed system
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A



