

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

**1 October 2011
31 January 2012**



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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 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 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 Ron Sands	Museums Partnership	4 October 2011
Councillor Janice Hanson	Housing Regeneration Policy	4 October 2011
Councillor David Smith	Maintaining the Public Realm	4 October 2011
Councillor Janice Hanson	Lancaster Square Routes	4 October 2011
Councillor Janice Hanson	Improving Morecambe's Main Streets – Improving Morecambe's Main Streets	4 October 2011
Councillor Karen Leytham	To Seek Approval in Principle for Introduction of Dog Control Orders	4 October 2011
	Management Information System	Before 31 October 2011
Councillor Tim Hamilton-Cox	Ashton Memorial - Williamson Park	8 November 2011
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2012/13	6 December 2011
Councillor Abbott Bryning	Corporate Planning & Budget	17 January 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Museums Partnership
WARD:	All Wards
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Ron Sands
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to confirm outcome of work undertaken by consultants in relation to museums partnerships.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 19 January 2011, Minute No. 113.
GROUPS IDENTIFIED FOR CONSULTATION:	None
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A
REASON THE DECISION HAS BEEN DELAYED:	Delay is due to the time required to analyse the complete report provided by consultants in relation to the operation of the museums. Similarly, the amount of information required to present to members required additional officer time.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Housing Regeneration
WARD:	All Wards
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Following discussions with the Homes and Communities Agency and the outturn of the Government's Comprehensive Spending Review the outlook for securing external funding for priority regeneration schemes is poor. The report considers a number of strategic options the council could take to pursue its recently identified priority of housing regeneration, making particular reference to any likely budgetary implications for the council's General Fund and Housing Revenue Account.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Corporate Plan. Cabinet 15 February 2011, 'Budget Update Report', Minute no. 110 Cabinet 31 August 2010. 'Chatsworth Gardens Housing Exemplar', minute no. 40 Winning Back Morecambe's West End Masterplan - available on Lancaster City Council Website: http://www.lancaster.gov.uk/planning-environment/regeneration/morecambe-s-west-end/
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Representations to the Assistant Head - Policy and Delivery via email: dlawson@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 September 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Maintaining the Public Realm
WARD:	All Wards
SERVICE:	Environmental Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Smith
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to provide options for Cabinet to consider in relation to maintenance of the public realm
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	NA
GROUPS IDENTIFIED FOR CONSULTATION:	NA
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA
DATE FOR REPRESENTATIONS TO BE RECEIVED:	3 October 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Square Routes
WARD:	Duke's Ward
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider options and implications for Lancaster Square Routes, the council programme to upgrade public realm in the city centre.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet report 5 October 2010 (Minute 51)
GROUPS IDENTIFIED FOR CONSULTATION:	Public, Lancashire County Council, Lancashire Constabulary, other public organisations, local businesses and traders.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Writing or email to the nominated contact at the Regeneration and Policy, Morecambe Town Hall, Senior Planner (Regeneration): jinman@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Friday 30 September 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Improving Morecambe's Main Streets – Improving Morecambe's Main Streets	
WARD:	Poulton Ward	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider options and implications for the improvement of key public places in central Morecambe including New Town Square and Euston Road.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Report to Cabinet 7 October 2008 (Minute 66).	
GROUPS IDENTIFIED FOR CONSULTATION:	Public and interested organisations	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Writing and via email to the nominated contact at the Regeneration and Policy Service, Morecambe Town Hall, Senior Planner (Regeneration): jinman@lancaster.gov.uk	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Friday 30 September 2011	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	To Seek Approval in Principle for Introduction of Dog Control Orders	
WARD:	All Wards	
SERVICE:	Health and Housing Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Karen Leytham	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>Dog Control Orders are made under Section 55 of the Clean Neighbourhoods and Environment Act 2005. They extend, replace and simplify the current system of byelaws for the control of dogs. It is proposed to make Dog Control Orders for the following offences:</p> <p>1. Failing to immediately remove dog faeces. 2. Permitting a dog to enter land from which dogs are excluded. 3. Not keeping a dog on a lead in designated areas or on public highways. 4. Not putting and keeping a dog on a lead when directed to do so by an authorised officer.</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 October 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Clean Neighbourhoods and Environment Act 2005 Defra Guidance	
GROUPS IDENTIFIED FOR CONSULTATION:	As specified in the legislation. Public consultation will be encouraged	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Public consultation as specified in the legislation	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	A formal public consultation exercise will follow approval of the introduction of Dog Control Orders	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Management Information System	
WARD:	All Wards	
SERVICE:	Community Engagement	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	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.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 October 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	Project Board	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation with internal users of the proposed system	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Ashton Memorial - Williamson Park	
WARD:	John O'Gaunt Ward	
SERVICE:	Community Engagement	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To advise Members of structural problems to the steps at the rear of the Memorial and seek authorisation to fund the cost of the repairs required.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	8 November 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None- urgent repairs required	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	Awaiting return of estimated costs for repair work from potential contractors.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Parking Fees and Charges 2012/13
WARD:	All Wards
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the level of parking fees and charges for 2012/13
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 December 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:	Friday 2 December 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Corporate Planning & Budget
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
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	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No applicable at present.
GROUPS IDENTIFIED FOR CONSULTATION:	Details of consultation to be determined in due course.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Details of consultation to be determined in due course.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Details of consultation to be determined in due course.