

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions
Annual Forward Plan

Monthly Update

1 December 2011
31 March 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 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 Eileen Blamire	Service Level Agreements	6 December 2011
Councillor Tim Hamilton-Cox	Ashton Memorial - Williamson Park	6 December 2011
Councillor Karen Leytham	Consultation on Dog Control Orders	6 December 2011
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2012/13	6 December 2011
Councillor Karen Leytham	Homelessness Change Programme	6 December 2011
	Award of Framework for the provision and installation of Solar PV Panels	Before 31 December 2011
	Integrated Payroll / Human Resources Solution	Before 31 December 2011
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	17 January 2012
Councillor Abbott Bryning	Corporate Planning & Budget	17 January 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	17 January 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	14 February 2012
Councillor Abbott Bryning	Treasury Management Strategy 2012/2013	14 February 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Service Level Agreements
WARD:	All Wards
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider proposals for arrangements relating to the council's Service Level Agreements with local organisations
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 December 2011
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	Community, voluntary and faith sector partners, arts partners.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Appropriate consultation to be undertaken following cabinet decision. Representations to be made via email to the head of community engagement: rtulej@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	5 December 2011

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	6 December 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:	Delay in preparation of documentation for contractors to price against due to chemical analysis required of materials beneath steps in order to advise of appropriate safe means of disposal. Revised timescale for return of pricing schedule should now meet December Cabinet.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Consultation on 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	6 December 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:	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:	Homelessness Change Programme	
WARD:	Castle Ward	
SERVICE:	Health and Housing Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Karen Leytham	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Funding to provide hostel accommodation for single homeless households	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 December 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Department of Communities and Local Government 2011-15 Affordable Homes Programme - Framework	
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County Council's supporting people team already consulted.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	By email to the head of health and housing: slodge@lancaster.gov.uk	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	5 December 2011	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Award of Framework for the provision and installation of Solar PV Panels	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Decision to award a framework agreement with a number of suppliers for the provision and installation of Solar PV Panels. The decision to approve that the supplier ranked highest from the selection process will be awarded the first contract from the framework.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 December 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 04/10/11 Climate change invest to save projects minute 45	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Integrated Payroll / Human Resources Solution	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	An invitation to tender for Integrated Payroll / Human Resources Solution has been sent out with a return date of the 11th November	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 December 2011	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	A full Invitation to tender was issued under EU regulations.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Climate Change and Renewable Energy	
WARD:	All Wards	
SERVICE:	Environmental Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to outline recommendations invest to save schemes that will have a positive impact on the Council's targets for climate change and seek approval to develop options for renewable energy schemes for the Council	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	NA	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	

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.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework 2012/13
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:	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:	Budget & Policy Framework 2012/13
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	14 February 2012
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:	Treasury Management Strategy 2012/2013	
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:	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 2012/13.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	14 February 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The Council's professional advisors will be consulted. Should timescale permit, the proposals will be presented to Budget & Performance Panel for consideration. No public consultation is proposed.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	See above.	