

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **Key Decisions Forward Plan**

**1 February 2012  
31 May 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 Karen Leytham	Homelessness Change Programme	14 February 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	14 February 2012
Councillor Abbott Bryning	Treasury Management Strategy 2012/2013	14 February 2012
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	14 February 2012
	Boiler Replacement LTH	Before 29 February 2012
	Condition Survey	Before 31 March 2012
	Ashton Memorial - Williamson Park	Before 31 March 2012
Councillor Eileen Blamire	Corporate Plan and Resource Framework 2012/15	17 April 2012

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Homelessness Change Programme	
<b>WARD:</b>	Castle Ward	
<b>SERVICE:</b>	Health and Housing Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Karen Leytham	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Funding to provide hostel accommodation for single homeless households	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Department of Communities and Local Government 2011-15 Affordable Homes Programme - Framework	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Lancashire County Council's supporting people team already consulted.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By email to the head of health and housing: <a href="mailto:slodge@lancaster.gov.uk">slodge@lancaster.gov.uk</a>	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	5 December 2011	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Budget & Policy Framework 2012/13
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<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>	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>	14 February 2012
<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>	Treasury Management Strategy 2012/2013
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Financial Services
<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>	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.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	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.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	See above.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Climate Change and Renewable Energy	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Head of Environmental Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Tim Hamilton-Cox	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	14 February 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	NA	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	NA	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable	
<b>REASON THE DECISION HAS BEEN DELAYED:</b>	Focus on delivering solar PV project meant that writing this report had to be reprioritised.	



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Boiler Replacement LTH	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Property 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>	Tender for the replacement of gas fired boilers including controls, plant room pipework, valves, insulation pumps, install solar thermal panels on Ashton Hall.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 29 February 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet 15 February 2011, Minute no. 108.	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A	
<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>	N/A	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Condition Survey	
<b>WARD:</b>	All Wards	
<b>SERVICE:</b>	Property 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>	An up to date conditionsurvey is now required to Council buildings to provide accurate budget information.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 March 2012	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Municipal Building works Project Board decision to request approval to tender for new condition survey to produce up to date financial information – Existing Condition survey 2006 - now out of date required updating. Cabinet, 8 December 2009, Minute 96	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A	
<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>	N/A	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Ashton Memorial - Williamson Park
<b>WARD:</b>	John O'Gaunt Ward
<b>SERVICE:</b>	Community Engagement
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Tim Hamilton-Cox
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	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.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 March 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	N/A
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	N/A
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None- urgent repairs required
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	N/A

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Corporate Plan and Resource Framework 2012/15
<b>WARD:</b>	All Wards
<b>SERVICE:</b>	Democratic Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To present to Cabinet the Corporate Plan and Resource Framework for the 3 year period commencing 2012/13 and seek any amendments.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	17 April 2012
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	NA
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Development of the corporate plan informed by wide consultation undertaken with groups and individuals in the district in late 2011.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	In writing or via email to the Assistant Head of Community Engagement (Partnerships): <a href="mailto:amharrison@lancaster.gov.uk">amharrison@lancaster.gov.uk</a>
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	12 April 2012