

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

1 March 2012
30 June 2012



PUBLISHED 10 FEBRUARY 2012

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 Janice Hanson	Canal Corridor Redevelopment	13 March 2012
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	13 March 2012
Councillor Tim Hamilton-Cox	Highfield Recreation Ground	13 March 2012
	Ashton Memorial - Williamson Park	Before 31 March 2012
	Condition Survey	Before 31 March 2012
Councillor Eileen Blamire	Corporate Plan 2012/15	17 April 2012
Councillor Janice Hanson	Area Action Plan, Morecambe	17 April 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Canal Corridor Redevelopment	
WARD:	Bulk Ward	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To provide an update on the canal corridor development and to consider the terms for the variation of the Development Agreement between the City Council and Centros which cover the relevant land transactions.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	13 March 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	The report is exempt as it contains terms and conditions for the disposal of the council's property.	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at this stage.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The report itself is not the subject of consultation as it relates to agreements for the disposal of land. However, the report indicates that future consultation would be appropriate.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	13 March 2012	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Climate Change and Renewable Energy	
WARD:	All Wards	
SERVICE:	Head of 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	13 March 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:	Highfield Recreation Ground
WARD:	Bulk Ward
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Seeks cabinet approval to the granting of a lease agreement to the Gregson Community Association in respect of Highfield Recreation Ground
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	13 March 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County Council, the Gregson Community Association (GCA), Lancaster Boys Grammar School, and the Groundwork Trust,
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Officers have been in discussion with partners for some years
DATE FOR REPRESENTATIONS TO BE RECEIVED:	1 March 2012

Key Decision Taken by Cabinet or delegated Officer

THE TENDERING PROCESS FOR THIS DECISION HAS BEEN DEFERRED UNTIL THE 2012/13 FINANCIAL YEAR, A NEW ISSUE WILL BE PUBLISHED ON THE NEXT MONTHLY UPDATE TO THE FORWARD PLAN.

ITEM FOR DECISION:	Ashton Memorial - Williamson Park
WARD:	John O'Gaunt Ward
SERVICE:	Community Engagement
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
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	This decision has been deferred.
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

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Condition Survey	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	An up to date condition survey is now required to Council buildings to provide accurate budget information.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 March 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	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	
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:	Corporate Plan 2012/15
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 present to Cabinet the Corporate Plan for the 3 year period commencing 2012/13 and seek any amendments.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 April 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	Development of the corporate plan informed by wide consultation undertaken with groups and individuals in the district in late 2011.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	In writing or via email to the Assistant Head of Community Engagement (Partnerships): amharrison@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	12 April 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Area Action Plan, Morecambe
WARD:	Poulton Ward; Harbour Ward; Heysham North Ward
SERVICE:	Deputy Chief Executive
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report which identifies future delivery options for regeneration initiative for the centre of Morecambe
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 April 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Reports to Planning Policy Cabinet Liaison Group
GROUPS IDENTIFIED FOR CONSULTATION:	Head of Regeneration and Policy Head of Health and Housing Head of Financial Services Lancashire County Council Ward Members Morecambe Town Council Lancaster and Morecambe Chambers of Commerce
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Comments to Deputy Chief Executive
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 March 2012