

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

**1 May 2012
30 April 2013**



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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 Eileen Blamire	Second Homes Funding 2012 - 2013	29 May 2012
Councillor Janice Hanson	Lancaster Square Routes	29 May 2012
Councillor Tim Hamilton-Cox	Heysham Mossgate (Community Facilities) Company Limited	29 May 2012
Councillor Abbott Bryning	General Fund Capital Programme 2012/2013	29 May 2012
Councillor Tim Hamilton-Cox	Detailed Security Report	3 July 2012
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	24 July 2012
Councillor Janice Hanson	Consultation on the Meeting Housing Needs Supplementary Planning Document	24 July 2012
Councillor Abbott Bryning	Provisional Revenue & Capital Outturn 2011/12	24 July 2012
Councillor David Smith	Waste/ Recycling Collection- Updated Policies for Householders	24 July 2012
Councillor Karen Leytham	Electrical Inspections	Before 31 August 2012
Councillor David Smith	Award of guarding contract at White Lund Depot	Before 31 August 2012
Councillor Janice Hanson	Medium Term Rent Strategy – Investment and Rent Setting	4 September 2012
Various	Corporate Fees and Charges Policy Review	6 November 2012
Councillor Eileen Blamire	Commissioning arrangements for arts and voluntary, community and faith sector services	6 November 2012
Councillor Abbott Bryning	Budget and Policy Framework Update Mid Year Review - Medium Term Financial Strategy	6 November 2012
Councillor Eileen Blamire	Budget and Policy Framework Update Mid Year Review - Corporate Plan	6 November 2012
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2013/14	4 December 2012
Councillor Janice Hanson	Adopting the Meeting Housing Needs Supplementary Planning Document	4 December 2012
Councillor Abbott Bryning	Budget & Policy Framework Update 2013/14	4 December 2012
Councillor Abbott Bryning	Budget & Policy Framework Update 2013/14	15 January 2013
Councillor Abbott Bryning	Treasury Management Strategy 2013/14	12 February 2013
Councillor Abbott Bryning	Budget & Policy Framework Update 2013/14	12 February 2013

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Second Homes Funding 2012 - 2013	
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 seek members views on the use of Second Homes funding for 2012 - 2013	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	29 May 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	Community, voluntary and arts partners	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Links to council's draft Corporate Plan and the engagement workshops undertaken to support its development	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	8 May 2012	

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:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To propose changes required to better manage access to and traffic within the city centre pedestrian zone, to suggest how to progress these and to update more generally on associated progress with the Square Routes initiative.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	29 May 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Councillor Janice Hanson (Lancaster City Council - Cabinet Member with Responsibility for Planning and Regeneration) Councillor Dave Brookes (Lancaster City Council - Duke's Ward) Councillor Sam Ritches (Lancashire County Council - Lancaster East division) Lancashire County Council Highways Service Lancaster District Chamber of Trade Lancaster City Council - Market Office, Parking and Administration, Access Lancashire Parking Services Lancashire Police Marketgate Shopping Centre St Nicholas Arcade Shopping Centre
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	On the remit of Management Team, officers have undertaken informal consultation with relevant stakeholders regarding proposals to revise the traffic management system in Lancaster city centre. This has been achieved through group meetings and emails.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	29 May 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Heysham Mossgate (Community Facilities) Company Limited	
WARD:	Heysham South Ward	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider a request from Heysham Mossgate (Community Facilities) Company Limited (HMCFLtd).	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	29 May 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Exempt	
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:	General Fund Capital Programme 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:	Full funding for the current year's expected programme is dependent upon selling land at South Lancaster. An update on the position is scheduled in April provisionally and depending on progress, key decisions may be required on progress of various schemes. The Budget report to Council on 29 February provides further background.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	29 May 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	No specific consultation planned at this stage.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	The position regarding capital funding (and whether there will be any delays in achieving key receipts) should become clearer in the next month and therefore the need for this report will be reconsidered then.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Detailed Security Report
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:	Approval has been given in principle to improve security at the Town Halls and White Lund Depot with the one-off costs being funded from the renewals reserve and the indicative ongoing costs being included in Cabinet's growth proposals, but that this be subject to a further more detailed report to Cabinet once the options have been fully appraised, including the potential to link up security and time management systems.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	3 July 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet Minute 14 February 2012 90 ACCOMMODATION (Cabinet Member with Special Responsibility Councillor Hamilton-Cox)
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A
DATE FOR REPRESENTATIONS TO BE RECEIVED:	30 June 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:	<p>Report to outline recommendations that will have a positive impact on the Council's own targets for climate change.</p> <p>These will include:-</p> <ul style="list-style-type: none"> • practical 'invest to save' initiatives that could be funded through reserves that have been set aside for this purpose. • Development of a renewable energy strategy for the Council- which will provide a plan for the Council to follow to reduce energy costs in the future and meet climate change targets. 	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 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	
REASON THE DECISION HAS BEEN DELAYED:	To allow a decision on use of the invest to save fund to be made following consideration of other pressing financial priorities.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Consultation on the Meeting Housing Needs Supplementary Planning Document	
WARD:	All Wards	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Seeking Cabinet permission to carry out statutory consultation on the document.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Draft of Meeting Housing Needs Supplementary Planning Document. No public access until Cabinet has agreed the draft. The draft then becomes available as a matter of course.	
GROUPS IDENTIFIED FOR CONSULTATION:	Statutory planning consultees, key stakeholders (planning agents, developers, registered providers etc), wider stakeholders via the LDF consultation database, the general public via publishing on the website.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Information gathering on content has already been carried out with Key Stakeholders briefed and wider stakeholders contacted. Documents have also been published on the website. Following Cabinet the document will be subject to a statutory 6 week consultation period.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Statutory consultation ends 28th September 2012	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Provisional Revenue & Capital Outturn 2011/12	
WARD:	All Wards	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the closure of accounts process, issues that require key decisions to be taken may well arise. (Such as requests for carry forward of budgets, as an example).	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	None directly - though individual issues may relate to items that have been the subject of consultation previously.	
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:	Waste/ Recycling Collection- Updated Policies for Householders	
WARD:	All Wards	
SERVICE:	Head of Environmental Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Smith	
KEY DECISION CRITERIA:	Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to seek approval for an updated set of policies to apply to householders when providing waste / recycling collection	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	17th July 2012	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Electrical Inspections
WARD:	Halton-with-Aughton Ward; Lower Lune Valley Ward; Bolton-Le-Sands Ward; Ellel Ward; Kellet Ward; Overton Ward; Silverdale Ward; Slyne-with-Hest Ward; Upper Lune Valley Ward; Warton Ward; Heysham Central Ward
SERVICE:	Head of Environmental Services
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Acceptance of tender for the 5 yearly inspection of electrical installations to various Council Housing dwellings
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
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:	Award of guarding contract at White Lund Depot	
WARD:	Westgate Ward	
SERVICE:	Head of Environmental Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:	Councillor David Smith	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Award of security guarding contract for White Lund Depot	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 August 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
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

THIS DECISION WAS PREVIOUSLY TITLED 'FUNDING OF HOUSING REGENERATION PRIORITIES'

ITEM FOR DECISION:	Medium Term Housing Strategy – Investment and Rent Setting
WARD:	All Wards
SERVICE:	Regeneration and Policy, Health and Housing
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Janice Hanson, Councillor Karen Leytham
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>To consider investment opportunities for housing regeneration in the context of setting a medium term council housing rent policy.</p> <p>Members have reaffirmed that the strategic housing regeneration priorities for the foreseeable future are:</p> <ul style="list-style-type: none"> (a) To increase the supply and delivery of affordable housing schemes. (b) To complete existing unfinished schemes in the West End (the completion of outstanding housing regeneration projects at Chatsworth Gardens and Marlborough Road/Bold Street). (c) To bring empty properties back into use. <p>The use of the Housing Revenue Account to facilitate housing regeneration will require the setting of a sustainable medium term council housing rent policy and decisions on current council housing stock requirements versus development of new schemes. The report will outline what investment opportunity could be generated based on different levels of rent increases.</p>
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 September 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Head of Regeneration and Policy Head of Health and Housing Head of Financial Services Housing Regeneration Cabinet Liaison Group
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Comments to Head of Regeneration and Policy Or Head of Health and Housing.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	31 July 2012
REASON THE DECISION HAS BEEN DELAYED:	Consideration of the report at this time aligns closely with the council's budget and policy making process, and also allows the HRA to be incorporated into the overall Medium Term Financial Strategy review.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Corporate Fees and Charges
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Various
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	A review of the main fees and charges will be undertaken, through which Cabinet can determine any specific aspects or areas (such as parking etc), for which it requires subsequent reports back.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 November 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Fees and Charges Policy (Cabinet - December 2011)
GROUPS IDENTIFIED FOR CONSULTATION:	None specifically at this stage.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	To be determined and incorporated into budget process 2013/14, depending on which areas Cabinet requires specific reports back.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Commissioning arrangements for arts and voluntary, community and faith sector services	
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 propose a commissioning strategy and plans for services delivered by the arts sector and the voluntary, community and faith sector in the district	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 November 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	Arts and voluntary, community, faith sector	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Ongoing engagement with partners	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 October 2012	

Key Decision Taken by Cabinet or delegated Officer

THIS ISSUE WAS PREVIOUSLY KNOWN AS 'MEDIUM TERM RESOURCES STRATEGY UPDATE'

ITEM FOR DECISION:	Budget and Policy Framework Update Mid Year Review - Medium Term Financial Strategy	
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 half yearly monitoring and update arrangements of the approved MTFS, issues that require key decisions to be taken may well arise.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 November 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A at present	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A at present	

Key Decision Taken by Cabinet or delegated Officer

THIS ISSUE WAS PREVIOUSLY KNOWN AS 'MEDIUM TERM RESOURCES STRATEGY UPDATE'

ITEM FOR DECISION:	Budget and Policy Framework Update Mid Year Review - Corporate Plan
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:	As part of the half yearly monitoring and update arrangements of the approved Corporate Plan, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 November 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A at present
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A at present

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Parking Fees and Charges 2013/14
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 2013/14. This is subject to Cabinet requesting a specific report on car parking fees and charges following consideration of the Corporate Fees and Charges report at Cabinet's November meeting.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 December 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	As above.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Cabinet report or proposals 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 30th November, 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Adopting the Meeting Housing Needs Supplementary Planning Document	
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:	Seeking Cabinet permission to adopt the document.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 December 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None and no public access.	
GROUPS IDENTIFIED FOR CONSULTATION:	See previous consultation regarding the same document going to 24th July Cabinet.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	See previous consultation regarding the same document going to 24th July Cabinet.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework Update 2013/14
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	4 December 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 Update 2013/14
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	15 January 2013
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 2013/14
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 the 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 2013/14.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	12 February 2013
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.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework Update 2013/14
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	12 February 2013
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

