

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

**1 July 2012
31 October 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 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	To Seek Approval for Adoption of Dog Control Orders	24 July 2012
Councillor Eileen Blamire	Second Homes Funding 2012-13	24 July 2012
Councillor Janice Hanson	Lancaster Business Improvement District (BID) Proposal	24 July 2012
Councillor Janice Hanson	Consultation on the Meeting Housing Needs Supplementary Planning Document	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 Tim Hamilton-Cox	Climate Change and Renewable Energy	4 September 2012
Councillor Tim Hamilton-Cox	Detailed Security Report	4 September 2012
Councillor Abbott Bryning	General Fund Capital Programme 2012/2013	4 September 2012
Councillor Janice Hanson, Councillor Karen Leytham	Future Housing Regeneration Funding Options and Medium Term Council Housing Rent Policy	4 September 2012
Councillor Karen Leytham	Empty Homes Strategy	4 September 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	To Seek Approval for Adoption 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:	Consultation has been carried out for introduction of Dog Control Orders which was approved at Cabinet on 6 December 2011. Representations have now been received and a decision is now required regarding which Dog Control Orders are to be adopted.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Clean Neighbourhood and Environment Act 2005. Defra Guidance Consultation responses	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Public consultation completed	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A as consultation ended on 11 May and all have now been received.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Second Homes Funding 2012-13	
WARD:	All Wards	
SERVICE:	Community Engagement	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire	
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	This report is to agree the use of Second Homes Funding for 2012 – 2013.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	SHF 2012-13 Report to Cabinet 29th May 2012	
GROUPS IDENTIFIED FOR CONSULTATION:	n/a	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	n/a	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	23 July 2012	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster Business Improvement District (BID) Proposal
WARD:	Bulk Ward; Castle 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 outline the options and recommend a decision on endorsing the formal proposal for a Lancaster Business Improvement District (BID) from the local BID Steering Group. Endorsement of the proposals by Members will allow progress to a ballot with the aim that a Lancaster BID is formally established. The report provides feedback from officers in relation to the proposal's compliance with BID regulations and with the city council's policy framework upon which the proposal may impact. The report also seeks decisions on issues and resource implications in relation to the role of the city council pre and post ballot and in implementation of the proposals should the BID be approved by local business ratepayers through the ballot.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	24 July 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet report July 2011 http://committeeadmin.lancaster.gov.uk/ieListDocuments.aspx?CId=297&MId=5576&Ver=4
GROUPS IDENTIFIED FOR CONSULTATION:	Undertaken by BID steering group as part of proposal development.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Via email to the senior regeneration officer: progers@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	23 July 2012

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 have 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 28 September 2012	

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:	NA	
GROUPS IDENTIFIED FOR CONSULTATION:	NA	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	17 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:	Councillor Karen Leytham
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:	NA	
GROUPS IDENTIFIED FOR CONSULTATION:	NA	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	NA	

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 options that will have a positive impact on the Council's own targets for climate change subject to resources.</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	4 September 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:	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	4 September 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:	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	4 September 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	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Future Housing Regeneration Funding Options and Medium Term Council Housing Rent Policy	
WARD:	All Wards	
SERVICE:	Regeneration and Policy	
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 options for funding the Housing Regeneration priorities and setting a medium term council housing rent policy. 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 Planning 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 Planning or Head of Health and Housing.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	31 July 2012	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Empty Homes Strategy	
WARD:	All Wards	
SERVICE:	Regeneration and Policy	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Karen Leytham	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Options for developing a strategic approach to empty homes in the district	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	4 September 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	None	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	NA	