



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Forthcoming Key Decisions

TO BE TAKEN DURING MARCH 2018

LANCASTER CITY COUNCIL

FORTHCOMING KEY DECISIONS

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Andrew Warriner	Review Housing Allocation Policy	20 March 2018
Councillor Andrew Warriner	Review of the Consultation on the Implementation of Additional and Selective Licensing in a Defined Area of the West End of Morecambe	20 March 2018
Councillor Andrew Warriner	Changes to Council Housing Tenancy Agreement	20 March 2018
	Bridge House SVP & RWP and Hot Water System Renewal	Not before 19th March 2018
	External Refurbishment - New Doors and Render Works	Not before 19th March 2018
	External Refurbishments - Gutters, Fascias & Soffits - Ryelands	Not before 19th March 2018
	Environmental Improvements - Renewal of Balcony Railings, Removal of Asbestos to Tunstall House Hala Lancaster	Not before 19th March 2018
	Communal Area Refurbishments (Skerton House - Lancaster)	Not before 19th March 2018
	Communal Area Refurbishment (Front Entrance Doors & Screens)	Not before 19th March 2018
	Re-roofing Works to Vale Bungalows	Not before 19th March 2018
	Re-roofing Works to Bridge House Lancaster	Not before 19th March 2018
	Lift Renewal Bruntons Warehouse	Not before 19th March 2018
	Smoke/Heat Alarm Installation Programme Ryelands Estate	Not before 19th March 2018
	Electrical Inspections of Council Owned Domestic Properties	Not before 19th March 2018
	Kitchen Contract - Electrical Materials	Not before 19th March 2018
	Flooring Contract - Kitchen Contract Branksome and Carnforth	Not before 19th March 2018
	Plastering Contract as Part of the Kitchen and Bathroom Renewal Scheme	Not before 19th March 2018
	Kitchen Contract - Kitchen Hardware	Not before 19th March 2018

Should you wish to make any representations in relation to the meeting being held in private for the consideration of the above item, you should contact: Democratic Services, Lancaster City Council, Lancaster Town Hall, Dalton Square, Lancaster, LA1 1PJ or email democracy@lancaster.gov.uk

Subject to any prohibition or restriction on the their disclosure, any background papers relating to these forthcoming key decisions will be available for inspection at both Lancaster and Morecambe Town Halls

Reception 5 days prior to the decision being taken or can be accessed electronically following the publication of the agenda using the following link and selecting the appropriate Cabinet meeting:

<http://committeeadmin.lancaster.gov.uk/ieListMeetings.aspx?XXR=0&Year=2013&CId=297&MD=ielistmeetings>

Alternatively copies of, or extracts from these documents may be requested from Democratic Services, Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ or email democracy@lancaster.gov.uk. Other documents relevant to these matters may be submitted to the decision maker and can be requested from Democratic Services, contact details above, as they become available.

Cabinet Members: Councillors Eileen Blamire (Leader), Janice Hanson (Deputy Leader), Darren Clifford, Brendan Hughes, James Leyshon, Margaret Pattison, Andrew Warriner and Anne Whitehead.

Susan Parsonage
Chief Executive

Publication Date: Monday 19th February 2018.

Key Decision to be taken by Cabinet

ITEM FOR DECISION:	Review Housing Allocation Policy
SERVICE:	Health and Housing
WARD:	All Wards
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Andrew Warriner
REASON KEY DECISION:	Community Impact
DECISION TO BE MADE:	To approve revised Housing Allocations Policy
DATE OF CABINET MEETING	20 March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Sharon Parkinson, Principal Housing Options Manager saparkinson@lancaster.gov.uk Tel: 01524 582621

Key Decision to be taken by Cabinet

ITEM FOR DECISION:	Review of the Consultation on the Implementation of Additional and Selective Licensing in a Defined Area of the West End of Morecambe
SERVICE:	Health and Housing
WARD:	Harbour Ward; Heysham North Ward
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Andrew Warriner
REASON KEY DECISION:	Financial and Community Impact
DECISION TO BE MADE:	To review the outcome of the public consultation on the introduction of licensing in a defined area in the West End of Morecambe and make a decision an enforcement approach.
DATE OF CABINET MEETING	20 March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Fiona Macleod, Housing Standards Officer fmacleod@lancaster.gov.uk Tel: 01524 582649

Key Decision to be taken by Cabinet

ITEM FOR DECISION:	Changes to Council Housing Tenancy Agreement
SERVICE:	Health and Housing
WARD:	All Wards
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Andrew Warriner
REASON KEY DECISION:	Community Impact
DECISION TO BE MADE:	The purpose of the report is to seek approval from Cabinet to make changes to the council housing Tenancy Agreement relating to secure and introductory tenants and consult with tenants on these proposed changes.
DATE OF CABINET MEETING	20 March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Chris Hanna, Principal Housing Manager Tel: 01524 582516 channa@lancaster.gov.uk

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Bridge House SVP & RWP and Hot Water System Renewal
SERVICE:	Environmental Services
WARD:	Skerton East Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	<p>Renewal of internal soil vent pipe and rain water pipe systems and renewals of hot water calorifiers including attendant works.</p> <p>This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.</p>
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	External Refurbishment - New Doors and Render Works
SERVICE:	Environmental Services
WARD:	Heysham South Ward; Silverdale Ward; Skerton West Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Installation of new doors to Higher Heysham and Trumacar as well as rendering works to Higher Heysham, Yealand and Greenset Close Lancaster. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	External Refurbishments - Gutters, Fascias & Soffits - Ryelands
SERVICE:	Environmental Services
WARD:	Skerton West Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Replacement of gutters and installation of soffits and fascias to the tiled roofs on Ryelands Estate. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Environmental Improvements - Renewal of Balcony Railings, Removal of Asbestos to Tunstall House Hala Lancaster
SERVICE:	Environmental Services
WARD:	Scotforth East Ward
DECISION MAKER:	Chief Officer (Environment)
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	<p>Renewal of balcony railings, replacement of 2nd floor asbestos ceiling and recovering of walkways to Tunstall House Hala Lancaster.</p> <p>This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.</p>
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Communal Area Refurbishments (Skerton House - Lancaster)
SERVICE:	Environmental Services
WARD:	Skerton East Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Refurbishment of Skerton House communal areas including emergency lighting, flooring, service doors, flooring and decoration. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Communal Area Refurbishment (Front Entrance Doors & Screens)
SERVICE:	Environmental Services
WARD:	Scotforth East Ward; Scotforth West Ward; Skerton East Ward
DECISION MAKER:	Chief Officer (Environment)
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Replacement of entrance doors and screens to flat blocks on Hala, Greaves, Bowerham and Hare Runs House Vale. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Re-roofing Works to Vale Bungalows
SERVICE:	Environmental Services
WARD:	Skerton West Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Replacement of roof tiles to Vale Bungalows (Shakespeare Road, Stratford Close and Price Close). This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Re-roofing Works to Bridge House Lancaster
SERVICE:	Environmental Services
WARD:	Skerton East Ward
DECISION MAKER:	Chief Officer (Environment)
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Installation of insulation and recovering with waterproof finish to flat roof of Bridge House. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Lift Renewal Bruntons Warehouse
SERVICE:	Environmental Services
WARD:	Castle Ward
DECISION MAKER:	Chief Officer (Environment)
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Renewal of passenger lift to Bruntons Warehouse St Georges Quay, Lancaster. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Smoke/Heat Alarm Installation Programme Ryelands Estate
SERVICE:	Environmental Services
WARD:	Skerton West Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	<p>Renewal/installation of interlinked smoke/heat alarms to all domestic properties on Ryelands Estate.</p> <p>This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.</p>
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Electrical Inspections of Council Owned Domestic Properties
SERVICE:	Environmental Services
WARD:	Marsh Ward; Skerton West Ward
DECISION MAKER:	Chief Officer (Environment)
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	<p>Inspection of electrical installation to council owned dwellings at the Vale & the Marsh.</p> <p>This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.</p>
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Tom Greenwood, Technical Manager tgreenwood@lancaster.gov.uk Tel: 01524 582458

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Kitchen Contract - Electrical Materials
SERVICE:	Environmental Services
WARD:	Carnforth and Millhead Ward; Westgate Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	<p>Branksome & Carnforth Kitchen contract. Award of supply to the lowest tender submitted.</p> <p>This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.</p>
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Noel Chambers, Repairs and Maintenance Manager nchambers@lancaster.gov.uk Tel: 01524 582453

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Flooring Contract - Kitchen Contract Branksome and Carnforth
SERVICE:	Environmental Services
WARD:	Carnforth and Millhead Ward; Westgate Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	<p>The renewal of the flooring contract as part of the kitchen renewal scheme at Branksome and Carnforth.</p> <p>This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.</p>
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Noel Chambers, Repairs and Maintenance Manager nchambers@lancaster.gov.uk Tel: 01524 582453

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Plastering Contract as Part of the Kitchen and Bathroom Renewal Scheme
SERVICE:	Environmental Services
WARD:	Carnforth and Millhead Ward; Westgate Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	A contractor is required for the full re-plastering of kitchens and tiling of bathrooms as part of the kitchen and bathroom renewal scheme. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Noel Chambers, Repairs and Maintenance Manager nchambers@lancaster.gov.uk Tel: 01524 582453

Key Decision to be taken by delegated Officer

ITEM FOR DECISION:	Kitchen Contract - Kitchen Hardware
SERVICE:	Environmental Services
WARD:	Carnforth and Millhead Ward; Westgate Ward
DECISION MAKER:	Chief Executive
REASON KEY DECISION:	Financial Threshold
DECISION TO BE MADE:	Supply of kitchens for the kitchen contract renewal scheme. This decision is subject to the appropriate funding being approved at Budget Council on 28th February 2018. This notice has been included provisionally so that work can commence as soon as practical if the funding is approved at that meeting.
DATE FOR OFFICER DECISION	Not before 19th March 2018
DOCUMENTS SUBMITTED TO THE DECISION MAKER FOR CONSIDERATION:	None at the time of publication
OFFICER CONTACT DETAILS:	Christopher Dunford, Responsive Repairs Manager, Environmental Services cdunford@lancaster.gov.uk Tel: 01524 582421