



THE FOUR MONTH FORWARD PLAN

1 November 2009 to 28 February 2010

Date of Publication: 15 October 2009

Contact Officer:	Judith Shore Democratic Support Team Leader
Email:	judith.shore@plymouth.gov.uk
Telephone:	01752 307990
Fax No:	01752 307990

The Forward Plan is published monthly

PLYMOUTH CITY COUNCIL FORWARD PLAN OF KEY DECISIONS

Section 14 of the Access to Information Procedure Rules requires the Cabinet to prepare a Forward Plan to cover a period of four months. The Forward Plan should contain **key decisions** that the Cabinet believe are to be taken within this period. It describes who is the decision maker, the period in which the decision will be taken, those whom the decision taker proposes to consult, the steps any individual may take who wishes to make representations to the decision maker and a list of background papers considered by the decision taker in respect of the key decision.

A **key decision** is –

- (a) Any decision in relation to an Executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

- (b) Any decision that is likely to have a significant impact on two or more wards within the Council.

The threshold for significant expenditure / savings is £2 million for the award of contracts and £500,000 for all other matters.

The Cabinet cannot consider key decisions if they have not been included within the Forward Plan unless they fall within the two exceptions set out at paragraph 15 & 16 of the Access to Information Procedure Rules, namely:

PARAGRAPH 15. GENERAL EXCEPTION

If a matter which is likely to be a key decision has not been included in the forward plan, then subject to Rule 16 (special urgency), the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- (b) the monitoring officer has informed the Chair of a relevant Scrutiny Panel, or if there is no such person, each member of that panel in writing, by notice, of the matter to which the decision is to be made;
- (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council; and
- (d) at least 5 working days have elapsed since the Monitoring Officer complied with (a) and (b).

Where such a decision is taken by a committee, it must be taken in public.

PARAGRAPH 16. SPECIAL URGENCY

If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chair of the body making the decision, obtains the agreement of the Chair of the Overview and Scrutiny Management Board that the taking of the decision cannot be reasonably deferred. If there is no Chair of the Overview and Scrutiny Management Board, in his/her absence the Vice Chair will suffice, or in both their absences, any other Member of the Board.

The Forward Plan does not need to refer to exempt information and confidential information cannot be included.

What is the Strategic Policy Framework?

This is a reference to the Council's policy framework and is made up of a series of Statutory Plans and Strategies listed as below:

Corporate Plan	All Our Futures
Children and Young People's Plan	Capital Strategy and Asset Management Plan
Licensing Authority Policy Statement – Gambling Act 2005	Housing Strategy
Local Development Framework (Documents)	Investment in Children (comprising Strategy for Change and Building Schools for the Future)
Local Transport Plan	Plymouth Economic Strategy
Sustainable Community Strategy	Waste Management Strategy
Youth Justice Plan	

What does the Forward Plan tell me?

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents can you ask for, and when
- who you can contact for further information

Under the Council's Constitution most key decisions are taken at public meetings of either the City Council or the Cabinet and these bodies are presently scheduled to meet on the following dates:

	November	December	January	February
City Council Council House (2 pm)	30 November	-	-	1 February
Cabinet Council House (2.pm)	10 November	15 December	19 January	9 February

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Members of the City Council, the Leader/Executive Members and the Chief Executive/ Executive Directors.

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring the City Council and staff will be able to assist you: Telephone 01752 668000

The agenda papers for City Council and Cabinet meetings are usually available five working days before the meeting and can be accessed on the Council's website: www.plymouth.gov.uk/modgov.

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

Copies of the Plan are available for inspection at reasonable hours, free of charge, at the Plymouth City Council offices. The Plan is updated monthly on:

2009
12 November
10 December
2010
14 January
11 February
11 March
8 April

Copies are also available on the City Council's website:
www.plymouth.gov.uk/modgov.

If you have any questions or comments about the Plan, we would positively welcome them and would ask that you send them direct to the contact officer named at the start of the Plan. Please also let us know if you have any difficulty in accessing a copy of the Plan or any of the documents referred to therein.

Ian Gallin
 Assistant Chief Executive



THE FOUR MONTH FORWARD PLAN

1 November 2009 to 28 February 2010

ITEM	Page No
PLYMOUTH CITYBUS SHAREHOLDING LIMITED (FP 27 09/10)	8
GROWTH AGENDA: GOVERNANCE ARRANGEMENTS (FP 24 09/10)	9
LOCAL DEVELOPMENT FRAMEWORK: SUBMISSION OF DERRIFORD AND SEATON AREA ACTION PLAN (FP 29 09/10)	10
*LOCAL DEVELOPMENT FRAMEWORK: ANNUAL REVIEW OF PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (FP 38 09/10)	11
AWARD OF CONSTRUCTION CONTRACT FOR THE LIFE CENTRE PROJECT (FP 33 09/10)	12
*COUNCIL TAX BASE 2010/11 (FP 34 09/10)	13
REVIEW OF STATEMENT OF PRINCIPLES FOR THE GAMBLING ACT 2005 (FP 25 09/10)	14
LOCALITY WORKING (FP 15 09/10)	16
*CUMULATIVE IMPACT POLICY (FP 36 09/10)	17
HOUSING STOCK TRANSFER (FP 57 07/08)	18
PLYMOUTH SPORTS FACILITY STRATEGY (FP 64 08/09)	19
PLYMOUTH CITY COUNCIL'S AQUATICS STRATEGY (FP 26 09/10)	20
BUILDING SCHOOLS FOR THE FUTURE GOVERNANCE (FP 31 09/10)	21
PLYMOUTH CHILDREN AND YOUNG PEOPLE'S TRUST PLAN 2008 - 2011; REFRESH 2009 (FP 30 09/10)	22

*RESIDENTIAL CARE: UPDATE ON MODERNISATION OF OLDER PEOPLE'S SERVICES (2005 - 2015) (FP 37 09/10)	23
TENDER OF THE COMMUNITY EQUIPMENT SERVICES CONTRACT (FP 32 09/10)	24
*CITY CENTRE BID (FP 35 09/10)	25

PLYMOUTH CITYBUS SHAREHOLDING LIMITED (FP 27 09/10)

Nature of the decision:

Recommendation from Cabinet to full Council in relation to the sale of any or all of the Council's shareholding in Plymouth CityBus Limited.

(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)

Who will make the decision? Cabinet (on the recommendation of the Director for Corporate Support, in consultation with the Project Board members)

Timing of the decision? 10 November 2009

Who will be consulted and how?

The matter will be considered by the Growth and Prosperity Overview and Scrutiny Panel.

Information to be considered by the decision makers:

Report, including recommendation, from the Director for Corporate Support

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

Report, including recommendation, from the Director for Corporate Support

Representations: In writing by 20 October 2009 to -

1. Director for Corporate Support;
2. Councillor Mrs Pengelly (Leader)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: John Cremins, Project Manager

E mail: john.cremins@plymouth.gov.uk Tel: (01752) 305606

GROWTH AGENDA: GOVERNANCE ARRANGEMENTS (FP 24 09/10)

Nature of the decision:

To seek approval for new governance arrangements to manage and progress the growth agenda.

Who will make the decision? Cabinet (on the recommendation of Councillor Fry)

Timing of the decision? Between 20 October 2009 and 15 December 2009

Who will be consulted and how?

Persons to be consulted with:

Local Authorities in the Sub Region
Government Office South West
Home and Communities Agency
Wealthy Theme Group
Regional Development Agency
City Development Company

Process to be used:

Direct discussions
Meetings
Presentations

Information to be considered by the decision makers:

List of current groups and meetings
Sub National Review of Economic Development and Regeneration (CLG)

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

As above for decision makers

Representations: In writing by 5 October 2009 to -

1. Assistant Director of Development and Regeneration (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Paul Barnard, Assistant Director for Development (Planning)

E mail: paul.barnard@plymouth.gov.uk Tel: (01752) 304860

LOCAL DEVELOPMENT FRAMEWORK: SUBMISSION OF DERRIFORD AND SEATON AREA ACTION PLAN (FP 29 09/10)

Nature of the decision:

To seek approval for the submission of the Derriford and Seaton Area Action Plan to the Secretary of State, including publication of the pre-submission version of the Area Action Plan for the purposes of consultation

Who will make the decision? City Council (Cabinet Member: Councillor Fry)

Timing of the decision? Between 15 December 2009 and 26 April 2010

Who will be consulted and how?

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of Issues & Preferred Options process, which was approved by the Cabinet on 20 January 2009.

Process to be used:

Issues and Preferred Options consultation process involved exhibitions, meetings, briefings, use of newsletter and other publicity material.

Information to be considered by the decision makers:

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Consultation responses on Area Action Plan Issues and Preferred Options report
4. Local Development Framework evidence base reports

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 30 November 2009 to -

1. Assistant Director of Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

LOCAL DEVELOPMENT FRAMEWORK: ANNUAL REVIEW OF PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (FP 38 09/10)

Nature of the decision:

To approve for consultation an Annual Review of the Planning Obligations and Affordable Housing Supplementary Planning Document, including updating the level of tariff in line with the latest information, updating the market recovery measures and improving the user - friendliness and clarity of the document

Who will make the decision? Cabinet (on the recommendation of Councillor Fry)

Timing of the decision? Between 15 December 2009 and 9 February 2010

Who will be consulted and how?

Persons to be consulted with:

Plymouth Regeneration Forum and Local Agents Forum, Members of the Planning Committee, infrastructure providers and other users of the document

Process to be used:

Workshops, surveys and discussions

Information to be considered by the decision makers:

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Planning Obligations and Affordable Housing Supplementary Planning Document: adopted 2008
4. Local Development Framework evidence base reports

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

as above for decision makers

Representations: In writing by 30 November 2009 to -

1. Assistant Director for Development (Planning)
2. Councillor Fry (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Jonathan Bell, Head of Development Planning
E mail: jonathan.bell@plymouth.gov.uk Tel: (01752) 304353

COUNCIL TAX BASE 2010/11 (FP 34 09/10)

Nature of the decision:

To give approval to the Council Tax Base, which will be used as the basis for setting the Council Tax level for 2010/11.

Who will make the decision? City Council (Cabinet Member: Councillor Bowyer)

Timing of the decision? 1 February 2010

Who will be consulted and how?

The Council Tax base is calculated as part of a statutory process, based on data relating to the council tax property base. Consultation is not applicable.

Information to be considered by the decision makers:

1. The regulations governing the calculation of the tax-base. (Local Authorities (Calculation of Tax-Base) Regulations 1992.
2. The tax-base report.
3. The level of estimated collection rate and the option to vary the discounts given on 2nd homes and empty properties.
4. Recommendation of Cabinet on 15 December 2009

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

As above for information to be considered by decision makers.

Representations: In writing by 30 November 2009 to -

1. Assistant Director for Finance, Assets and Efficiencies
2. Councillor Bowyer (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gary Edwards, Accounts Processing Manager
E mail: gary.edwards@plymouth.gov.uk Tel: (01752) 304404

REVIEW OF STATEMENT OF PRINCIPLES FOR THE GAMBLING ACT 2005 (FP 25 09/10)

Nature of the decision:

3 year review of the Statement of Principles for the Gambling Act 2005.

Who will make the decision? City Council (Cabinet Member: Councillor Brookshaw)

Timing of the decision? 30 November 2009

Who will be consulted and how?

Persons to be consulted with:

- Citizen's Advice Bureau
- Crime and Disorder Reduction Partnership
- Devon and Cornwall Constabulary
- Plymouth City Council Social Services / Education Department
- Devon & Somerset Fire and Rescue Service
- Environmental Health
- Gamblers Anonymous
- Gambling Commission
- Gamcare
- Local businesses and their representatives
- Local faith groups
- Local residents and their representatives
- Mencap
- NSPCC
- Primary Care Trust
- Representatives of existing licence-holders
- Voluntary & Community organisations working with children & young people
- Overview and Scrutiny Management Board / Customer and Communities Overview and Scrutiny Panel
- Cabinet (15 September and 10 November 2009 to make recommendations)

Process to be used:

- Information on the changes provided in writing to the listed stakeholders
- Press release
- Web site

Information to be considered by the decision makers:

Cabinet Report (10 November 2009) containing:

Background to the legal framework

The new Statement of Principles, which will identify the changes

Summary of the consultation responses (Public and Overview and Scrutiny Management Board)

Is this a part of the Budget and Policy Framework? Yes

Documents to be considered when the decision is taken

Written report and associated background documents.

Representations: In writing by 26 October 2009 to -

1. Director for Development and Regeneration
2. Councillor Brookshaw (Cabinet Member)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Andy Netherton, Principal Environment Health Officer

E mail: andy.netherton@plymouth.gov.uk Tel: (01752) 304742

Forward Plan

From: 1 NOVEMBER 2009

Published: 19th October 2009

Nigel Harvey

Legal & Democratic Services

Directorate of Finance and Resources

Room 200, Lambeth Town Hall,

Brixton Hill, London, SW2 1RW

nharvey1@lambeth.gov.uk

Tel: 020 7926 3136 Fax: 020 7926 2361



Introduction:

- This document sets out Key Decisions that will be taken by the Council over the coming one – four months. Not all Key Decisions can be listed with four months notice because in some cases the need for a decision is not known at the time of writing. Decisions are listed as soon as possible.
- A Key Decision is one which is likely to result in significant expenditure or savings in excess of £500,000 or have significant effect on those living or working in an area comprising two or more Wards.
- The Forward Plan is generally published on the first day of each month (or next working day). Confidential information is not included.

Relevant Documents: The full addresses of main Council buildings where relevant documents may be obtained:

Adults' & Community Services:

Phoenix House, 10 Wandsworth Road, London SW8 2LL

Blue Star House, 234-244 Stockwell Road SW9 9SP

International House, Canterbury Crescent, SW9 7QE

Olive Morris House, 18 Brixton Hill, London, SW2 1RL

Lambeth Town Hall, Brixton Hill, SW2 1RW

Hambrook House, Porden Road SW2 1RP

Blue Star House, 234-244 Stockwell Road SW9 9SP

2 Herne Hill Road, SE24 0AU

Brixton and Clapham Area Office

Stockwell & Vassall Area Office

North Lambeth Area Office

Norwood and Streatham Area Office

Lambeth Town Hall, Brixton Hill, SW2 1RW

Phoenix House, 10 Wandsworth Road, London SW8 2LL

Olive Morris House, 18 Brixton Hill, SW2 1RL

283-291 Wandsworth Road, SW8 2ND

91 Kennington Lane, SE11 4HQ

139 Albert Carr Gardens, SW16 3HB

Office of the Chief Executive

How to make representations or obtain relevant documents:

- The Council's departments are: Adults' & Community Services, Children & Young People's Service, Finance & Resources, Housing Regeneration & Environment and Office of the Chief Executive; further details are available at www.lambeth.gov.uk.
- Contact the lead officer (before the decision date) who will include the responses received in the report to be considered by the decision-maker.
- Reports for Cabinet are published five clear (working) days before the meeting concerned. After publication, you can send your views to the report author or the Secretary to Cabinet. These views will be reported to Cabinet members/at the meeting.
- Write to the relevant Cabinet Member: Councillors Steve Reed (Leader of the Council), Jackie Meldrum (Deputy Leader of the Council), Paul McGlone (Children and Young People), Mark Bennett (Community Safety), Rachel Heywood (Culture and Communities), John Kazantzis (Employment and Enterprise), Sally Prentice (Environment), Jim Dickson (Finance and Resources), Lorna Campbell (Health and Wellbeing) and Lib Peck (Housing and Regeneration).

Key Decision (Including Brief Summary & Expected Outcome) (including ward/area) {1}	Decision-maker, Edition of Forward Plan when first appeared {2}	Date decision to be taken {3}	External Consultation: Who How Closing date {4}	Relevant documents {5}	Lead Officer (to whom representations should be made, and holder of documents) {6}
---	---	-------------------------------	---	------------------------	--

Reports to be considered by Cabinet

Adults and Community Services

First Class - The Lambeth Third Sector Investment Plan 2010-2015 All Wards;	Cabinet September 2009	26 Oct 2009	Lambeth Voluntary Action Council as part of Compact process.	None	John Kerridge, Assistant Director Active Communities jkerridge@lambeth.gov.uk Phoenix House, Wandsworth Road Tel: 020 7926 2744
--	---------------------------	-------------	--	------	--

Adults and Community Services - Culture and Community Safety

Portuguese Community Centre To seek a variation to a Council recommendation, which earmarked £0.5m from July 2009 Financial Review towards the development of a Portuguese Community Centre in Lambeth. All Wards;	Cabinet October, 2009	26 Oct 2009	Regular meetings with Lambeth Portuguese Community Steering Group and Capital Community Foundation.	None.	John Kerridge, Assistant Director Active Communities jkerridge@lambeth.gov.uk Phoenix House, Wandsworth Road Tel: 020 7926 2744
--	--------------------------	-------------	---	-------	--

Key Decision (Including Brief Summary & Expected Outcome) (including ward/area) {1}	Decision-maker, Edition of Forward Plan when first appeared {2}	Date decision to be taken {3}	External Consultation: Who How Closing date {4}	Relevant documents {5}	Lead Officer (to whom representations should be made, and holder of documents) {6}
---	---	-------------------------------	---	------------------------	--

Dangerous Dogs To update on progress on the Dangerous Dogs Action Plan, consider recommendations from the Dogs Commission and adopt an Animal Welfare Charter. All Wards;	Cabinet October, 2009	14 Dec 2009		None.	Christopher D'Souza, Community Safety Manager cdsouza@lambeth.gov.uk 205 Stockwell Street, LONDON, SW9 9SL Tel: 020 7926 2232
---	------------------------------	-------------	--	-------	--

Children and Young People's Service

Creation of Primary School at Woodfield Centre Cabinet agreed in February 2009 to use the Woodfield Centre in Streatham to provide primary school provision. An update as to the proposed management and configuration of the school site will be given. St Leonard's;	Cabinet September 2009	14 Dec 2009		Supporting documentation to be made available to the public on request	Tom Walker, BSF Planning Manager Twalker@lambeth.gov.uk International House Tel: 020 7926 0095
--	-------------------------------	-------------	--	--	---

Key Decision (Including Brief Summary & Expected Outcome) (including ward/area) {1}	Decision-maker, Edition of Forward Plan when first appeared {2}	Date decision to be taken {3}	External Consultation: Who How Closing date {4}	Relevant documents {5}	Lead Officer (to whom representations should be made, and holder of documents) {6}
<p>Youth Strategy 2009-13</p> <p>The strategy will refresh and build on the previous Strategy 2006-9 to reflect new priorities for the Council and partners.</p> <p>All Wards;</p>	Cabinet September 2009	26 Oct 2009	<p>1 Community Engagement & Involvement Programme: consulted with over 200 young people within youth clubs/ Youth Conference;</p> <p>2 Public Consultation: open between 31.07.09 and 31.08.09;</p> <p>3 Drop-In Sessions: two sessions held on 13.08 and 18.08.</p>	The final signed-off Strategy and year one Action Plan. A young people's version to be developed.	John Readman, Divisional Director for Community Learning jreadman@lambeth.gov.uk International House Tel: 020 7926 9703
<p>4th New School Sponsorship, Land Acquisition and Update</p> <p>The Report updates Cabinet on progress on consultation, the appointment of a sponsor for the 4th New School and the acquisition on land.</p> <p>Tulse Hill;</p>	Cabinet October, 2009	16 Nov 2009	DCSF	Report on sponsorship	Stuart Dixon, Project Manager sdixon@lambeth.gov.uk International House Tel: 020 7926 3208

Key Decision (Including Brief Summary & Expected Outcome) (including ward/area) {1}	Decision-maker, Edition of Forward Plan when first appeared {2}	Date decision to be taken {3}	External Consultation: Who How Closing date {4}	Relevant documents {5}	Lead Officer (to whom representations should be made, and holder of documents) {6}
Connexions Service Future options for the service All Wards;	Cabinet October, 2009	16 Nov 2009		None	John Readman, Divisional Director for Community Learning jreadman@lambeth.gov.uk International House Tel: 020 7926 9703
Expansion of Primary School Places To update Cabinet on the first phase of the primary school expansion strategy and confirm priorities in the light of the latest funding situation. All Wards;	Cabinet October, 2009	14 Dec 2009		None.	Tom Walker, BSF Planning Manager Twalker@lambeth.gov.uk International House Tel: 020 7926 0095
Studio School Cabinet approval to progress the Studio School project if DCSF confirm their approval in principal and commit to funding the project. Prince's;	Cabinet October, 2009	14 Dec 2009		None	John Wotherspoon, AD Education Improvement and Advice, BSF jwotherspoon@lambeth.gov.uk International House, Canterbury Crescent, Brixton, SW9 7QE Tel: 020 7926 1769

Key Decision (Including Brief Summary & Expected Outcome) (including ward/area) {1}	Decision-maker, Edition of Forward Plan when first appeared {2}	Date decision to be taken {3}	External Consultation: Who How Closing date {4}	Relevant documents {5}	Lead Officer (to whom representations should be made, and holder of documents) {6}
---	---	-------------------------------	---	------------------------	--

Reports to be approved by Officers under delegated powers

Adults and Community Services

Commissioning of the current contract for ICES (Integrated Community Equipment Service) All Wards;	Executive Director of Adults and Community Services June 2008	2 Nov 2009	Stakeholders PCT	None.	Alexandra McTeare, Assistant Director of Commissioning Disabilities and Older People Amctear@lambeth.gov.uk 3rd Floor, Phoenix House Tel: 020 7926 4737
Development and provision of Extra Care Housing services All Wards;	Executive Director of Adults and Community Services April 2009	2 Nov 2009	Stakeholders, service users, Lambeth PCT	None.	David Worrall, Planning & Strategy Manager, Supporting People dworrall@lambeth.gov.uk Tel: 020 7926 9978

Key Decision (Including Brief Summary & Expected Outcome) (including ward/area) {1}	Decision-maker, Edition of Forward Plan when first appeared {2}	Date decision to be taken {3}	External Consultation: Who How Closing date {4}	Relevant documents {5}	Lead Officer (to whom representations should be made, and holder of documents) {6}
Waiver Extension: Mental Health Hostels in Lambeth Ferndale; Prince's;	Executive Director of Adults and Community Services October 2009	2 Nov 2009		None.	Paul Davis, Commissioning Manager Supporting People pdavis2@lambeth.gov.uk Phoenix House, 10 Wandsworth Road, London, SW8 2LL Tel: 020 7926 7538 020 7926 7526
Waiver Extension: Offenders Hostels in Lambeth Streatham Wells; Oval;	Divisional Director Strategy & Commissioning October 2009	2 Nov 2009		None.	Paul Davis, Commissioning Manager Supporting People pdavis2@lambeth.gov.uk Phoenix House, 10 Wandsworth Road, London, SW8 2LL Tel: 020 7926 7538 020 7926 7526
Waiver Extension: Supporting People Adults with Learning Disabilities Housing related floating support provision for 43 individuals having their own tenancy. All Wards;	Divisional Director Strategy & Commissioning October, 2009	2 Nov 2009		None.	Wayne Cooper, Strategy & Commissioning Manager wcooper2@lambeth.gov.uk Phoenix House, 10 Wandsworth Road, LONDON, SW8 2LL Tel: 020 7926 7524

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

Monthly Update

**31 October 2009
28 February 2010**



PUBLISHED 8 OCTOBER 2009

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 Gill Noall, Head of Democratic Services, on 01524 582060.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
	Gas Servicing Partnership	Before 31 October 2009
	Tender Acceptance - Emergency Call Centre Procurement (Council Housing Services)	Before 31 October 2009
Councillor June Ashworth	Lancaster District Arts Strategy	10 November 2009
Councillor Eileen Blamire	CCTV	10 November 2009
Councillor Malcolm Thomas	Capital Investment Strategy	10 November 2009
Councillor Malcolm Thomas	Medium Term Resources Report (Previously Medium Term Financial Strategy Update)	10 November 2009
Councillor Malcolm Thomas	Corporate and Municipal Repairs	10 November 2009
Councillor Jon Barry	Options for public toilet provision in the District from 2010/11	10 November 2009
Councillor Jon Barry	Climate Change Strategy 2008-13	10 November 2009
Councillor June Ashworth	Pilot - Alternative Parks Management Model	10 November 2009
Leader of the Council	Appraisal of the Winter Gardens Business Plan	10 November 2009
Councillor David Kerr, Councillor Eileen Blamire	Allocation of Affordable Housing S106 Contributions	10 November 2009
Councillor Roger Mace	Benefits - Additional Administration Subsidy	10 November 2009
Councillor Stuart Langhorn	Marketing and Communications Review	This decision will be considered at a future meeting of Cabinet.
Councillor Jon Barry	To Seek Approval of a Draft Carnforth Air Quality Action Plan	10 November 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Funding Agreement	8 December 2009
Councillor Malcolm Thomas	Land at Aalborg Square, Lancaster	8 December 2009
Councillor Malcolm Thomas	Auction Mart Car Park, Thurnham Street, Lancaster	8 December 2009
Councillor Malcolm Thomas	Review of Parking Fees and Charges 2010/11	19 January 2010
Councillor Jon Barry	Natural England Review of National Park boundaries	19 January 2010
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	19 January 2009

LANCASTER CITY COUNCIL

Before 31 October
2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Gas Servicing Partnership	
WARD:	All Wards;	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Procurement of a partner for the Council Housing 5 year Gas Servicing Partnership. The process will follow and will comply with the Council's Contract Procedure Rules and E.U. Public Procurement Rules.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 October 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	

LANCASTER CITY COUNCIL

Before 31 October
2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Emergency Call Centre Procurement (Council Housing Services)	
WARD:	All Wards;	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	<p>Lancaster City Council is seeking to purchase a system comprising of application/operation software, hardware, and associated project management, implementation and training services, for an Emergency Call Centre providing monitoring and response for community alarm/telecare services and other out of office hours emergency calls via a mini competition using the NHS PASA Telecare national framework agreement.</p> <p>The process will follow and will comply with the Council's Contract Procedure Rules and E.U. Public Procurement Rules.</p>	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 October 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet Meeting 20 January 2009 Minute No 122 refers and AMWG meeting dated 18 February 2009	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	

LANCASTER CITY COUNCIL

10 November 2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster District Arts Strategy	
WARD:	All Wards;	
SERVICE:	Cultural Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor June Ashworth	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To receive and consider for approval the Lancaster District Arts Strategy	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	10 November 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Extensive consultation has been going on via the production of the draft arts strategy, and is reflected in the draft being presented to Cabinet for comment and approval.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	
REASON DECISION HAS BEEN DELAYED:	The Lancaster District Arts Strategy is to be presented to the LDLSP for their endorsement, prior to consideration by Cabinet.	

LANCASTER CITY COUNCIL

10 November 2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	CCTV	
WARD:	All Wards;	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider future funding arrangements for the operation of the CCTV system	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	10 November 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	The police will be consulted as a major stakeholder in the operation of the system and all authorities who have a statutory community safety responsibility.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is limited as the report relates to funding arrangements only	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	3 November 2009	

LANCASTER CITY COUNCIL

10 November 2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Capital Investment Strategy	
WARD:	All Wards;	
SERVICE:	Financial Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Malcolm Thomas	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the half yearly monitoring and update arrangements for the Capital Investment Strategy, issues that require key decisions to be taken may well arise.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	10 November 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at present	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly - though individual issues may relate to items that have been the subject of consultation previously.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable at present	
REASON DECISION HAS BEEN DELAYED:	Further information is awaited to complete the reports.	