

Schedule of Executive Decisions

Wyre Borough Council's Schedule of Executive Decisions lists the “**key decisions**” that we expect the Council's Executive (the Cabinet and individual Portfolio Holders) to take over the coming months and any decisions that they will take **in private** because they will be discussing **confidential** or **exempt information**.

Details of all such decisions are published on the Schedule at least 28 days before the decision is due to be taken, as required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. Where it is not possible to give 28 days' notice of a key decision that is to be made or a decision that must be taken in private, Cabinet or the Portfolio Holder will publish the reason(s) why.

In the spirit of open government, we may also include other upcoming executive decisions that do not require 28 days' notice in this Schedule.

If you want further details about any of the impending executive decisions or if you wish to make representations to the decision maker before the decision is taken, you will find the name and details of the council officer that you need to contact in the right-hand column.

What is a “key decision”?

A key decision is an executive decision that is likely to result in “*significant expenditure or savings in relation to the council's budget for the service or function to which the decision relates*” (“significant” has been defined as £100,000 or more) and/or likely to be “*significant in terms of its effects on communities living or working in an area comprising of two or more wards of the borough*”.

What is confidential or exempt information?

Confidential information is any information that the council is *not permitted* to disclose to the public for legal reasons.

Exempt information includes things like information about a person or information that could reveal an individual's identity. It can also include details of consultations or negotiations that relate to labour relations and information connected with the prevention and detection of crime. All the different categories of exempt information are described in Part 4.02 of the council's Constitution and Cabinet *may decide* to exclude the public from meetings if it is likely that exempt information would be disclosed.

For any other information about the Schedule of Decisions or to make representations for a decision that we anticipate will be taken in private to be considered in public, e-mail democratic.services@wyre.gov.uk or write to Democratic Services, Civic Centre, Breck Road, Poulton-Le-Fylde FY6 7PU.

The members of the Cabinet and their portfolios are

Cllr David Henderson *Leader of the Council*

Cllr Michael Vincent *Resources and Deputy Leader*

Cllr Roger Berry *Neighbourhood Services and Community Safety*

Cllr Lynn Bowen *Leisure, Health and Community Engagement*

Cllr Simon Bridge *Street Scene, Parks and Open Spaces*

Cllr Alice Collinson *Planning Policy and Economic Development*

The areas of responsibility within each portfolio at the date of publication are listed in full in Part 3.03 of the council's Constitution

Cabinet decisions						
Subject	Decision needed	Expected date of decision	Proposed consultation	Open/ exempt?	First placed on schedule	Contact officer
Cost Profiles – benchmarking results (annual report)	To consider the findings of the annual benchmarking study.	30 Nov 2022	None	Open	5 December 2019	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk
Update on capital investment/acquisition at Fleetwood Docks – Project Neptune	To provide an update on the Project Neptune capital investment/acquisition at Fleetwood Docks.	1 Dec 2021	None	Fully exempt	1 September 2021	Marianne Hesketh Corporate Director Communities Tel: 01253 887350 Email: marianne.hesketh@wyre.gov.uk
Authorities Monitoring Report (annual report)	To approve the Authorities Monitoring Report.	1 Dec 2021	None	Open	29 October 2021	George Briscoe Monitoring and Research Technical Officer Tel: 01253 887302 Email: george.briscoe@wyre.gov.uk
Tourism Recovery in Wyre task group final report	To report the work of the task group to Cabinet.	12 Jan 2022	Overview and Scrutiny Committee	Open	30 July 2021	Marianne Unwin Democratic Services Officer Tel: 01253 887326 Email: marianne.unwin@wyre.gov.uk
Capital Programme Review and Monitoring Report (third quarter) (annual report)	To consider the summary of the spending officers' review of the Capital Budget and its impact on the Capital Programme.	12 Jan 2022	None.	Open	5 October 2021	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk

Purchase of Hybrid Working ICT Kit	ICT kit to be funded from Capital Programme	12 Jan 2022		Open	29 October 2021	Joanne Billington Head of Governance and Business Support Tel: 01253 887372 Email: Joanne.Billington@wyre.gov.uk
Revenue Budget, Council Tax and Capital Estimates (annual report)	Confirmation of the Revenue Budget, Council Tax, Revised Capital Budget 2021/22 and Capital Programme 2022/23 onwards	23 Mar 2022	None	Open	1 March 2021	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk
Treasury Management Policy Statement & Practices, Treasury Management & Annual Investment Strategy, Minimum Revenue Provision Policy Statement & Capital Strategy (annual report)	To approve the policy statements and agree the strategy.	23 Mar 2022	None	Open	10 May 2018	Joanne McCaffery Senior Account Manager, Finance Tel: 01253 887312 Email: joanne.mccaffery@wyre.gov.uk
Local Government Ombudsman Annual Review (annual report)	To consider the Annual Review letter from the Local Government Ombudsman. (August-September 2021).	7 Sep 2022	None	Open	24 September 2020	Sarah West Digital Customer Experience Manager Tel: 01253 887591 Email: sarahwest@wyre.gov.uk

Capital Programme Review and Monitoring Report (mid year annual report)	To consider the summary of the spending officers' review of the Capital Budget and its impact on the Capital Programme.	19 Oct 2022	None	Open	16 January 2020	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk
Medium Term Financial Plan (annual report)	To consider the council's Medium Term Financial Plan for the next 3 years.	19 Oct 2022	None	Open	5 December 2019	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk
Asset Disposals (ad hoc reports)	To agree the declaration of assets as surplus to requirements, maximise commercial opportunities and improve the return from all our assets	Before 31 Dec 2030	None	Open	5 December 2019	Maria Blundy Head of Built Environment Tel: 01253 887246 Email: maria.blundy@wyre.gov.uk
Decisions to be taken by more than one portfolio holder						
Subject	Decision needed	Expected date of decision	Proposed consultation	Open/exempt?	First placed on schedule	Contact officer
Fees and charges (annual report)	To determine charges or fees for any relevant services operated within the portfolio	Before 31 Dec 2021	Overview and Scrutiny Committee	Open	10 May 2018	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk

Individual Portfolio Holder decisions						
Subject	Decision needed	Expected date of decision	Proposed consultation	Open/ exempt?	First placed on schedule	Contact officer
Cosy Homes in Lancashire (CHiL) - Green Homes Grants	To seek approval to enter into a contract with Rhea Projects Limited to deliver Green Homes Grants as part of the Cosy Homes in Lancashire initiative.	Before 30 Nov 2021		Open	1 September 2021	Mark Broadhurst Head of Housing Services Tel: 01253 887433 Email: mark.broadhurst@wyre.gov.uk
Guidance for Applicants - Green Infrastructure in Residential Developments (Policy HP9), 2021 Update	Approval of guidance	November 2021	None	Open	5 October 2021	Len Harris Senior Planning Officer Tel: 01253 887231 Email: len.harris@wyre.gov.uk
Procurement of an electronic document management system	To agree procurement of an electronic document management system	Before 31 Dec 2021	None	Open	29 October 2021	Peter Mason Head of Contact Centre Tel: 01253 887530 Email: peter.mason@wyre.gov.uk
Cash Receipting System Phase 2 Upgrade	To seek approval for phase 2 elements referred to in the 2018 report.	Before 31 Dec 2021	None	Open	15 February 2019	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: Clare.James@wyre.gov.uk

Write Offs - Irrecoverable Debts (annual / ad hoc reports)	To report Council Tax, Non-Domestic Rate (NDR), Housing Benefit overpayments & sundry debtor write-offs.	Before 31 Dec 2030	None.	Open	4 March 2020	Andrew Robinson Compliance Manager Tel: 01253 887536 Email: andrew.robinson@wyre.gov.uk
Repairs to various buildings (ad hoc reports)	To approve the costs of urgent repairs to various buildings funded from the capital receipts.	Before 31 Dec 2030	As appropriate.	Open	23 October 2019	Maria Blundy Head of Built Environment Tel: 01253 887246 Email: maria.blundy@wyre.gov.uk
Asset Disposals (ad hoc reports)	To declare assets as surplus to requirements, maximise commercial opportunities and improve the return from all our assets	Before 31 Dec 2030	None	Open	5 December 2019	Maria Blundy Head of Built Environment Tel: 01253 887246 Email: maria.blundy@wyre.gov.uk
Decisions by Council Officers						
Subject	Decision needed	Expected date of decision	Proposed consultation	Open/ exempt?	First placed on schedule	Contact officer
Property Investments (ad hoc reports)	To approve investment in commercial properties up to £1,000,000 in consultation with the Resources Portfolio Holder and to make recommendations for any commercial property investments over £1,000,000 to Cabinet.	Before 31 Dec 2030	As appropriate.	Part exempt	8 November 2019	Philip Gunson Senior Estates Surveyor Tel: 01253 887219 Email: philip.gunson@wyre.gov.uk