

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 Michael Vincent *Leader of the Council*

Cllr Roger Berry *Deputy Leader and 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*

Cllr David Henderson *Resources*

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
Treasury Management Policy Statement and Practices, Treasury Management and Annual Investment Strategy, Minimum Revenue Provision Policy Statement and Capital Strategy 2023/24	To approve the policy statements and agree the strategy.	22 Mar 2023	None	Open	31 March 2022	Ben Ralphs Principle Accountant (Capital & Treasury) Tel: 01253 887317 Email: ben.ralphs@wyre.gov.uk
Insurance Procurement	To review the undertaking of a new insurance contract to cover the insurance needs of the Council.	22 Mar 2023		Open	3 January 2023	:Lee Rossall Procurement Officer Email: lee.rossall@wyre.gov.uk
Environmental Enforcement Service	To approve delivery of the service through an appointed contractor.	22 Mar 2023	None - Extension to existing service delivery	Open	7 February 2023	Alan Fitzpatrick Waste, Recycling and Environmental Enforcement Manager Tel: 01253 887301 Email: alan.fitzpatrick@wyre.gov.uk
Upgrade to CCTV network	To allow consideration of the options available to upgrade the Council's town centre CCTV network.	7 Jun 2023	None	Open	27 May 2022	Corinne Mason Manager of Environmental Protection and Community Safety Tel: 01253 887207 Email: corinne.mason@wyre.gov.uk

Local Government Ombudsman Annual Review (annual report)	To consider the Annual Review letter from the Local Government Ombudsman.	6 Sep 2023	None	Open	11 October 2022	Susannah Warren Contact Centre Systems and Projects Lead Tel: 01253 887605 Email: susannah.warren@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.	18 Oct 2023	None	Open	11 October 2022	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.	18 Oct 2023	None	Open	11 October 2022	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: clare.james@wyre.gov.uk
Cost Profiles – benchmarking results (annual report)	To consider the findings of the annual benchmarking study.	28 Nov 2023	None	Open	5 December 2019	Clare James Corporate Director Resources and Section 151 Officer Tel: 01253 887308 Email: clare.james@wyre.gov.uk
Revenue Budget, Council Tax and Capital Estimates (annual report)	Confirmation of the Revenue Budget, Council Tax, Revised Capital Budget and Capital Programme	14 Feb 2024	None	Open	3 January 2023	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	Before 31 Dec 2030	None	Open	5 December 2019	Marianne Hesketh Corporate Director Communities Tel: 01253 887350 Email: marianne.hesketh@wyre.gov.uk

all our assets

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
Biodiversity Net Gain - Procurement of Services and Grant Funding	To accept grant funding and procurement of services to support the delivery of Biodiversity Net Gain	9 Mar 2023		Open	3 January 2023	Fiona Riley Planning Policy Manager Tel: 01253 887235 Email: fiona.riley@wyre.gov.uk
UK Shared Prosperity Fund Programme	To seek approval to award projects, above £100,000 to be funded by the UK Shared Prosperity Fund (UKSPF) Programme.	5 Apr 2023		Open	7 February 2023	Sara Ordonez UKSPF Programme Manager Tel: 01253 887267 Email: sara.ordonez@wyre.gov.uk
Procurement of essential repairs to 3G Pitch 2 at Thornton Leisure Centre	The need to procure and carry out repairs.	5 Apr 2023	N/A	Open	2 March 2023	Mark Broadhurst Head of Housing and Community Services Tel: 01253 887433 Email: mark.broadhurst@wyre.gov.uk
Fly Tipping Intervention Grant Funding	Funding to cover the capital costs associated with the installation of CCTV equipment along Jameson Road, Fleetwood (a regular fly tipping hot spot), with the intention that visible cameras, signage and associated	3 May 2023	N/A	Open	2 March 2023	Kathy Winstanley Head of Public Realm and Environmental Sustainability Tel: 01253 887376 Email: Kathy.Winstanley@wyre.gov.uk

	communications will influence behaviours and deter fly tippers from this anti-social behaviour.					
Fees and charges (annual report)	To determine charges or fees for any relevant services operated within the portfolio	Before 31 Dec 2030	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
IDOX Systems support contract	To seek approval from the Portfolio Holder for the purchase of a new contract with IDOX to cover licensing, maintenance and upgrades of our IDOX systems for the next five years.	9 Mar 2023		Open	7 February 2023	Ken Johnson Deputy ICT Services Manager Email: ken.johnson@wyre.gov.uk
Replacement of Core Infrastructure	To seek approval to replace the Virtual Server Infrastructure, comprising of 3x physical servers and a single Storage Area Network (SAN).	9 Mar 2023		Open	7 February 2023	Lee Brophy ICT Services Manager Tel: 01253 887643 Email: lee.brophy@wyre.gov.uk

YMCA Bowl - Procurement of a new waxing machine	To note the procurement of a new waxing machine for YMCA Bowl at Thornton Leisure Centre, funded from the Leisure Management Reserve and to seek approval for an exemption from the contract procedure rules.	9 Mar 2023	N/A	Open	7 February 2023	Mark Broadhurst Head of Housing and Community Services Tel: 01253 887433 Email: mark.broadhurst@wyre.gov.uk
Migration to a hosted telephony solution	To consider options for a telephony solution to replace the aging on-premise Mitel system. This includes looking at hosted telephony solutions as these offer the flexibility required for hybrid working and provide a non-centralised, easily scalable service.	Before 22 Mar 2023		Open	7 February 2023	Lee Brophy ICT Services Manager Tel: 01253 887643 Email: lee.brophy@wyre.gov.uk
Civica Modern.Gov - Contract Award	To note the procurement of cloud based software (Civica Modern.Gov) for use by the Democratic Services Team and to seek approval for an exemption from the Financial Procedure Rules - Contract Procedures.	April 2023	N/A	Open	2 March 2023	:Lee Rossall Procurement Officer Email: lee.rossall@wyre.gov.uk

Capital Project – Additional playground equipment Memorial Park, Fleetwood	To seek approval to administer the installation of new play equipment on Memorial Park Fleetwood using monies secured by The Friends of Memorial Park by external funding and from their various ongoing fund raising activities.	19 Apr 2023	N/A	Open	2 March 2023	Jane Ferguson Senior Parks Development Officer Tel: 01253 887305 Email: jane.ferguson@wyre.gov.uk
Affordable Housing Development Officer	Allocation of Section 106 to support the delivery of affordable homes	19 Apr 2023		Open	7 February 2023	Fiona Riley Planning Policy Manager Tel: 01253 887235 Email: fiona.riley@wyre.gov.uk
Car Parking Enforcement and Cash Collection	Wyre Council is a member of Chipside Lancashire, a group consisting most of the local authorities in Lancashire for enforcement of car parking and cash collection. The group is looking to retender the contract from 4 October 2022 for two years.	Before 19 Apr 2023	None	Open	27 May 2022	Paul Long Senior Engineer Tel: 01253 887271 Email: paul.long@wyre.gov.uk
Adoption of Wyre Borough Council Local Validation Checklist	To adopt the Local Validation checklist	Before 31 May 2023		Open	2 March 2023	Karl Glover Development Manager Email: karl.glover@wyre.gov.uk
Write Offs - Irrecoverable Debts (annual / ad	To report Council Tax, Non-Domestic Rate (NDR), Housing Benefit	Before 31 Dec 2030	None	Open	31 March 2022	Andrew Robinson Revenues Manager Tel: 01253 887536

hoc reports)	overpayments & sundry debtor write-offs.					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	Mark Billington Corporate Director Environment Tel: 01253 887456 Email: mark.billington@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	Marianne Hesketh Corporate Director Communities Tel: 01253 887350 Email: marianne.hesketh@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	Bernard Donnelly Senior Estates Surveyor Tel: 01253 887219 Email: Bernard.Donnelly@wyre.gov.uk