

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 Peter Le Marinel *Planning Policy and Economic Development*

Cllr Lesley McKay *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 | | | | | | |
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| Subject | Decision needed | Expected date of decision | Proposed consultation | Open/ exempt? | First placed on schedule | Contact officer |
| 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 |
| Variation to the Wyre Hackney Carriage Tariff | To consider the recommendation from the Licensing Committee to revise the Hackney Carriage Table of Fares. | 7 Jun 2023 | Trade-wide consultation | Open | 3 April 2023 | Patrick Cantley Senior Licensing Officer Tel: 01253 887281 Email: patrick.cantley@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 |
| The Promotion of Self-Care and Social Prescribing in Wyre final report | To report the work of the task group to Cabinet and seek approval for their recommendations | 6 Sep 2023 | Overview and Scrutiny Committee | Open | 1 June 2023 | Daphne Courtenage Democratic Services Officer Email: daphne.courtenage@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 |

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| Wyre Community Lottery Report | Procurement of Wyre Community Lottery contract | 18 Oct 2023 | | Open | 2 May 2023 | Carol Southern Leisure, Healthy Lifestyles & Communities Manager Tel: 01253 887655 Email: carol.southern@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) (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 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 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 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 |
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| Individual Portfolio Holder decisions | | | | | | |
| Subject | Decision needed | Expected date of decision | Proposed consultation | Open/ exempt? | First placed on schedule | Contact officer |
| 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. | 18 May 2023 | N/A | Open | 2 March 2023 | Jane Ferguson Senior Parks Development Officer Tel: 01253 887305 Email: jane.ferguson@wyre.gov.uk |
| Adoption of Wyre Borough Council Local Validation Checklist | To adopt the Local Validation checklist | 6 Jul 2023 | | Open | 2 March 2023 | Karl Glover Development Manager Email: karl.glover@wyre.gov.uk |
| Microsoft Enterprise Agreement Renewal | To seek approval to renew the Microsoft Enterprise Agreement for a three-year period and upgrade the service. | July 2023 | | Open | 1 June 2023 | Lee Brophy ICT Services Manager Tel: 01253 887643 Email: lee.brophy@wyre.gov.uk |
| Fleetwood Market Improvement | To fund and potentially re-profiling the Capital | 13 Jul 2023 | | Open | 1 June 2023 | Steve Solsby Senior Project Manager |

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| Works | allocation for Fleetwood Market within the Planned Maintenance and Investment Projects Schedule. | | | | | Email: steve.solsby@wyre.gov.uk |
| Acceptance of Low Carbon Skills Fund grant and appointment of consultants | Seeking approved to accept a £177,728 grant from the Phase 4 Public Sector Low Carbon Skills Fund (LCSF) for the creation of heat decarbonisation plans and detailed designs for a number of key council assets, and to appoint specialist consultants via the NEPRO 3 procurement framework. | July 2023 | | Open | 1 June 2023 | Sammy Gray Climate Change and Environmental Projects Officer Tel: 01253 887317 Email: sammy.gray@wyre.gov.uk |
| Arctic Wolf Managed SOC and SIEM | To seek approval to purchase a Managed Security Operations Centre and Security Information and Event Management service | June 2023 | | Open | 1 June 2023 | Lee Brophy ICT Services Manager Tel: 01253 887643 Email: lee.brophy@wyre.gov.uk |
| Adoption of Children's Homes - Guidance for Applicants | To adopt the Children's Homes - Guidance for Applicants | June 2023 | | Open | 2 May 2023 | Fiona Riley Planning Policy Manager Tel: 01253 887235 Email: fiona.riley@wyre.gov.uk |
| UK Shared Prosperity Fund - Garstang Community Sports | | July 2023 | | Open | 1 June 2023 | Sara Ordonez UKSPF Programme Manager Tel: 01253 887267 Email: sara.ordonez@wyre.gov.uk |

| Club | | | | | | |
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| Revisions to the Cemetery Rules and Regulations, Memorial Management and Safety Programme and Grave Space Memorabilia Policy | Five year review of the documents with additions to the cemetery rules and regulations regarding grave rights end of lease process and stipulations for reserving of grave spaces for future burial. The Memorial management programme includes that the memorial masons must be licensed under Bramm (British register of memorial masons) or RQMF (Register of qualified memorial fixers). Grave space memorabilia policy is typo amendments. | July 2023 | | Open | 2 May 2023 | Anita Fish Bereavement Services Manager Tel: 01253 887662 Email: anita.fish@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 | 31 March 2022 | Andrew Robinson Revenues 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 | Mark Billington Corporate Director Environment Tel: 01253 887456 Email: mark.billington@wyre.gov.uk |

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| 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 |
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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 |