

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						
Subject	Decision needed	Expected date of decision	Proposed consultation	Open/ exempt?	First placed on schedule	Contact officer
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
Extension of Public Space Protection Orders - Dog Control	To approve the PSPO	6 Sep 2023	Statutory consultees, community groups, national groups and wider public consultation	Open	3 July 2023	Kathy Winstanley Head of Public Realm and Environmental Sustainability Tel: 01253 887376 Email: Kathy.Winstanley@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	18 Oct 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
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
Wyre Moving More Strategy	To note the new Wyre Moving More Strategy to improve rates of physical activity in the Borough	18 Oct 2023	Public consultation with residents of Wyre has taken place. The Strategy went to O&S on 17 July 2023.	Open	3 July 2023	Mark Broadhurst Head of Housing and Community Services Tel: 01253 887433 Email: mark.broadhurst@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 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
Individual Portfolio Holder decisions						
Subject	Decision needed	Expected date of decision	Proposed consultation	Open/ exempt?	First placed on schedule	Contact officer
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		Fully exempt	1 June 2023	Lee Brophy ICT Services Manager Tel: 01253 887643 Email: lee.brophy@wyre.gov.uk
Fleetwood Market Improvement Works	To fund and potentially re-profiling the Capital allocation for Fleetwood Market within the Planned Maintenance and Investment Projects	20 Jul 2023		Open	1 June 2023	Steve Solsby Senior Project Manager Email: steve.solsby@wyre.gov.uk

	Schedule.					
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	August 2023		Fully exempt	1 June 2023	Lee Brophy ICT Services Manager Tel: 01253 887643 Email: lee.brophy@wyre.gov.uk
UK Shared Prosperity Fund - Garstang Community Sports Club		September 2023		Open	1 June 2023	Sara Ordonez UKSPF Programme Manager Tel: 01253 887267 Email: sara.ordonez@wyre.gov.uk
Lease Renewal for Poulton Youth and Community Centre	To renew the lease on the provisional agreed terms.	September 2023		Fully exempt	3 July 2023	Neil Turvey Head of Assets and Development Projects Email: neil.turvey@wyre.gov.uk
Endorsement of the Barton Neighbourhood Development Plan	To consider the findings of the Examiner's report into the examination of the	14 Sep 2023		Open	3 July 2023	Lucy Embery Senior Planning Officer Tel: 01253 887331 Email: lucy.embery@wyre.gov.uk

Examiners Report	Barton Neighbourhood Development Plan. To consider whether the plan can proceed to a referendum undertaken in accordance with the Neighbourhood Plan Referendum Regulations.					
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.	September 2023		Open	2 May 2023	Anita Fish Bereavement Services Manager Tel: 01253 887662 Email: anita.fish@wyre.gov.uk
Adoption of Children's Homes - Guidance for	To adopt the Children's Homes - Guidance for Applicants	October 2023		Open	2 May 2023	Fiona Riley Planning Policy Manager Tel: 01253 887235

Applicants						Email: fiona.riley@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
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	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

	over £1,000,000 to Cabinet.					
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