

## 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](mailto: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

<b>Cabinet decisions</b>						
<b>Subject</b>	<b>Decision needed</b>	<b>Expected date of decision</b>	<b>Proposed consultation</b>	<b>Open/ exempt?</b>	<b>First placed on schedule</b>	<b>Contact officer</b>
Citizens Advice Lancashire West Task Group final report	To report the work of the task group to Cabinet.	17 Apr 2024	Overview and Scrutiny Committee	Open	2 January 2024	Daphne Courtenage Democratic Services Officer Email: daphne.courtenage@wyre.gov.uk
Grant Funding for Citizens Advice Lancashire West	To consider the service level agreement with Citizens Advice Lancashire West (CALW).	17 Apr 2024		Open	1 March 2024	Marianne Hesketh Director of Communities Tel: 01253 887350 Email: marianne.hesketh@wyre.gov.uk
Section 106 Affordable Housing Delivery Programme	To seek approval to allocate a proportion of accumulated s106 contributions, to deliver affordable housing.	5 Jun 2024		Open	1 February 2024	Madison Yeo Affordable Housing Delivery Officer Email: madison.yeo@wyre.gov.uk
Wyre Local Plan to 2040 - Issues and Options	Ask the Cabinet to approve the Wyre Local Plan to 2040 - Issues and Options document for public consultation. The document will feed into the preparation of the draft Local Plan	5 Jun 2024		Open	2 January 2024	Fiona Riley Planning Policy Manager Tel: 01253 887235 Email: fiona.riley@wyre.gov.uk
Green Infrastructure Study	To endorse the Green Infrastructure Study and its component parts as part of the Local Plan evidence	5 Jun 2024	The GI study has been subject to consultation and engagement.	Open	3 April 2024	Len Harris Senior Planning Officer Tel: 01253 887231 Email: len.harris@wyre.gov.uk

	base and to inform relevant corporate policies.					
Local Government Ombudsman Annual Review Letter (annual report)	To consider the Annual Review letter from the Local Government Ombudsman.	4 Sep 2024		Open	1 February 2024	Marie Buckley Benefits Manager, Contact Centre Email: marie.buckley@wyre.gov.uk
Capital Programme Review and Monitoring Report (mid year annual report)		16 Oct 2024		Open	2 October 2023	Clare James Director of Finance and Governance (S151) Tel: 01253 887308 Email: clare.james@wyre.gov.uk
Medium Term Financial Plan (annual report)		16 Oct 2024		Open	2 October 2023	Clare James Director of Finance and Governance (S151) Tel: 01253 887308 Email: clare.james@wyre.gov.uk
Authorities Monitoring Report 2023-2024	To approve the 2023-2024 Authorities Monitoring Report	27 Nov 2024		Open	1 February 2024	Lily Duffy Monitoring and Research Technical Officer Email: Lily.Duffy@wyre.gov.uk
Capital Budget 2024/25 and Capital Programme 2025/26 Onwards	To consider and agree the capital budget and capital programme.	8 Jan 2025		Open	2 January 2024	Clare James Director of Finance and Governance (S151) Tel: 01253 887308 Email: clare.james@wyre.gov.uk
Cost Profiles - benchmarking results (annual report)	To consider the findings of the 2024/25 benchmarking study, a key element used to demonstrate that the	8 Jan 2025		Open	2 January 2024	Clare James Director of Finance and Governance (S151) Tel: 01253 887308 Email: clare.james@wyre.gov.uk

	council has proper arrangements in place for securing value for money.					
Treasury Management Policy Statement and Practices, Treasury Management and Annual Investment Strategy, Minimum Revenue Provision Policy Statement and Capital Strategy 2025/26	To set out the policies and objectives of the council in respect of Treasury Management activities, to explain how the council seeks to achieve the objectives and manage and control the activities for 2024/25 which includes the Capital Strategy (recommendations to Council)	19 Mar 2025		Open	1 February 2024	Ben Ralphs Principle Accountant (Capital & Treasury) Tel: 01253 887317 Email: ben.ralphs@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 (recommendation to Council)	19 Mar 2025	Budget consultation Overview and Scrutiny Committee	Open	1 February 2024	Clare James Director of Finance and Governance (S151) 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 Director of Communities Tel: 01253 887350 Email: marianne.hesketh@wyre.gov.uk

<b>Decisions to be taken by more than one portfolio holder</b>						
<b>Subject</b>	<b>Decision needed</b>	<b>Expected date of decision</b>	<b>Proposed consultation</b>	<b>Open/ exempt?</b>	<b>First placed on schedule</b>	<b>Contact officer</b>
UK Shared Prosperity Fund - Fleetwood Trust Community Cafe/Hub	To agree the allocation of UK Shared Prosperity Funding towards the community cafe/hub development works which will be located at the former Fleetwood Hospital site.	11 Apr 2024	Public consultation was conducted and results informed the Fleetwood Regeneration Framework. Following which a list of projects nominated via consultation with the Future Fleetwood Partnership, were selected by CMT for Wyre's UKSPF Investment Plan which gained agreement in January 2023.	Open	1 December 2023	Sara Ordonez UKSPF Programme Manager Tel: 01253 887267 Email: sara.ordonez@wyre.gov.uk
UK Shared Prosperity Fund - Development of a Feel Good Factory at Thornton Leisure Centre	The Development of a Feel Good Factory at Thornton Leisure Centre from the UKSPF allocation for Thornton Leisure Centre to will provide a suite of power assisted exercise machines for	11 Apr 2024	N/A	Open	1 March 2024	Carol Southern Leisure, Healthy Lifestyles & Communities Manager Tel: 01253 887655 Email: carol.southern@wyre.gov.uk

	people who have health conditions, those with disabilities and those who are inactive to become more active in a safe, welcoming and supervised area. A room on the ground floor of the Leisure Centre, next to the café area will be re-purposed for this function.					
Innovative Resilience Fund Our Future Coast – update and request for procurement exemption	To provide the Portfolio Holder with an update on the Innovative Resilience Fund Our Future Coast and to seek approval of the procurement exemption.	25 Apr 2024		Open	1 March 2024	Bea Beggs Our Future Coast Programme Manager Email: bea.beggs@wyre.gov.uk
Support for the Leisure Contract re-procurement	Seeking approval of up to £212K of support from a Leisure procurement specialist, specialist legal support, project management and some site drawings for each of our leisure centres. This will enable the council to successfully procure the leisure contract over the next 2 years to enable new	14 May 2024	N/A	Open	1 March 2024	Carol Southern Leisure, Healthy Lifestyles & Communities Manager Tel: 01253 887655 Email: carol.southern@wyre.gov.uk

	arrangements from 1st April 2026.					
Replacement of Car Parking Meters	To seek approval for an exemption from the Contract Procedures on the basis that a framework agreement will be used for a direct award for the procurement of replacement car park meters.	14 May 2024	N/A	Open	3 April 2024	Paul Long Senior Engineer Tel: 01253 887271 Email: paul.long@wyre.gov.uk
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 Director of Finance and Governance (S151) Tel: 01253 887308 Email: clare.james@wyre.gov.uk
<b>Individual Portfolio Holder decisions</b>						
<b>Subject</b>	<b>Decision needed</b>	<b>Expected date of decision</b>	<b>Proposed consultation</b>	<b>Open/ exempt?</b>	<b>First placed on schedule</b>	<b>Contact officer</b>
Proposed changes to Fees and Charges for the treatment of Public Health Pests	To confirm the proposed fees and charges for the treatment of public health pests, (rats and mice) to align with those of Lancaster City Council.	11 Apr 2024		Open	1 March 2024	Neil Greenwood Assistant Director of Public Protection Tel: 01253 887410 Email: neil.greenwood@wyre.gov.uk
Garden Waste Collection Service Fees and Charges	To confirm the fees and charges for the green waste collection service	25 Apr 2024		Open	1 March 2024	Kathy Winstanley Assistant Director of Environmental Services

	for 2024/25 and 2025/26, to reflect increased service collection and administration costs since the current price was set in 2020.					Tel: 01253 887376 Email: Kathy.Winstanley@wyre.gov.uk
Biodiversity Net Gain - Guidance for Applicants	To approve the Biodiversity Net Gain - Guidance for Applicants	April 2024		Open	1 February 2024	Len Harris Senior Planning Officer Tel: 01253 887231 Email: len.harris@wyre.gov.uk
Marsh Mill, Thornton - end of lease dilapidation works	The sums involved are in excess of £100,000	25 Apr 2024		Fully exempt	1 February 2024	Neil Turvey Assistant Director of Assets and Development Projects Email: neil.turvey@wyre.gov.uk
Fylde Coast Gypsy, Traveller and Travelling Showperson Accommodation Needs Assessment (GTAA) 2023/24	Ask the Planning Policy and Economic Development Portfolio Holder to approve the Fylde Coast GTAA 23/24 document for publication. The document will feed into the preparation of the draft Local Plan.	14 May 2024		Open	1 March 2024	Lucy Embery Senior Planning Officer Tel: 01253 887331 Email: lucy.embery@wyre.gov.uk
UK Shared Prosperity Fund - Garstang Public Realm Works	To seek approval of Garstang Town Centre Public Realm Improvements following public consultation.	23 May 2024	The report is the culmination of a process of public (Jan 2024) and stakeholder engagement	Open	2 January 2024	Colm Healy Economic Development Officer Tel: 01253 887282 Email: Colm.Healy@wyre.gov.uk
Self and Custom Build Register	To seek approval for implementing a local	6 Jun 2024	Public consultation will be held for 3	Open	3 April 2024	Madison Yeo Affordable Housing Delivery Officer



	eligibility criteria for the Self and Custom Build Register		weeks prior to submission of report.			Email: madison.yeo@wyre.gov.uk
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.	20 Jun 2024		Open	2 May 2023	Anita Fish Bereavement Services Manager Tel: 01253 887662 Email: anita.fish@wyre.gov.uk
Lease Renewal for Poulton Youth and Community Centre	To renew the lease on the provisional agreed terms.	20 Jun 2024		Fully exempt	3 July 2023	Neil Turvey Assistant Director of Assets and Development Projects Email: neil.turvey@wyre.gov.uk
Planning Enforcement Policy	Refresh of the council's planning enforcement policy	4 Jul 2024		Open	2 October 2023	Steve Smith Assistant Director of Planning and Building Control Tel: 01253 887243

						Email: Steve.Smith@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 Director of 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 Director of Communities Tel: 01253 887350 Email: marianne.hesketh@wyre.gov.uk
<b>Decisions by Council Officers</b>						
<b>Subject</b>	<b>Decision needed</b>	<b>Expected date of decision</b>	<b>Proposed consultation</b>	<b>Open/ exempt?</b>	<b>First placed on schedule</b>	<b>Contact officer</b>
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	Neil Turvey Assistant Director of Assets and Development Projects Email: neil.turvey@wyre.gov.uk

	over £1,000,000 to Cabinet.					
--	-----------------------------	--	--	--	--	--