

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Annual Forward Plan

Monthly Update

31 August 2009
31 December 2009



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INTRODUCTION

In order to ensure openness and accountability, this Forward Plan of key decisions has been prepared to set out clearly the **key decisions** that the Cabinet and Council Officers will be taking over the next twelve months.

The Plan is updated on a monthly basis and seeks to include all issues that are defined as “key decisions” in accordance with the Council’s Constitution and identifies which body will make the decision.

This document is one of the regular monthly updates to the Forward Plan published annually.

The Plan tries to anticipate the issues that will be the subject of a key decision within a given timescale. For each item, this Plan includes:

- a description of the item for decision
- who will take the decision
- the date or period within which it will be taken
- groups identified for consultation and how this will be undertaken
- the process and timescale for persons wishing to make representations
- a list of documents that will be used in consideration of the matter

Key Decision - Definition

The definition of a key decision is set out in Part 2, Article 13 “Decision Making” of the Council’s Constitution which states:

- A decision should be a Key Decision on financial grounds if it relates to any of the following:

expenditure or savings proposal not included within approved capital or revenue budgets (including new schemes, external funding bids, increased spending on or transfers/virements between budgeted schemes):

- estimated at over £50,000 in total (gross), or
 - where there are unbudgeted net revenue costs or other potential liabilities arising in current or future years.
- i. Any other initiative that relates to or would result in potential savings of over £50,000 in any year, which are not provided for in the approved budget.
 - ii. The allocation of revenue or capital grants (receivable or payable) or any general budget allocations where their specific use or method of allocation has not previously been approved by Cabinet. This also covers any proposals to delegate such arrangements.
 - iv. The award of contracts over £50,000.
 - v. Proposals that involve taking on the role of Accountable Body for a particular initiative.
 - vi. The carry forward of under- or overspends, irrespective of amount.
 - vii. Increasing future years’ spending forecasts in line with any flexibility authorised

by Council, irrespective of amount.

With the exception of the following which shall not be a Key Decision:

- Transactions carried out as part of the efficient administration of the Council's finances in line with council policy and the s151 Officer's functions, e.g. treasury management.
 - Subsequent allocation of grants (receivable or payable) within a framework and criteria previously agreed by Cabinet.
 - Setting of fees and charges levels, including concessions, within the approved Budget and Policy Framework.
 - Incurring expenditure essential to meet any immediate needs created by an emergency threatening life and limb or related to major structural damage threatening the fabric of a building [see Financial Procedures section A 1.11 (f)].
- A decision should be a Key Decision on community impact grounds if it would have a significant and lasting impact on one or more of the following:
- (a) reputation of the Council
 - (b) the environment
 - (c) the local economy
 - (d) community safety
 - (e) human rights, equal opportunities or racial equality
- The Monitoring Officer would be responsible for the interpretation of the words **significant and lasting** in the community impact test.

The Plan does not, therefore, include:

- exempt or confidential information as defined in the Council's Constitution Part 4 Section 2, 10.03 and 10.04;
- any reference to decisions made by the Council's regulatory and other committees, i.e.
 - Licensing
 - Planning and Highways
 - Appeals
 - Standards
 - Audit
 - Personnel
 - Appraisal
- any decisions made by Cabinet or delegated to Officers which are not defined as **key decisions**.

Contacts

If you have any queries relating to the publication of this plan please contact Gill Noall, Head of Democratic Services, on 01524 582060.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Funding Agreement	1 September 2009
Councillor Roger Mace, Councillor Malcolm Thomas	Approval of Pay and Grading Structure	1 September 2009
Councillor David Kerr	Procurement of a Partner for the delivery of the Council Housing Capital Programme	1 September 2009
Councillor David Kerr	Introduction of Choice Based Lettings	1 September 2009
Councillor Abbott Bryning	Future Jobs Fund	1 September 2009
Councillor Malcolm Thomas	Land at Mossgate / Douglas Park, Heysham	1 September 2009
Councillor Evelyn Archer, Councillor Stuart Langhorn, Councillor Malcolm Thomas	External Funding & Programme Management	1 September 2009
Councillor Malcolm Thomas	Land at Scotforth Road, Lancaster	1 September 2009
	Kitchen/Bathroom Refurbishments - Ridge Estate	15 September 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	6 October 2009
Councillor Malcolm Thomas	Capital Investment Strategy	6 October 2009
Councillor Malcolm Thomas	Medium Term Financial Strategy Update	6 October 2009
Councillor June Ashworth	Lancaster District Arts Strategy	6 October 2009
Councillor June Ashworth	Pilot - Alternative Parks Management Model (Update)	6 October 2009
	Gas Servicing Partnership	Before 23 October 2009
	Tender Acceptance - Emergency Call Centre Procurement (Council Housing Services)	Before 30 October 2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens, Morecambe - Funding Agreement	
WARD:	Harbour Ward; Heysham North Ward;	
SERVICE:	Economic Development and Tourism	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor David Kerr	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To request that Cabinet consider whether or not to enter into a funding agreement to deliver the Exemplar Scheme.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Winning Back Morecambe's West End Masterplan 2005 Morecambe Resort Action Plan 2002 Lancaster District Housing Strategy 2004/2008 Deed of Variation to Funding Agreement July 2008	
GROUPS IDENTIFIED FOR CONSULTATION:	Elected Members Voluntary and Community Organisations Local Residents Other relevant public bodies English Partnerships	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Planning Process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' West End Partnership Board (various evenings)	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Events have now taken place.	
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from 21st April 2009 - awaiting decision from Homes and Communities Association regarding funding.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Approval of Pay and Grading Structure
WARD:	All Wards;
SERVICE:	Legal and Human Resources
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Roger Mace, Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Cabinet will be asked to consider the financial aspects of the new Pay and Grading Structure which is currently the subject of discussion and negotiation with the trade unions.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No background papers at this stage
GROUPS IDENTIFIED FOR CONSULTATION:	Trade unions through Single Status and JCC.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation and negotiation ongoing with trade unions through Single Status and JCC.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED:	Delayed from 2nd June 2009 because the appeals process is taking longer as a result of extension of the time for appealing and the number of appeals received.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Procurement of a Partner for the delivery of the Council Housing Capital Programme
WARD:	All Wards;
SERVICE:	Council Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The procurement to identify a preferred partner to deliver the 5 year Council Housing Capital Programme in partnership with the in-house provider.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Leaseholders, tenant representatives and Members.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	<p>There is a statutory requirement to consult with leaseholders over the proposal.</p> <p>This is a two stage process. The first is pre-tender stage to notify leaseholders that the Council intends to enter into an agreement and for leaseholders to make observations.</p> <p>The second is following the receipt of the proposal and the selection of the proposed partner and again to invite observations. However this consultation does not take place until after the submission of the proposal and the selection of the contractor/partner.</p> <p>There will be an interview as part of the process which tenant representatives and members will be invited to but no other consultation will be undertaken.</p>
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not Applicable.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Introduction of Choice Based Lettings	
WARD:	All Wards;	
SERVICE:	Council Housing Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor David Kerr	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The Council needs to decide whether to bid for resources in order to meet a Government Target that all authorities should have a Choice Based Lettings System in operation by 2010.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Communities and Local Government Publication - Fund for the Development of Regional and Sub-regional Choice Based Lettings Schemes.	
GROUPS IDENTIFIED FOR CONSULTATION:	Existing Council Tenants Applicants currently on the Housing Register YMCA All Registered Social Landlords with stock in the district Private Sector Landlords.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation with District Wide Tenants Forum. Questionnaire to existing Housing Applicants. Consultation with Registered Social Landlords and other providers.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	24 August 2009	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Future Jobs Fund
WARD:	All Wards;
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The Future Jobs Fund is a government initiative which aims to create new, short term jobs for people approaching 12 months unemployment. The report will outline the background to the submission of a joint bid into the Fund by Mid-Lancashire local authorities, seek Cabinet endorsement of the bid and seek approval for the Council to support the scheme by identifying suitable placements.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Guide to the Future Jobs Fund, DWP (www.dwp.gov.uk/futurejobsfund)
GROUPS IDENTIFIED FOR CONSULTATION:	No specific consultees. The proposed bid was discussed at the Employment & Skills Work Group, a sub-group of the LDLSP Education, Skills and Opportunities Thematic Group.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Comments in writing to the Head of Economic Development
DATE FOR REPRESENTATIONS TO BE RECEIVED:	31st July 2009

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land at Mossgate / Douglas Park, Heysham
WARD:	Heysham South Ward;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To request approval for the sale / transfer of land at Mossgate / Douglas Park, Heysham
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Exempt - contains financially sensitive information
GROUPS IDENTIFIED FOR CONSULTATION:	The only specific consultation will take place with officers identified in the standard Cabinet report format i.e. Financial Services, Legal Services, S151 Officer and Monitoring Officer.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	There is no external consultation process as the item is exempt.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Date not applicable
REASON DECISION HAS BEEN DELAYED:	Delayed from 23 June 2009 due to changes in scheme design which has affected the land transaction proposals and further delayed from July 2009 due to the need to have scheme finalised before the report can be written.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	External Funding & Programme Management
WARD:	All Wards;
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor Stuart Langhorn, Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To advise members on current requirements for the Council's external funding and programme management and to recommend future working arrangements.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	External funding budget information.
GROUPS IDENTIFIED FOR CONSULTATION:	Internal consultees.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Report concerns internal management arrangements. No external consultation required.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Report concerns internal management arrangements. No external consultation required.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Land at Scotforth Road, Lancaster
WARD:	Scotforth West Ward;
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update members on progress with the disposal and seek approval to the terms identified in the report.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	1 September 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Previous cabinet papers and minutes
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	As this relates to the technical terms of a contract for the disposal of land, there is no consultation.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Kitchen/Bathroom Refurbishments - Ridge Estate	
WARD:	Bulk Ward;	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decision	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Refurbishment of kitchens and bathrooms on the ridge Estate, Lancaster.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 15 September 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	
REASON DECISION HAS BEEN DELAYED:	Delayed from August 2009 as the tenders are not due back until the 14th August.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Chatsworth Gardens, Morecambe - Site Assembly
WARD:	Harbour Ward; Heysham North Ward;
SERVICE:	Economic Development and Tourism
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Evelyn Archer, Councillor David Kerr
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	For Cabinet to consider proceeding with compulsory purchase order.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Winning Back Morecambe's West End Masterplan 2005 Morecambe Resort Action Plan 2002 Lancaster District Housing Strategy 2004/2008 Deed of Variation to Funding Agreement July 2008
GROUPS IDENTIFIED FOR CONSULTATION:	Elected Members Voluntary and Community Organisations Local Residents Other relevant public bodies English Partnerships
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Planning Process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' West End Partnership Board (various evenings)
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Events have now taken place
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from March 2009 as notification of funding has not yet been received from Homes and Communities Agency.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Capital Investment Strategy
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the half yearly monitoring and update arrangements for the Capital Investment Strategy, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at present
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly - though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable at present

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Medium Term Financial Strategy Update
WARD:	All Wards;
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Malcolm Thomas
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of half yearly monitoring and update arrangements of the approved MTFS, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable at present
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None directly - though individual issues may relate to items that have been the subject of consultation previously.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable at present

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Lancaster District Arts Strategy
WARD:	All Wards;
SERVICE:	Cultural Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor June Ashworth
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To receive and consider for approval the Lancaster District Arts Strategy
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Extensive consultation has been going on via the production of the draft arts strategy, and is reflected in the draft being presented to Cabinet for comment and approval.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Pilot - Alternative Parks Management Model
WARD:	All Wards;
SERVICE:	Cultural Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor June Ashworth
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report on the Pilot Alternative Parks Management Models, arising from the Parks and Open Spaces Strategy
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	6 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is ongoing as part of the Pilot Alternative Parks Management Models.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable
REASON DECISION HAS BEEN DELAYED:	Decision has been delayed from July 2009 as more work is required to review the financial implications especially on the maintenance responsibilities for the pavilion.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Gas Servicing Partnership	
WARD:	All Wards;	
SERVICE:	Council Housing Services	
DECISION MAKER:	Officer Delegated Decision	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Procurement of a partner for the Council Housing 5 year Gas Servicing Partnership	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 23 October 2009	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Tender Acceptance - Emergency Call Centre Procurement (Council Housing Services)
WARD:	All Wards;
SERVICE:	Council Housing Services
DECISION MAKER:	Officer Delegated Decision
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Lancaster City Council is seeking to purchase a system comprising of application/operation software, hardware, and associated project management, implementation and training services, for an Emergency Call Centre providing monitoring and response for community alarm/telecare services and other out of office hours emergency calls via a mini competition using the NHS PASA Telecare national framework agreement.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 30 October 2009
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet Meeting 20 January 2009 Minute No 122 refers and AMWG meeting dated 18 February 2009
GROUPS IDENTIFIED FOR CONSULTATION:	Not applicable
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable