

LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Key Decisions Forward Plan

**1 January 2012
30 April 2012**



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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 four months.

The Plan will be 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.

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 Debbie Chambers, Democratic Services Manager, on 01524 582057.

LANCASTER CITY COUNCIL

FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
Councillor Eileen Blamire	Service Level Agreements	17 January 2012
Councillor Ron Sands	Exceptional events 2012	17 January 2012
Councillor Tim Hamilton-Cox	Review of Parking Fees and Charges 2012/13	17 January 2012
Councillor Tim Hamilton-Cox	Climate Change and Renewable Energy	17 January 2012
Councillor Abbott Bryning	Corporate Planning & Budget	17 January 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	17 January 2012
Councillor Tim Hamilton-Cox	Shared Services - Property Services	17 January 2012
Councillor Eileen Blamire, Karen Leytham	Shared Services – IT and Customer services	17 January 2012
Councillor Karen Leytham	Health & Housing Fees & Charges 2012/13	17 January 2012
Councillor Karen Leytham	Empty Homes Strategy	14 February 2012
Councillor Karen Leytham	Homelessness Change Programme	14 February 2012
Councillor Abbott Bryning	Budget & Policy Framework 2012/13	14 February 2012
Councillor Abbott Bryning	Treasury Management Strategy 2012/2013	14 February 2012
	Boiler Replacement LTH	Before 29 February 2012
	Condition Survey	Before 31 March 2012
	Ashton Memorial - Williamson Park	Before 31 March 2012
	Management Information System	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Service Level Agreements
WARD:	All Wards
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider proposals for arrangements relating to the council's Service Level Agreements with local organisations
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	Community, voluntary and faith sector partners, arts partners.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Appropriate consultation to be undertaken following cabinet decision.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	16 January 2012
REASON THE DECISION HAS BEEN DELAYED:	One of the relevant portfolio holders has asked for further time to consider the content of the report.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Exceptional events 2012
WARD:	All Wards
SERVICE:	Community Engagement
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Ron Sands
KEY DECISION CRITERIA:	Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To update members and seek approval for plans and resources for events to celebrate and maximise the economic impact of the Olympics and Lancashire Witches 400.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Previous Cultural Olympiad report and Events update report to Cabinet
GROUPS IDENTIFIED FOR CONSULTATION:	As above
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	For the Olympic torch we have been liaising with the Olympic Organising Committee, Event Safety Advisory Group, a range of community groups have and will be contacted as part of the plans. For Lancashire Witches we are part of a steering group representing a range of sectors, from tourism to museums, arts, to business.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	December 2011

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Review of Parking Fees and Charges 2012/13
WARD:	All Wards
SERVICE:	Property Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider the level of parking fees and charges for 2012/13
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None at present
GROUPS IDENTIFIED FOR CONSULTATION:	Local Chambers of Commerce and of Trade, trade unions for staff permits, and other stakeholders and users as appropriate.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Cabinet report to be circulated to Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate. Letters or emails to the Head of Property Services or Parking and Administration Manager or addressed to Property Services, Town Hall, Lancaster, LA1 1PJ.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Friday 13 January 2011
REASON THE DECISION HAS BEEN DELAYED:	A review of fees and charges policy is going to December's Cabinet. The current inflation factors being used are those published by the Bank of England and these may change. Portfolio holders are meeting with Service Heads after December's Cabinet to discuss budgets. Other Services with fees and charges reports e.g. Health and Housing and Community Engagement are also going to January's Cabinet.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Climate Change and Renewable Energy	
WARD:	All Wards	
SERVICE:	Head of Environmental Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Report to outline recommendations invest to save schemes that will have a positive impact on the Council's targets for climate change and seek approval to develop options for renewable energy schemes for the Council	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None	
GROUPS IDENTIFIED FOR CONSULTATION:	NA	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	NA	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Not applicable	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Corporate Planning & Budget
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	No applicable at present.
GROUPS IDENTIFIED FOR CONSULTATION:	Details of consultation to be determined in due course.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Details of consultation to be determined in due course.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Details of consultation to be determined in due course.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework 2012/13
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A at present
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	As set out in the Budget timetable.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Shared Services - Property Services	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Tim Hamilton-Cox	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider phase one of the shared services of Property Services with Lancashire County Council	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Previous Cabinet reports January 2010, December 2010, July 2011	
GROUPS IDENTIFIED FOR CONSULTATION:	Staff and unions.	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation has begun with staff and unions.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	

Key Decision Taken by Cabinet or delegated Officer

THIS ITEM WAS PREVIOUSLY INCLUDED ON THE FORWARD PLAN UNDER THE NAME 'SHARED SERVICES'

ITEM FOR DECISION:	Shared Services – IT and Customer services	
WARD:	All Wards	
SERVICE:	Community Engagement	
DECISION MAKER:	Cabinet	
RESPONSIBLE CABINET MEMBER:	Councillor Eileen Blamire, Karen Leytham	
KEY DECISION CRITERIA:	Financial and Community Impact	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To consider proposals for shared services around Information Services and Customer Services and seek agreement to proceed with contractual agreement.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	N/A	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	The timetable to undertake this work was ambitious and the necessary work has yet to be completed.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Health & Housing Fees & Charges 2012/13
WARD:	All Wards
SERVICE:	Health and Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Karen Leytham
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The report will set out options for increasing fees and charges for a range of services in Health & Housing as part of the budget process.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	17 January 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Fees & Charges Cabinet Report 2011/12
GROUPS IDENTIFIED FOR CONSULTATION:	Non specifically.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Verbally or in writing to Head of Health & Strategic Housing, Town Hall, Morecambe. LA4 5AF. Tel: 01524 582701.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	Monday 9 January 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Empty Homes Strategy
WARD:	All Wards
SERVICE:	Regeneration and Policy
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Karen Leytham
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	The Council adopting a strategic approach to tackling empty homes in the district.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	14 February 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	None.
GROUPS IDENTIFIED FOR CONSULTATION:	Planning Policy Cabinet Liaison Group Members Head of Regeneration and Policy Head of Health and Housing
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Report to 4 October 2011 Planning Policy Cabinet Liaison Group. Discussion at Corporate Strategic Housing Officer Group on 17 November 2011.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	13 February 2012
REASON THE DECISION HAS BEEN DELAYED:	The report has been deferred to the February meeting because this issue should first be considered alongside other Housing Regeneration issues.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Homelessness Change Programme
WARD:	Castle Ward
SERVICE:	Health and Housing Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Karen Leytham
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Funding to provide hostel accommodation for single homeless households
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	14 February 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Department of Communities and Local Government 2011-15 Affordable Homes Programme - Framework
GROUPS IDENTIFIED FOR CONSULTATION:	Lancashire County Council's supporting people team already consulted.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	By email to the head of health and housing: slodge@lancaster.gov.uk
DATE FOR REPRESENTATIONS TO BE RECEIVED:	13 February 2012

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Budget & Policy Framework 2012/13
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	As part of the forthcoming budget and planning process, issues that require key decisions to be taken may well arise.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	14 February 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Not applicable at present.
GROUPS IDENTIFIED FOR CONSULTATION:	N/A at present.
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	As set out in the Budget timetable.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Treasury Management Strategy 2012/2013
WARD:	All Wards
SERVICE:	Financial Services
DECISION MAKER:	Cabinet
RESPONSIBLE CABINET MEMBER:	Councillor Abbott Bryning
KEY DECISION CRITERIA:	Financial and Community Impact
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Formal approval of Treasury Management Strategy by Cabinet is required before 01 April, though some aspects also require full Council and will be referred on accordingly. The strategy sets out overall borrowing and related budget assumptions for 2012/13.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	14 February 2012
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	N/A
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	The Council's professional advisors will be consulted. Should timescale permit, the proposals will be presented to Budget & Performance Panel for consideration. No public consultation is proposed.
DATE FOR REPRESENTATIONS TO BE RECEIVED:	See above.

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Boiler Replacement LTH	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	Tender for the replacement of gas fired boilers including controls, plant room pipework, valves, and insulation pumps.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 29 February 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Cabinet 15 February 2011, Minute no. 108.	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	The project was tendered and came in over budget. The Municipal Building Work's project board has decided to remove the solar panels from the project and retender.	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Condition Survey	
WARD:	All Wards	
SERVICE:	Property Services	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	An up to date condition survey is now required to Council buildings to provide accurate budget information.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 March 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	Municipal Building works Project Board decision to request approval to tender for new condition survey to produce up to date financial information – Existing Condition survey 2006 - now out of date required updating. Cabinet, 8 December 2009, Minute 96	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation is not appropriate as this is a private contract.	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	<p>The condition survey tender has been delayed by a month to allow the creation of the specification and to utilise the CHEST system (the North West's Local Authority Procurement Portal).</p> <p>It is anticipated that interested parties will be shortlisted by end of December 2011 with an approximate tender return date end of February 2012.</p>	

Key Decision Taken by Cabinet or delegated Officer

ITEM FOR DECISION:	Ashton Memorial - Williamson Park	
WARD:	John O'Gaunt Ward	
SERVICE:	Community Engagement	
DECISION MAKER:	Officer Delegated Decisions	
RESPONSIBLE CABINET MEMBER:		
KEY DECISION CRITERIA:	Financial Threshold	
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To advise Members of structural problems to the steps at the rear of the Memorial and seek authorisation to fund the cost of the repairs required.	
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	Before 31 March 2012	
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A	
GROUPS IDENTIFIED FOR CONSULTATION:	N/A	
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	None- urgent repairs required	
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A	
REASON THE DECISION HAS BEEN DELAYED:	Three companies invited to tender - only two returned. Large differential in costs and currently seeking further clarification from companies reference the detail of their submissions. Council's engineering officers are advising on future action in relation to evaluating the tenders and ensuring the contract when awarded provides the council with a clear understanding of costs for this work.	

LANCASTER CITY COUNCIL

Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THAT THIS ISSUE HAS BEEN WITHDRAWN FROM THE FORWARD PLAN. THE FINANCIAL IMPLICATIONS OF THE DECISION WERE LESS THAN THE ORIGINAL ESTIMATE, AND AS SUCH A KEY DECISION IS NO LONGER REQUIRED.

ITEM FOR DECISION:	Management Information System
WARD:	All Wards
SERVICE:	Community Engagement
DECISION MAKER:	Officer Delegated Decisions
RESPONSIBLE CABINET MEMBER:	
KEY DECISION CRITERIA:	Financial Threshold
SUMMARY DESCRIPTION OF RELEVANT ISSUES:	To procure a system and associated project management, implementation and training services, to support the council's information management requirements for project, programme and performance management.
DATE OF CABINET MEETING/DATE FOR OFFICER DECISION	THIS ISSUE HAS BEEN WITHDRAWN FROM THE FORWARD PLAN.
LIST OF BACKGROUND PAPERS FOR CONSIDERATION:	N/A
GROUPS IDENTIFIED FOR CONSULTATION:	Project Board
PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:	Consultation with internal users of the proposed system
DATE FOR REPRESENTATIONS TO BE RECEIVED:	N/A