



**NOTIFICATION OF PUBLIC AND PRIVATE KEY DECISIONS**

**FOR THE PERIOD OF**

**10<sup>TH</sup> MAY - 16<sup>TH</sup> JULY 2013**

<b>Members of the Cabinet</b>	
Leader of the Council	Councillor Simon Geraghty
Deputy Leader of the Council and Cabinet Member for Economic Prosperity	Councillor Marc Bayliss
Cabinet Member for Customer Service and Communications	Councillor Mrs Lucy Hodgson
Cabinet Member for Cleaner and Greener City	Councillor Roger Knight
Cabinet Member for Safer and Stronger Communities	Councillor Jabba Riaz
Cabinet Member for Delivering Value for Money	Councillor Andy Roberts

Signed:
<b>Councillor Simon Geraghty Leader of the Council</b>
Date: 10 <sup>th</sup> May 2013

## KEY DECISIONS

### 1. What is a key decision?

A Key decision is defined as an executive decision, which is likely: -

- (a) to incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934; or
- (b) to significantly affect a community living or working in an area comprising two or more Wards within the City.

### 2. When will notice be given that a key decision will be made?

The City Council will publish details of all key decisions to be made within a specific timeframe as a formal notification. Details of a key decision will be published at least 28 clear days before a key decision is made and will cover all key decisions to be made in a specific timeframe of approximately two months.

Details regarding key decisions to be made will be updated and published at least 28 days before a key decision is made.

### 3. What does a key decision notification tell me?

The key decision notification provides the following information: -

- That a key decision is to be made on behalf of the City Council.
- The matter in respect of which the decision is to be made.
- Who will make the decision.
- The date on which, or the period within which, the decision is to be made.
- Classification of the matter/meeting i.e. open to the public or public are excluded.
- If the public are excluded the reason(s) why.
- Who you can make representations to should you feel the matter/meeting should be open to the public, and how.
- A list of documents submitted to the decision maker in respect of the key decision to be made.
- Who and how you can contact for copies of reports and associated documents relating to the key decision.

<b>INDEX OF KEY DECISIONS FOR THE PERIOD</b>		
<b>Date of Decision</b>	<b>Subject</b>	<b>Public or Private Matter</b>
11 <sup>th</sup> June 2013	Article 4 Direction for Houses in Multiple Occupation	Public
11 <sup>th</sup> June 2013	Revenues and Benefits - Proposed Strategic Partnership	Public
11 <sup>th</sup> June 2013	Worcester Swimming Pool Contractor Procurement	Public
11 <sup>th</sup> June 2013	Worcester Swimming Pool Procurement - Design Team Contract Award	Private
11 <sup>th</sup> June 2013	Sports Centres Interim Management – Nunnery Wood and St. John's Sports Centres	Private
11 <sup>th</sup> June 2013	High Street Re-paving from Pump Street to Elgar Statue	Private
16 <sup>th</sup> July 2013	Leisure Connection Contract Extension	Public
16 <sup>th</sup> July 2013	Use of New Homes Bonus for Affordable Housing Delivery	Public

**KEY DECISION**  
**NOTIFICATION THAT A PUBLIC OR PRIVATE KEY DECISION IS TO BE MADE**  
**ON BEHALF OF WORCESTER CITY COUNCIL**  
**(Not including the detail of any Private Information)**

<b>Title of matter / report</b>	Article 4 Direction for Houses in Multiple Occupation
<b>Reason why a key decision</b>	The decision significantly affects a community living or working in an area comprising two or more Wards within the City.
<b>Summary of decision</b>	To authorise the making of an Article 4 Direction to remove permitted development rights and therefore require the submission of an application for planning permission for all changes of use from house to HMO across the whole city.
<b>Decision maker</b>	<b>The Cabinet</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	11 <sup>th</sup> June 2013
<b>Classification of matter / meeting</b>	Public – This part of the meeting open to the public
<b>Reasons why this part of the meeting the public to be excluded</b>	
<b>Representations as to why the meeting/item should be open to the public should be made in writing at least 10 clear working days before the date of the meeting/decision</b>	Officer Contact Details: Claire Chaplin, Democratic Services Team Leader Democratic Services Guildhall Worcester WR1 2EY Telephone: 01905 722005      Fax: 01905 721120 Email: <a href="mailto:committeeadministration@worcester.gov.uk">committeeadministration@worcester.gov.uk</a>
<b>List of documents submitted with the report including background papers</b>	Report responding to consultation report Appendix 1 - Article 4 Direction report from 12 February 2013 Appendix 2 – Extract from consultants' report on HMOs.
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: <a href="http://worcester.gov.uk">worcester.gov.uk</a> Committee Minutes and Documents / Browse the agenda/minutes / Cabinet)  Officer Contact Details: Claire Chaplin (details as above)

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<b>Title of matter / report</b>	Revenues and Benefits Strategic Partnership
<b>Reason why a key decision</b>	The decision will incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934.
<b>Summary of decision</b>	To agree the recommendations from the South Worcestershire Joint Committee to enter into a strategic partnership for Revenues & Benefits Services and to appoint a preferred bidder.
<b>Decision maker</b>	<b>The Cabinet</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	11 <sup>th</sup> June 2013
<b>Classification of matter / meeting</b>	Public – This part of the meeting open to the public
<b>Reasons why this part of the meeting the public to be excluded</b>	
<b>Representations as to why the meeting/item should be open to the public should be made in writing at least 10 clear working days before the date of the meeting/decision</b>	Officer Contact Details: Claire Chaplin, Democratic Services Team Leader Democratic Services Guildhall Worcester WR1 2EY Telephone: 01905 722005 Fax: 01905 721120 Email: <a href="mailto:committeeadministration@worcester.gov.uk">committeeadministration@worcester.gov.uk</a>
<b>List of documents submitted with the report including background papers</b>	
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: <a href="http://worcester.gov.uk">worcester.gov.uk</a> Committee Minutes and Documents / Browse the agenda/minutes / Cabinet)  Officer Contact Details: Claire Chaplin (details as above)

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<b>Title of matter / report</b>	Worcester Swimming Pool Contractor Procurement
<b>Reason why a key decision</b>	The decision will incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934.  The decision significantly affects a community living or working in an area comprising two or more Wards within the City.
<b>Summary of decision</b>	1. The new swimming pool complex be procured as a 'Develop and Construct' Contract and that prior to seeking tenders the design is taken to RIBA Stage D.  2. The Restricted OJEU Procurement route is utilised to procure the Contractor.
<b>Decision maker</b>	<b>The Cabinet</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	11 <sup>th</sup> June 2013
<b>Classification of matter / meeting</b> (delete as appropriate)	Public – This part of the meeting open to the public
<b>Reasons why this part of the meeting the public to be excluded</b>	
<b>Representations as to why the meeting/item should be open to the public should be made in writing at least 10 clear working days before the date of the meeting/decision</b>	Officer Contact Details  Claire Chaplin, Democratic Services Team Leader Democratic Services Guildhall Worcester WR1 2EY Telephone: 01905 722005 Fax: 01905 721120 Email: <a href="mailto:committeeadministration@worcester.gov.uk">committeeadministration@worcester.gov.uk</a>
<b>List of documents submitted with the report including background papers</b>	Government Procurement Service Project Management & Full Design Team Services OJEU Framework Contract ID: RM457
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: worcester.gov.uk Committee Minutes and Documents / Browse the agenda/minutes / Cabinet) Officer Contact Details: Claire Chaplin (details as above)

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<b>Title of matter / report</b>	Worcester Swimming Pool Procurement – Design Team Contract Award
<b>Reason why a key decision</b>	The decision will incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934.  The decision significantly affects a community living or working in an area comprising two or more Wards within the City.
<b>Summary of decision</b>	To agree the appointment of the Project Management and Design Team for the new Swimming Pool complex.
<b>Decision maker</b>	<b>The Cabinet</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	11 <sup>th</sup> June 2013
<b>Classification of matter / meeting</b>	Private – The financial elements of the appointment of the Project Management and Design Team.
<b>Reasons why this part of the meeting the public to be excluded</b>	The item contains information relating to the financial or business affairs of any particular person (including the authority holding that information).
<b>Representations as to why the meeting/item should be open to the public should be made in writing at least 10 clear working days before the date of the meeting/decision</b>	Officer Contact Details  Claire Chaplin, Democratic Services Team Leader Democratic Services Guildhall Worcester WR1 2EY Telephone: 01905 722005 Fax: 01905 721120 Email: <a href="mailto:committeeadministration@worcester.gov.uk">committeeadministration@worcester.gov.uk</a>
<b>List of documents submitted with the report including background papers</b>	Government Procurement Service Project Management & Full Design Team Services OJEU Framework Contract ID: RM457
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: worcester.gov.uk Committee Minutes and Documents / Browse the agenda/minutes / Cabinet) Officer Contact Details: Claire Chaplin (details as above)

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<b>Title of matter / report</b>	Sports Centres Interim Management – Nunnery Wood and St John's Sports Centres
<b>Reason why a key decision</b>	The decision will be making savings which is above the financial threshold set by the Council, currently £173,934. <i>The decision will require the TUPE transfer of the Council employed Sports Centre Staff to an existing Leisure Trust operator.</i>
<b>Summary of decision</b>	<ol style="list-style-type: none"> <li>1. Agree to transfer the operation and management of Nunnery Wood Sports Centre and St John's Sports Centres to a preferred Leisure Trust operator for an interim management period for up to three years.</li> <li>2. Council to agree the TUPE transfer of Nunnery Wood Sports Centre and St John's Sports Centres Staff to a preferred Leisure Trust operator.</li> <li>3. Agree to delegate the authority to conclude any necessary agreements and financial arrangements for the transfer.</li> </ol>
<b>Decision maker</b>	<b>Cabinet with recommendations to Council</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	Cabinet 11 <sup>th</sup> June 2013  Council 25 <sup>th</sup> June 2013
<b>Classification of matter / meeting</b>	Private – This part of the meeting the public are excluded
<b>Reasons why this part of the meeting the public to be excluded</b>	The item contains information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of the authority.
<b>Representations as to why the meeting/item should be open to the public should be made in writing at least 10 clear working days before the date of the meeting/decision</b>	Officer Contact Details:  Claire Chaplin, Democratic Services Team Leader Democratic Services Guildhall Worcester WR1 2EY Telephone: 01905 722005 Fax: 01905 721120 Email: <a href="mailto:committeeadministration@worcester.gov.uk">committeeadministration@worcester.gov.uk</a>
<b>List of documents submitted with the report including background papers</b>	Price, Waterhouse and Cooper VAT Advice
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	<p>A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY</p> <p>Electronic copies of documents will be available at least five clear working days prior to the meeting from: <a href="http://worcester.gov.uk">worcester.gov.uk</a> Committee Minutes and Documents / Browse the agenda/minutes / Cabinet)</p> <p>Officer Contact Details: Claire Chaplin (details as above)</p>

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<b>Title of matter / report</b>	High Street Re-paving from Pump Street to Elgar Statue.
<b>Reason why a key decision</b>	The decision will incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934.
<b>Summary of decision</b>	Approval of expenditure from the New Homes Bonus on the project for the re-paving of the High Street from Pump Street to the Elgar Statue.
<b>Decision maker</b>	<b>The Cabinet</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	11 <sup>th</sup> June 2013
<b>Classification of matter / meeting</b>	Private – This part of the meeting the public are excluded
<b>Reasons why this part of the meeting the public to be excluded</b>	The item contains information relating to the financial or business affairs of any particular person (including the authority holding that information).
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<b>List of documents submitted with the report including background papers</b>	Plan of the design of the scheme
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: <a href="http://worcester.gov.uk">worcester.gov.uk</a> Committee Minutes and Documents / Browse the agenda/minutes / Cabinet)  Officer Contact Details: Claire Chaplin (Details as above)



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<b>Title of matter / report</b>	Leisure Connection Contract Extension
<b>Reason why a key decision</b>	The decision will incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934.  The decision significantly affects a community living or working in an area comprising two or more Wards within the City.
<b>Summary of decision</b>	1. To extend the Leisure Connection Contract for Worcester Swimming Pool (Sansome Walk) and Perdiswell Leisure Centre for two years with an option to extend for up to a further year.  2. To delegate to the Corporate Director, Service Delivery and the Section 151 Officer authority to agree any necessary agreements and financial arrangements with Leisure Connection.
<b>Decision maker</b>	<b>The Cabinet</b>  <b>Individual Officer(s)</b> Ruth Mullen, Corporate Director, Service Delivery
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	16 <sup>th</sup> July 2013
<b>Classification of matter / meeting</b>	Public – This part of the meeting open to the public
<b>Reasons why this part of the meeting the public to be excluded</b>	
<b>Representations as to why the meeting/item should be open to the public should be made in writing at least 10 clear working days before the date of the meeting/decision</b>	Officer Contact Details  Claire Chaplin, Democratic Services Team Leader Legal and Democratic Services Guildhall Worcester WR1 2EY Telephone: 01905 722005 Fax: 01905 721120 Email: <a href="mailto:committeeadministration@worcester.gov.uk">committeeadministration@worcester.gov.uk</a>
<b>List of documents submitted with the report including background papers</b>	Existing Leisure Connection Contract
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: <a href="http://worcester.gov.uk">worcester.gov.uk</a> Committee Minutes and Documents / Browse the agenda/minutes / Cabinet) Officer Contact Details: Claire Chaplin (details as above)

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<b>Title of matter / report</b>	Use of New Homes Bonus for Affordable Housing Delivery
<b>Reason why a key decision</b>	The decision will incur expenditure or the making of savings which is above the financial threshold set by the Council, currently £173,934.  The decision significantly affects a community living or working in an area comprising two or more Wards within the City.
<b>Summary of decision</b>	To agree the recommended approach for the use of New Homes Bonus funding to enable the delivery of affordable housing
<b>Decision maker</b>	<b>The Cabinet</b>
<b>Date of meeting on which decision / or the period within which the decision is to be made</b>	16 <sup>th</sup> July 2013
<b>Classification of matter / meeting</b>	Public – This part of the meeting open to the public
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<b>List of documents submitted with the report including background papers</b>	Documents relating to February Council decision regarding how to allocate New Homes Bonus funding
<b>Officer Contact Details and procedure for which, subject to any prohibition or restriction on their disclosure, details, copies of, or extracts from, any document listed is available</b>	A hard copy of documents will be available at least five clear working days prior to the meeting at: The Guildhall, High Street, Worcester WR1 2EY  Electronic copies of documents will be available at least five clear working days prior to the meeting from: <a href="http://worcester.gov.uk">worcester.gov.uk</a> Committee Minutes and Documents / Browse the agenda/minutes / Cabinet)  Officer Contact Details: Claire Chaplin (details as above)