

Record of Cabinet portfolio holder decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Mike Murray
Key decision?	No
Date of decision (same as date form signed)	30 May 2017
Name and job title of officer requesting the decision	Gerry Brough, Interim Head of Development and Housing
Officer contact details	Tel:01235 422470 Email: gerry.brough@southandvale.gov.uk
Decision	<p>To authorise the Interim Head of Development and Housing, to finalise the proposed delivery plan and initiate a six week consultation process, starting on 19th June and ending on 31st July, to obtain public feedback on the final public version of the Didcot Garden Town Proposed Delivery Plan.</p> <p>In consultation with the Cabinet Members to produce an information brochure for circulation to residents within the Garden Town Area of Influence, introducing the proposed Garden Town Masterplan and inviting them to participate in the consultation process.</p> <p>To produce a Consultation Feedback Report, at the end of the consultation period, summarising the key findings of the consultation process.</p>
Reasons for decision	<p>The Didcot Garden Town is a major long-term development project that aims to balance planned new development by creating new open spaces, improving connectivity and generally making Didcot a more attractive place to live and work. The Proposed Delivery Plan sets out an innovative vision and strategy for transforming Didcot into a Garden Town over the course of the next 15 year period.</p> <p>Accordingly, it is appropriate for the public to be consulted on the Proposed Delivery Plan and given an opportunity to provide their comments and feedback on plan.</p> <p>Likewise, it is appropriate that a report be produced to summarise the results of the public consultation process and identify any issues that ought to be considered further, before the proposed delivery plan is finalised.</p>
Alternative options rejected	To do nothing is a valid option. However this is considered to be unrealistic, given the fact that a large number of planned

	<p>new houses in Didcot have already received planning consent and there is therefore a need to ensure that the physical, economic and social infrastructure is put in place to accommodate the population growth that will accompany this new residential development, in a sustainable manner.</p> <p>Having determined that a delivery plan was needed, adopting the proposed plan as a final plan without subjecting it to public consultation was not considered to be a viable alternative option.</p> <p>Having undertaken a public consultation, not producing a report summarising the comments received was also not considered to be a viable alternative option.</p>			
Legal implications	There are no legal implications associated with this ICMD.			
Financial implications	The costs associated with the consultation process will be met from existing capacity funding provided by DCLG in the form of Section 31 grants, and fits within the conditionality applying to these grant funds, which restricts their broad use for realising the Didcot Garden Town vision and accelerating housing in and around Didcot and Science Vale.			
Other implications	None			
Background papers considered	Cabinet Members briefing paper (attached) and Didcot Garden Town Proposed Delivery Plan (downloadable from www.didcotgardentown.co.uk from 19 th June)			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	None			
List consultees		Name	Outcome	Date
	Ward councillors	Not applicable	Not applicable	Not applicable
	Legal	M. Reed	Supportive	28/04/17
	Finance	W. Jacobs	Supportive	28/04/17
	Human resources	A. Down	Supportive	28/04/17
	Sustainability	Positive impact	Not applicable	Not applicable
	Diversity and equality	No impact	Not applicable	Not applicable
	Communications	P. Cusworth	Supportive	28/04/17
	Chief Executive	D. Hill	Supportive	28/04/17
Confidential decision? If so, under which exempt category?	No			

Call-in waived by Scrutiny Committee chairman?	n/a – not a key decision
Has this been discussed by Cabinet members?	Yes
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Councillor Mike Murray Date 30.05.2017

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 30 May 2017	Time: 15:20
Date published to all councillors	Date: 30 May 2017	
Call-in deadline	Not applicable	

Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.
Tel. 01235 422520 or extension 2520.
Email: democratic.services@southandvale.gov.uk
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
 - refer the decision back to the Cabinet portfolio holder for reconsideration or
 - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
 - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:

- (a) to incur expenditure, make savings or to receive income of more than £75,000;**

- (b) to award a revenue or capital grant of over £25,000; or**
- (c) to agree an action that, in the view of the relevant strategic director, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.**

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
 - Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
 - Changes to the household waste collection policy (affects all households in the district)
 - Reviewing a housing strategy (could have a significant impact on residents in many wards)
 - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
 - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.