

## Record of Cabinet portfolio holder decision


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

<b>Decision made by</b>	Councillor Matthew Barber												
<b>Key decision?</b>	Yes												
<b>Date of decision</b> (same as date form signed)													
<b>Name and job title of officer requesting the decision</b>	Jayne Bolton, Interim Communications and Grants Manager												
<b>Officer contact details</b>	Tel: 01235 422437 Email: Jayne.bolton@southandvale.gov.uk												
<b>Decision</b>	<p>To approve:</p> <ul style="list-style-type: none"> <li>a three-year partnership grant of £58,000 for 2018/19 to 2020/21 to Wantage Independent Advice Centre (WIAC) subject to the council agreeing its annual budget</li> <li>a three-year partnership grant of £800 for 2018/19 to 2020/21 to The Albert Memorial Abingdon Trust subject to the council agreeing its annual budget</li> </ul>												
<b>Reasons for decision</b>	<p>The council has a budget of £165,365 available in 2018/19 to renew grants to any of our existing partnership grant recipients namely; Oxfordshire South and Vale Citizens Advice Bureau (S&amp;V CAB), Wantage Independent Advice Centre (WIAC), Community First Oxfordshire (CFO) and The Albert Memorial Abingdon Trust.</p> <p>Within the budget available for 2018/19 the council has already approved a grant of £98,529 to Oxfordshire South and Vale Citizens Advice Bureau (S&amp;V CAB) leaving a balance of £66,836. Officers suggest the grants shown in the table below be awarded in 2018/19. This will leave a balance of £8,036 for the future renewal of the grant to Community First Oxfordshire (CFO) when they request it.</p> <table border="1" data-bbox="718 1904 1308 2094"> <thead> <tr> <th>Organisation</th> <th>Amount</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>WIAC</td> <td></td> <td>58,000</td> </tr> <tr> <td>Albert Memorial Abingdon Trust</td> <td></td> <td>800</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>58,800</b></td> </tr> </tbody> </table>	Organisation	Amount	£	WIAC		58,000	Albert Memorial Abingdon Trust		800	<b>Total</b>		<b>58,800</b>
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<b>Total</b>		<b>58,800</b>											

	<p><b>Wantage Independent Advice Centre</b></p> <p>The WIAC requested a three-year partnership grant of £58,000 per year for 2018/19 to 2020/21, an increase of £175 per year on their previous grant in 2017/18 of £57,825.</p> <p><b>Community First Oxfordshire</b></p> <p>CFO provides advice to our rural communities on creating, protecting and supporting facilities such as village halls, shops and pubs. For many years, we have awarded £8,250 towards these activities. Officers will review any requests for funding and bring forward a further report to determine the level of award.</p> <p><b>The Albert Memorial Abingdon Trust</b></p> <p>The council is tied into a charitable trust agreement until 2021. The agreement includes an annual contribution to the memorial's maintenance fund.</p> <p>The annual contribution is set at their AGM each March. It has been £800 since 2011 and we don't expect this to change significantly in 2018/19 therefore, officers proposed a three-year partnership grant of £800 for 2018/19 to 2020/21.</p>
<p><b>Alternative options rejected</b></p>	<p>Stopping this grant, with the exception of the Albert Memorial, which we are committed to until 2021, would cause serious operational difficulties for WIAC as they are heavily dependent on the council's funding and have been for many years.</p>
<p><b>Legal implications</b></p>	<p><b>WIAC</b> – State aid only applies to economic activity and there is a strong argument that WIAC's activities are not economic. Not least because it does not charge a fee for advice and that donations are provided for transport services rather than a set charge. All services are provided on a non-discriminatory basis. A number of additional provisions will be included in the grant agreement based on legal advice received.</p> <p><b>Albert Memorial</b> – The council is one of three organisations operating the Albert Memorial Trust and part of the Trust Agreement requires an annual maintenance contribution from each organisation, which is agreed at each AGM.</p>
<p><b>Financial implications</b></p>	<p>The council agreed a budget of £165,365 for partnership grants in 2018/19.</p> <p>All future grant awards will also be subject to annual approval of the revenue grants budget by full council.</p>

<b>Other implications</b>	<p>There are some risks associated with this type of grant funding.</p> <p>To minimise the risks WIAC will enter into a formal grant agreement with the council.</p> <p>We will pay their grant in two stages, one at the start of the financial year, and a second six months later.</p> <p>Officers will not release any payments until they are satisfied with the monitoring information from WIAC.</p> <p>The grant agreement includes financial penalties for missed deadlines and poor performance.</p>
<b>Background papers considered</b>	WIAC grant proposals.
<b>Declarations/conflict of interest?</b> <b>Declaration of other councillor/officer consulted by the Cabinet member?</b>	Councillor Charlotte Dickson, cabinet member for grants has declared an interest in this decision and therefore it is being made by the leader of the council.

<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors	All ward councillors – via In Focus	No comments received	26/2/18
	Legal	Pat Connell	Agreed subject to comments shown in the legal implications section.	28/2/18
	Finance	Simon Hewings	Given the inclusion of this sentence for each award <ul style="list-style-type: none"> <li>• subject to the council agreeing its annual budget</li> </ul> I am content with the ICMD as written.	28/2/18
	Human resources	n/a		
	Sustainability	n/a		
	Diversity and equality	Cheryl Reeves	WIAC provides a valuable service to vulnerable people which in turn helps the councils to deliver against our corporate equality objectives.	26/2/18
	Communications	Jayne Bolton	no issues	26/2/2018
	Senior Management		Approved	6/3/2018

	Team			
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	No			
<b>Has this been discussed by Cabinet members?</b>	Yes, Cllr Barber supports the proposal to award the WIAC grant for three years.			
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature  _____ Date <u>8. III. MMXVIII</u>			

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

For Democratic Services office use only		
Form received	Date: 9-3-18	Time: 8:30
Date published to all councillors	Date: 9-3-18	
Call-in deadline	Date: 16-3-18	Time: 17:00

## 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 540306 or extension 7306.  
Email: [democratic.services@southandvale.gov.uk](mailto: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). The 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 the decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If the 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.