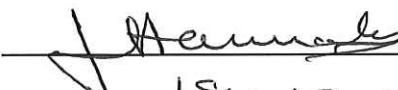


Record of individual Cabinet member decision

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

Decision made by	Jenny Hannaby
Key decision?	No
Date of decision (same as date form signed)	19.12.2019
Name and job title of officer requesting the decision	Jaffa Holland Housing Advice Team Leader
Officer contact details	Tel: 01235 422259 Email: Jaffa.holland@southandvale.gov.uk
Decision	To award the contract to provide a trial Winter Shelter to Homeless Oxfordshire. The scheme is fully funded from Government grants which is ring-fenced for the prevention or relief of homelessness.
Reasons for decision	The winter shelter is a pilot scheme that aims to provide safe emergency accommodation for up to six rough sleepers from South and Vale. It will run for a trial period of six weeks between January and February 2020. The procurement route for the winter shelter is in accordance with the council's Contract Procedure Rules and Homeless Oxfordshire has been identified as the only organisation able to fully meet the service specification requirements to provide and manage a local winter shelter. Homeless Oxfordshire has experience in managing a winter shelter and have a suitable building available to host the shelter.
Alternative options rejected	Option One: The council directly procures and manage a Winter Shelter. However, the council does not have the expertise or the resources to procure and manage a winter shelter. Option Two: The service is provided by volunteers who would secure and manage suitable accommodation.

	Discussions were held with local church and community organisations; however, they did not think that they had the resources, skills or capacity to secure and manage a winter shelter.			
Legal implications	There are no legal implications arising from the procurement of the Winter Shelter.			
Financial implications	<p>The cost of the contract is £27,183, divided 50/50 per cent between South Oxfordshire and Vale of White Horse District Councils.</p> <p>The cost of the pilot scheme is fully funded from ring-fenced government grants.</p> <p>A successful funding bid to Ministry of Housing, Communities and Local Government has secured a contribution of £8,958 towards the cost of the winter shelter. The balance of the funding is from the ring-fenced Flexible Homelessness Support Grant.</p>			
Other implications	<p>Homeless Oxfordshire are responsible for managing risk at the winter shelter and have completed a detailed risk management plan.</p> <p>The management of risk includes the option of closing the shelter trial during the six-week trial period if necessary.</p> <p>The winter shelter project has been developed in consultation with partner agencies including the Police, Fire Service and Community Safety team.</p>			
Background papers considered	None			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	None			
List consultees		Name	Outcome	Date
	Ward councillors	n/a		
	Legal	Stephen Moorhouse	Approved	17 th December 2019
	Finance	Emma Creed	Agreed	16/12/2019
	Business Risk	Yvonne Cutler-Greaves	The risk exposure to the council, is minimal and would relate to loss of council reputation if an	16/12/2019

			incident occurred and we were affiliated with the shelter, this is mitigated to a certain extent through the charity who are taking on ownership of the risks for the project.	
	Sustainability	n/a		
	Diversity and equality	Yvonne Cutler Greaves	The accommodation should have provision for less abled body people which in your discussions with me last month the accommodation has down stairs rooms with WC.	16/12/2019
	Communications	Lucy Billen	agreed	16.12.19
	Procurement	Angela Cox	This procurement process is compliant with council CPRS. No comment	16/12/2019
	Senior Management Team	SMT	Agreed	19.12.2019
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	No			
Has this been discussed by Cabinet members?	Yes			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature <u></u> Date <u>19-12-2019</u>			

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

For Democratic Services office use only		
Form received	Date: 19-12-19	Time: 12:30
Date published to all councillors	Date: 19-12-19	
Call-in deadline	Date: NOT APPLICABLE	Time: —

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 hand-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 chief executive or relevant head of service, 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.