

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	Councillor Bethia Thomas, Leader of the council.
Key decision?	No
Date of decision (same as date form signed)	12 July 2023
Name and job title of officer requesting the decision	Steven Corrigan, Democratic Services Manager
Officer contact details	Tel: 01235 422526 Email: steven.corrigan@southandvale.gov.uk
Decision	<ol style="list-style-type: none"> 1. To make appointments to outside organisations listed in the attached appendix for the duration of this council (until May 2027). 2. To appoint Councillor Paul Barrow as the Food and Farming Champion. 3. To appoint Councillor Mark Coleman as the Military and Veterans Champion 4. To appoint Katherine Foxhall as the Nature Recovery Champion 5. To appoint Councillor Jill Rayner as Small Business Champion 6. To appoint Councillor Judy Roberts as Science Vale Champion 7. To appoint Councillor Lucy Edwards as the Equality, Diversity and Inclusion Champion 8. To appoint Councillor James Cox as the Cost of Living Champion 9. To appoint Councillor Eric de la Harpe as the Active Travel Champion
Reasons for decision	<p>The council needs to make appointments to a number of outside organisations for the period ending May 2027. Council has previously agreed which outside organisations to make appointments to.</p> <p>The council has been requested to appoint eight champion positions. The posts will act as a point of contact within the council and provide the Cabinet with knowledge and advice in the respective areas. They will report to specific cabinet members, who have portfolios relating to there area of interest.</p> <p>The Food and Farming Champion will promote local food production and distribution, with particular reference to farming in the Vale. They will take on board other important aspects of farming such as the climate impact of different foods and biodiversity and nature recovery.</p>

	<p>The Military and Veterans Champion will take a particular interest in matters to do with the Military and Veterans liaising with relevant stakeholders to strengthen our relationship and improve the lives of our military residents wherever possible.</p> <p>The Nature Recovery Champion will promote the council's nature recovery projects and work with relevant stakeholders to promote biodiversity and natural spaces in the Vale.</p> <p>The Small Business Champion will liaise with the Economic Development Team under the cabinet member to promote small business opportunities in the Vale meeting with relevant stakeholders.</p> <p>The Science Vale Champion will have a special interest in the science hubs that the council has had a relationship with and work to promote and strengthen connections with Milton Park, Harwell and other sites.</p> <p>The Equality, Diversity and Inclusion Champion will meet with various stakeholders to improve our relationships with harder to reach groups and have a special interest in enhancing inclusion.</p> <p>The Cost of Living Champion will research different aspects of the Cost of Living Crisis and its impact on residents and their mental health, working with outside bodies including Vale Community Impact and the Citizen's Advice Bureau.</p> <p>The Active Travel Champion will work with relevant stakeholders to investigate the ways in which the council can influence active travel within the district.</p>
Alternative options rejected	Not to appoint representatives to outside bodies, partnerships or champions. This is not recommended as the council would not be represented and could miss valuable information and opportunities.
Climate and ecological implications	By appointing a Nature Recovery Champion the Council's nature recovery projects will be promoted and work with relevant stakeholders to promote biodiversity and natural spaces in the Vale can be undertaken. Other champions will promote climate action through their work such as reducing energy use and energy bills and sustainable travel options.
Legal implications	Guidance will be issued to all council representatives on outside bodies.
Financial implications	Any travel claims for attending meetings can be met from existing resources if they are not payable by the organisation themselves.
Other implications	None
Background papers considered	None
Declarations/ conflict of interest? Declaration of other	None

councillor/ officer consulted by the Cabinet member?				
List consultees		Name	Outcome	Date
	Ward councillors	N/A		
	Legal legal@southandvale.gov.uk	Patrick Arran	Cleared	21 June 2023
	Finance Finance@southandvale.gov.uk		No response	
	Human resources hrradminandpayroll@southandvale.gov.uk	Abi Witting	Approved	27 June 2023
	Climate and biodiversity climateaction@southandvale.gov.uk	Heather Saunders	Would it be possible to consider a broader remit for the Food and Farming Champion to take on board other important aspects of farming such as the climate impact of different foods, and biodiversity and nature recovery? Approved subject to changes	21 June 2023
	Diversity and equality equalities@southandvale.gov.uk	Lynne Mitchell	I would support this ICMD as from an equalities perspective it's a benefit to the council for members to a part of outside organisations so we can share best practices and gain valuable knowledge on what's happening within Oxfordshire.	19 June 2023
	Strategic property Property@southandvale.gov.uk	Chris Mobbs	No comments	19 June 2023
	Health and safety healthandsafety@southandvale.gov.uk	Abi Witting	Approved	27 June 2023
	Risk and insurance risk@southandvale.gov.uk		No response	
Communications communications@southandvale.gov.uk		No response		
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	Not applicable as this is not a key decision.			
Has this been discussed by Cabinet				

members?	
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature _____ Bethia Thomas _____ Date _____ 12 July 2023 _____

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

For Democratic Services office use only		
Form received	Date: 12 July 2023	Time: 15:11
Date published to all councillors	Date:	
Call-in deadline	Date:	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 (except government grant) 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.