

## Record of Cabinet member 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>	Phillip Vincent Corporate Consultation Officer
<b>Officer contact details</b>	Tel: 01235 422154 Email: <a href="mailto:phillip.vincent@southandvale.gov.uk">phillip.vincent@southandvale.gov.uk</a>
<b>Decision</b>	<p>The cabinet member is recommended to approve the enclosed 'Public Engagement Charter' as council policy. The charter sets out the councils' commitments for consulting and engaging members of the public. The policy was first adopted in April 2014 and has been updated to improve readability and includes a new requirement to avoid consultations during election periods in line with recent government guidance published January 2016.</p> <p>The charter was published for public consultation in June 2016. 157 people responded to this consultation and the overwhelming majority (86 per cent) agreed with the policy proposed. Minor amendments have been made to the policy to reflect the feedback received; significantly a change of title from 'Customer Engagement Charter'.</p> <p>The charter is proposed as joint policy for both South Oxfordshire District Council and Vale of White Horse District Council subject to agreement.</p>
<b>Reasons for decision</b>	<p>It is recommended that the cabinet member approve the Public Engagement Charter on the basis that it will help the council</p> <ul style="list-style-type: none"> <li>meet corporate plan objectives to "ensure new projects, policies or strategies, changes to services, and communication take account of the needs of all users"; "increase our understanding of the communities we serve, through consultation, engagement and using existing evidence to inform the decisions we make", and; "support and resource the</li> </ul>

	<p>development of Neighbourhood Plans for our towns and villages”</p> <ul style="list-style-type: none"> <li>comply with legal duties to consult local people as detailed in Section 3 (2) of the Local Government Act 1999, Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Localism Act 2011.</li> </ul>			
<b>Alternative options rejected</b>	No alternative options have been considered			
<b>Legal implications</b>	Although there is no legal requirement for the council to produce a Public Engagement Charter, the policies contained therein will help the council to meet statutory obligations to consult local people.			
<b>Financial implications</b>	There are no new policy commitments that would incur additional council expenditure. The charter aims to achieve better value for money from public engagement activities already performed by the council.			
<b>Other implications</b>	If approved, the Public Engagement Charter will become a public document and therefore it is important that service areas are compliant with the policy commitments specified.			
<b>Background papers considered</b>	<ul style="list-style-type: none"> <li>Proposed Public Engagement Charter</li> <li>Consultation Summary</li> </ul>			
<b>Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?</b>	<p>Lead officer – none</p> <p>Cabinet member –</p>			
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors	n/a		
	Legal	Pat Connell	Agrees w/draft	
	Finance	William Jacobs	No comments	
	Human resources	n/a		
	Sustainability	n/a		
	Diversity and equality	Cheryl Reeves	We have completed an Equality Impact Check and found that the policy is compliant with our corporate standards	
	Communications	Shona Ware	No comments	

	Strategic Management Board	n/a		
<b>Confidential decision?</b> If so, under which exempt category?	N/A			
<b>Call-in waived by Scrutiny Committee chairman?</b>	No			
<b>Cabinet member's signature</b> To confirm the decision as set out in this notice.	Signature  Date <u>4.XI.MMXVI</u>			

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

For Democratic Services office use only		
Form received	Date:	Time:
Date published to Scrutiny Committee	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. The lead officer must then seek the Cabinet member's agreement and signature.
2. Once satisfied with the decision, the Cabinet member 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. Democratic Services staff are located on the ground floor north wing (C block) of the Crowmarsh Gifford offices.  
Tel. 01235 540307 or extension 7307.  
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 Scrutiny Committee members 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 member (the decision maker) 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 member 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 member's decision, in which case it can be implemented immediately.