


## Record of individual 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>	Emily Smith, Leader of Vale of White Horse District Council
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	17 May 2022
<b>Name and job title of officer requesting the decision</b>	Jayne Bolton, Community Wellbeing Manager (Arts and Active Communities, Garden Communities, Grants, Health)
<b>Officer contact details</b>	Tel: 07717 271911 Email: <a href="mailto:Jayne.bolton@southandvale.gov.uk">Jayne.bolton@southandvale.gov.uk</a>
<b>Decision</b>	<p>To authorise officers to undertake procurement for, and award the contract to, a consultant to develop a Local Cycling and Walking Infrastructure Plan (LCWIP) for Didcot Garden Town.</p> <p>To approve a supplementary estimate to the 2022/23 budget, fully funded by government funding allocated for Didcot Garden Town (DGT).</p>
<b>Reasons for decision</b>	<p>Planning and delivering an enhanced cycling network has been a priority within the DGT programme since 2017. To bring forward such work, the emerging DGT Delivery Plan establishes a project to develop and adopt a Local Cycling and Walking Infrastructure Plan (LCWIP) for DGT to identify cycling and walking improvements required at the local level.</p> <p>The LCWIP will adopt a geographical scope that covers wards within the Area of Influence of the masterplan to ensure enhanced connectivity across the Garden Town and into and around the villages surrounding Didcot and the wider Oxfordshire County Council (OCC) network. The project will consider existing routes that need improvements, as well as identifying new routes for both leisure and commuting purposes. To ensure the project meets the needs of residents within the Garden Town, the vision will be community led and outcomes will cater to all abilities. The LCWIP will be produced in coordination with a local community network of interested volunteers, on top of statutory consultation, which will feed into initial design work for the approved LCWIP routes.</p> <p>In order to bring forward this project, the council will procure a consultant to undertake professional services to produce the LCWIP document and</p>

	<p>relevant consultation, including the production of technical studies and research to inform recommendations. This ICMD authorises officers to procure a consultant, supported by the necessary budget to complete this project.</p>
<p><b>Alternative options rejected</b></p>	<p><u>Option 1: prepare the LCWIP in-house</u> The council does not have the resources or necessary expertise to prepare this work in-house. This option has been rejected.</p> <p><u>Option 2: do nothing</u> The preparation of an LCWIP is a priority project for DGT. Delivering an enhanced cycle network has been included in both the existing and emerging DGT Delivery Plans, with the emerging plan specifically identifying the requirement for an LCWIP. Not undertaking this work fails to deliver on key improvements and priorities for DGT and therefore, this option has been rejected.</p>
<p><b>Climate and ecological implications</b></p>	<p>This project seeks to improve the walking and cycling network within and around Didcot which will encourage more sustainable modes of transport for residents. In doing so, it will also help to manage existing highways issues and the impact of new development sites in and around Didcot.</p>
<p><b>Legal implications</b></p>	<p>The procurement will be undertaken via an open process through the South East Business Portal using an Invitation to Tender (ITT).</p> <p>The council's legal team will review the ITT documentation and tailor the standard form consultancy contract for this opportunity. Thereafter to agree the final contract terms with the successful bidder and produce engrossments for execution and seal and complete documents on behalf of the council.</p>
<p><b>Financial implications</b></p>	<p>This project will require a supplementary estimate to the 2022/23 budget which will be fully funded from existing external grant funding received for DGT. DGT grant funding received is predominantly held by South on behalf of both councils, and a proportion is held by Vale. The budget is yet to be agreed for the latest round of grant funding received.</p> <p>This project will be funded 50/50 by South and Vale, and this ICMD gives the authority by Vale to allocate budget from DGT grant funding to cover 50 per cent of the total project cost.</p>
<p><b>Other implications</b></p>	<p>The project meets a number of key principles in the existing DGT Delivery Plan, including:</p> <ul style="list-style-type: none"> <li>• <i>Transport and movement</i> – reducing reliance on motorised vehicles and promoting a step-change towards active and public transport;</li> <li>• <i>Landscape and green infrastructure</i> – ensuring new development enhances the natural environment, increases biodiversity and supports climate resilience using traditional measures and new technology;</li> </ul>

	<p>It also helps to meet the following Vale Corporate Objectives:</p> <ul style="list-style-type: none"> <li>• Tackling the Climate Emergency</li> <li>• Building healthy communities</li> <li>• Working in partnership</li> <li>• Working in an open and inclusive way</li> </ul>			
<b>Background papers considered</b>	DGT LCWIP Project Brief			
<b>Declarations/ conflict of interest? Declaration of other councillor/ officer consulted by the Cabinet member?</b>	None			
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors	Hayleigh Gascoigne, Sarah Medley, Richard Webber, Sally Povolotsky, Andy Cooke, Janet Shelley	Informed via email	13/05/2022
	Legal <a href="mailto:legal@southandvale.gov.uk">legal@southandvale.gov.uk</a>	Patrick Arran	Comments incorporated	11/05/2022
	Finance <a href="mailto:Finance@southandvale.gov.uk">Finance@southandvale.gov.uk</a>	Simon Hewings	Comments incorporated	13/05/2022
	Procurement	Angela Cox	Agreed	12/05/2022
	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Dominic Lamb	We fully support the implementation of this project. The aim of this project when realised will help to reduce carbon emissions in the DGT area in accordance with both Councils corporate objectives.	12/05/2022
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Lynne Mitchell	Having improved network of cycle and walking paths will encourage more people to use them, particularly if the surface is wheelchair and pram friendly. Bear in mind people with mobility issues particularly those using walking aids ideally need	11/05/2022

			seating/rest areas every 50metres.	
	Health and safety <a href="mailto:healthandsafety@southandvale.gov.uk">healthandsafety@southandvale.gov.uk</a>	Debbie Porter	No comments at this stage	11/05/2022
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	Allison Holliday	Agreed	11/05/2022
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Emma East	No changes from me. I'll work with the DGT team on a communications plan for the scheme.	12/05/2022
	Senior Management Team <a href="mailto:ExecutiveSupportS@AV@southandvale.gov.uk">ExecutiveSupportS@AV@southandvale.gov.uk</a>	Mark Stone, Simon Hewings, Andrew Down, Suzanne Malcolm, Adrianna Partridge	Document proofread and spelling mistakes corrected.  IDMC supported following updated financial comments from Simon Hewings.	13/05/2022
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	N/A			
<b>Has this been discussed by Cabinet members?</b>	Yes			
<b>Leader's signature</b> To confirm the decision as set out in this notice.	Signature  Date 17 May 2022			

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

For Democratic Services office use only		
Form received	Date: 18 May 2022	Time: 11.36
Date published to all councillors	Date: 18 May 2022	
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](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) 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.**