

## 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>	Councillor Emily Smith – Leader of the Council
<b>Key decision?</b>	Yes
<b>Date of decision</b> (same as date form signed)	21/07/22
<b>Name and job title of officer requesting the decision</b>	Nick King Economic Development Manager
<b>Officer contact details</b>	Tel: 07801 203545 Email: <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>
<b>Decision</b>	To approve the submission of the UK Shared Prosperity Fund (UKSPF) investment plan for Vale of White Horse District Council.
<b>Reasons for decision</b>	Submission of the investment plan will allow the Council to access HM Government funding that will contribute to achieving corporate plan objectives.
<b>Alternative options rejected</b>	Do not submit an investment plan for UKSPF and do not proceed to claim funding.
<b>Climate and ecological implications</b>	Key aspects of the Council's investment plan are decarbonisation and development of green skills, the investment plan aims to secure funding to enable the council to pursue corporate objectives in these areas. Climate and Biodiversity have been consulted in compilation of the plan.
<b>Legal implications</b>	Funding will be secured via a memorandum of understanding with HM Government. No draft MOU is available at present. The various routes available to the Council to defray funding under the scheme (including commissioning and procurement) are likely to need input from the legal department across the three-year lifespan of the scheme but will follow standard decision-making frameworks.
<b>Financial implications</b>	The investment plan aims to secure £1m of HM Government funding to enable the council to tackle local priorities. Four per cent of this fee can be dedicated to the administration of the scheme, with an award of £20,000 paid to the council to help further development of the investment plan.
<b>Other implications</b>	The rationale behind the investment plan is broadly to contribute funding to gaps in provision of existing workstreams, meaning that resource

	implications have been minimised. It should be noted that at this stage, the plan only contains an outline of indicative deliverables, and final projects and delivery mechanisms have not been decided at this stage.			
<b>Background papers considered</b>	UK Shared Prosperity Fund (UKSPF) Investment Plan – Summary for ICMD			
<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	N/A		
	Legal <a href="mailto:legal@southandvale.gov.uk">legal@southandvale.gov.uk</a>	Pat Connell	Approved, with request to add project summary to ICMD.	18/07/22
	Finance <a href="mailto:Finance@southandvale.gov.uk">Finance@southandvale.gov.uk</a>	Simon Hewings	Approved	21/07/22
	Human resources <a href="mailto:hradminandpayroll@southandvale.gov.uk">hradminandpayroll@southandvale.gov.uk</a>	N/A	N/A	
	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Heather Saunders	We support the Shared Prosperity Fund investment plans and their contribution towards the councils' climate emergency objectives.	20/07/22
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Lynne Mitchell	Agreed with no comments	19/07/22
	Health and safety <a href="mailto:healthandsafety@southandvale.gov.uk">healthandsafety@southandvale.gov.uk</a>	N/A	N/A	
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	Yvonne Cutler-Greaves	No comments to add, a risk assessment process has commenced on this with updates as required.	20/07/22
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Emma East	Approved	21/07/22
	Senior Management Team <a href="mailto:ExecutiveSupportS@Southandvale.gov.uk">ExecutiveSupportS@Southandvale.gov.uk</a>	All	Approved	20/07/22
<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
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature _____ Emily Smith _____ Date _____ 21/07/22 _____

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

For Democratic Services office use only		
Form received	Date: 21 July 2022	Time: 15:55
Date published to all councillors	Date: 22 July 2022	
Call-in deadline	Date: 29 July 2022	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 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.**