

## 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 Debra Dewhurst - Cabinet member for leisure centres and community buildings
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	17 November 2023
<b>Name and job title of officer requesting the decision</b>	Ben Whaymand, Leisure Facilities Team Leader
<b>Officer contact details</b>	Tel: 01235 422 202 Email: <a href="mailto:ben.whaymand@southandvale.gov.uk">ben.whaymand@southandvale.gov.uk</a>
<b>Decision</b>	To approve the overall performance report score as 'Good' for 1 April 2022 to 31 March 2023 through agreement at Joint Scrutiny on Thursday 21 September 2023.
<b>Reasons for decision</b>	<p>Officers have assessed the contractor's overall performance measure against key performance targets, customer satisfaction and client satisfaction.</p> <p>This decision follows the comments made at the Joint Scrutiny Committee held on Thursday 21 September 2023 where the committee considered the Head of Development and Corporate Landlord annual performance review report of the leisure management contractor Greenwich Leisure Limited (GLL), period 1 April 2022 to 31 March 2023. This information is correct at the time of the review.</p> <p>The Joint Scrutiny Committee resolved to endorse the Cabinet Member Cllr Debra Dewhurst in the presence of Cabinet Member Cllr Maggie Fillipova-Rivers of South Oxfordshire District Council as joint representatives the recommendation that the category '<b>Good</b>' be agreed for the year 1 April 2022 to 31 March 2023.</p> <p>The committee asked officers and Cabinet members to work with GLL to:</p> <ul style="list-style-type: none"> <li>Consider how we look at customer satisfaction. This item is in discussion with GLL, and will be discussed during the contract Joint Advisory Board meetings with both Cabinet Members and GLL.</li> </ul>

	<ul style="list-style-type: none"> <li>Provide a granular look at individual centres in future reporting years, where the key performance targets can be appropriately broken down to that level. Officers already have the breakdown of customer satisfaction reports for each leisure centre and will be introduced during the 1 April 2023 – 31 March 2024 leisure contract reporting year for discussion.</li> </ul> <p>Whilst the Performance Year 2022/23 was scored as 'Good', and overall scoring is based on the joint leisure management contract, there are specific concerns relating to the performance in the Vale. Therefore, the Cabinet Member for Vale also echoes the comments from Joint Scrutiny that greater granularity of key performance measures, looking at each centre individually, is needed.</p>
<b>Alternative options rejected</b>	<p>The performance review allows for an assessment of performance ranging from poor to excellent by three dimensions.</p> <ol style="list-style-type: none"> <li>Performance measured against key performance targets (KPTs)</li> <li>Customer satisfaction with the total service experience</li> <li>Council satisfaction as client.</li> </ol> <p>The figures are agreed with the Partnership Manager in GLL as appropriate, and data is inputted quarterly and discussed monthly with the Leisure Facilities Team Leader.</p>
<b>Climate and ecological implications</b>	None
<b>Legal implications</b>	None
<b>Financial implications</b>	None
<b>Procurement implications</b>	None
<b>Other implications</b>	None
<b>Background papers considered</b>	GLL Scrutiny Performance Report: 1 April 2022 to 31 March 2023
<b>Declarations/ conflict of interest? Declaration of other</b>	None

<b>councillor/ officer consulted by the Cabinet member?</b>				
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Legal <a href="mailto:legal@southandvale.gov.uk">legal@southandvale.gov.uk</a>	Patrick Arran	Approved.	30/10/23
	Finance <a href="mailto:Finance@southandvale.gov.uk">Finance@southandvale.gov.uk</a>	Kathy Merritt	Approved	01/11/23
	Procurement <a href="mailto:Procurement@southandvale.gov.uk">Procurement@southandvale.gov.uk</a>	Angela Cox	No Comments	6/11/2023
	Human resources <a href="mailto:hadminandpayroll@southandvale.gov.uk">hadminandpayroll@southandvale.gov.uk</a>	N/A		
	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Heather Saunders	Approved	01/11/23
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Lynne Mitchell	Approved	31/10/23
	Strategic property <a href="mailto:StrategicPropertyTeam@southandvale.gov.uk">StrategicPropertyTeam@southandvale.gov.uk</a>	Chris Mobbs	Approved	02/11/23
	Health and safety <a href="mailto:healthandsafety@southandvale.gov.uk">healthandsafety@southandvale.gov.uk</a>	Jane Smith	Approved	06/11/23
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	N/A		
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Charlotte Westgate	Approved	06/11/23
	SMT		Approved	16/11/23
<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</b>	Yes			

<b>members?</b>	
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature _Cllr Debra Dewhurst - Cabinet member for leisure centres and community buildings  Date _17.11.23

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

For Democratic Services office use only		
Form received	Date: 17 November 2023	Time: 13:26
Date published to all councillors	Date: 17 November 2023	
Call-in deadline	Not applicable as this is not a key decision.	

## 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 (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.**