

Record of Cabinet portfolio holder decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

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|--|--|---------------------------|----------------|-------------|
| Decision made by | Cllr Felix Bloomfield | | | |
| Key decision? | No (affects all Wards but it is a minor change following informal feedback) | | | |
| Date of decision (same as date form signed) | 1 August 2017 | | | |
| Name and job title of officer requesting the decision | Heike Wetzstein, Community Infrastructure Officer | | | |
| Officer contact details | Tel. Email: heike.wetzstein@southandvale.gov.uk | | | |
| Decision | To approve a revised Community Infrastructure Levy Instalment Policy (Appendix 1) | | | |
| Reasons for decision | To make the CIL administration and collection more manageable and to respond to customer feedback and simplify the policy. | | | |
| Alternative options rejected | To do nothing may create additional burden on existing resources and frustrate our customers. | | | |
| Legal implications | The policy and changes suggested have no legal implications | | | |
| Financial implications | The cost associated with the revised instalment policy can be met by existing budgets in planning. | | | |
| Other implications | None | | | |
| Background papers considered | Cabinet Member briefing paper (Appendix 2) | | | |
| Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member? | None | | | |
| List consultees | | Name | Outcome | Date |
| | Ward councillors | | | |
| | Legal | Ian Price | No comments | |
| | Finance | Paul Sheppard | No comments | |
| | Human resources | David Fairall (HR Capita) | N.A. | |

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| | Sustainability | H. Saunders | No comments | |
| | Diversity and equality | C. Reeves | no negative equality implications as a result of this change | 26/07/2017 |
| | Communications | Shona ware | No comments | |
| | Chief Executive | SMT | No comments | |
| Confidential decision? If so, under which exempt category? | No | | | |
| Call-in waived by Scrutiny Committee chairman? | No | | | |
| Has this been discussed by Cabinet members? | With John Cotton at CMB | | | |
| Cabinet portfolio holder's signature To confirm the decision as set out in this notice. | Signature ___ Felix Bloomfield _____ Date _____ 1 August 2017 _____ | | | |

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

| For Democratic Services office use only | | |
|---|---------------------|-------------|
| Form received | Date: 1 August 2017 | Time: 10:30 |
| Date published to all councillors | Date: 1 August 2017 | |
| Call-in deadline | Not applicable | |

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 portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder 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
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). 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 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.