

Record of Individual Cabinet Member decision

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

Decision made by	David Dodds
Key decision?	No
Date of decision (same as date form signed)	19 MARCH 2019
Name and job title of officer requesting the decision	William Jacobs Head of Finance
Officer contact details	Tel: 01235 422480 Email: william.jacobs@southandvale.gov.uk
Decision	To approve taking the option to extend South Oxfordshire District Council's banking contract with Barclays plc for a period of three years, commencing 1 April 2019
Reasons for decision	<ul style="list-style-type: none"> • The council requires a transactional banking services provider to continue with the day-to-day running of the council's finances • The council entered into a five-year contract with Barclays plc for transactional banking services, commencing 1 April 2014 • The contract allowed for a three-year extension at the council's discretion • Officers consider Barclays' performance since April 2014 to have been excellent, with very few problems experienced • The extension to the contract will be on the council's existing terms and conditions, including a fixed annual fee • The annual fixed fee will be £20,195 which takes into account an 86 per cent discount offered by Barclays for the local government sector. The full cost without the discount would be £145,000 per year • Vale of White Horse District Council also uses Barclays for transactional banking services under a five-year contract which commenced on 1 April 2014, and is likely to take the option to extend for three years. Whilst the Vale of White Horse District Council also choosing to extend for three years will not deliver financial benefits as the price is fixed for each council independently, there are efficiencies for the accountancy team dealing with one provider.

Alternative options rejected	<ul style="list-style-type: none"> • The council is required to have a transactional bank to allow it to receive income and make payments on a transactional basis. The current contract with Barclays expires on 31 March 2019 unless the option to extend is taken • The council could choose to re-procure but, given the relatively low annual contract cost, the cost of procurement, and subsequent cost of change should another provider be successful, would likely outweigh any savings 			
Legal implications	The terms of the current contract with Barclays allow for the three-year extension therefore there are no legal implications			
Financial implications	The annual cost for the three-year extension is within current budget			
Other implications	There are no other implications			
Background papers considered	Barclays' February 2019 "tariff proposal"			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?				
List consultees		Name	Outcome	Date
	Ward councillors	N/A		
	Legal	Margaret Reed present at SMT on 6 March	Agreed	6 March 2019
	Finance	William Jacobs present at SMT on 6 March	Agreed	6 March 2019
	Human resources	N/A		
	Sustainability	N/A		
	Diversity and equality	N/A		
	Communications	N/A		
	Chief Executive	Mark Stone present at SMT on 6 March	Agreed	6 March 2019
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?				

Has this been discussed by Cabinet members?	No
Cabinet Member's signature To confirm the decision as set out in this notice.	Signature <u></u> Date <u>19th March 2019</u>

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

For Democratic Services office use only		
Form received	Date: 19-3-19	Time: 12:00
Date published to all councillors	Date: 19-3-19	
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
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.

