

## 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 Lynn Lloyd
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	
<b>Name and job title of officer requesting the decision</b>	Donna Pentelow, Head of Community Services
<b>Officer contact details</b>	Tel: 01235 422683 Email: <a href="mailto:donna.pentelow@southandvale.gov.uk">donna.pentelow@southandvale.gov.uk</a>
<b>Decision</b>	<p>a) To agree to the agreed costs of the 2019 event being shared equally between the county council, the four district councils and the city council.</p> <p>b) To recommend to Council to vire up to £10,000 from contingency to fund the council's share of delivery costs for 2019.</p> <p>c) To agree that sponsorship secured, regardless of which partner attracts it, will be used to reduce the hosting costs of 2019 equally between the county council, the four district councils and the city council.</p> <p>d) To delegate authority to the Head of Community Services, Head of Legal and Democratic and Head of Finance to agree the final terms of and enter into a funding agreement with Oxfordshire County Council, in consultation with the relevant Cabinet Members.</p> <p>e) To recommend to Council to agree the agreed costs of the 2020 and 2021 events being shared equally between the county council, the four district councils and the city council, the detail of which will be subject to the relevant budget setting process.</p> <p>f) To recommend to Council to agree that sponsorship secured, regardless of which partner attracts it, will be used to reduce the hosting costs of 2020 and 2021 equally between the county council, the four district councils and the city council.</p>

## Reasons for decision

On 19 March 2019, an Individual Cabinet Member Decision was taken which agreed:

- To support Oxfordshire being a host venue for the OVO Energy Women's Tour in 2019, 2020 and 2021.
- To agree a virement from contingency of £26,666 to pay the council's share of the hosting fee for year one of the event in 2019.
- To agree that any delivery costs for year one (2019) that cannot be funded through existing budgets, will be met from in year underspends or, if required, by further virement from contingency.
- To recommend to Council to agree to fund the council's share of the hosting fee a sum of £26,666 for years two and three (2020 and 2021).
- To authorise the Head of Community Services, in consultation with the Cabinet Member for Community Services, to engage with the event organisers and multi-agency delivery team to facilitate the OVO Energy Women's Tour in 2019, 2020, and 2021.

This decision was needed to commit to the event for 2019, which takes place on 12 June, and participate in the media launch, which took place on 20 March at Blenheim Palace.

Since then preparations and discussions have progressed further, which require further decisions and recommendations to Council. This report provides additional information on the event.

All the councils in Oxfordshire have agreed in principle at an Oxfordshire Leaders meeting on 4 March to Oxfordshire being a host venue for the next three years. This will include hosting the overall start and finish in 2020 and 2021 and hosting a stage in 2019. This is being led by Oxfordshire County Council (OCC) who are in the process of contracting with the event organiser, SweetSpot.

The Tour has achieved good media coverage at a local, national and international level. The 2018 tour recorded 1,240,000 TV viewers not including Catch Up and On Demand. There has been extensive media coverage including national newspapers and cycling magazines. The teams have their own social media channels further increasing the reach of the tour. The media coverage and the attendance of people on the day of the event has the potential for short, medium and long-term benefits for South Oxfordshire. This will support businesses and employment.

This event has attracted large crowds in the past in other areas of the country. There will be co-ordination and encouragement of community involvement including schools, town and parish councils, voluntary and community

	<p>organisations and cycling clubs. Involvement in this event will create networks and relationships across the county that will support future partnership working. We will be looking to build on the existing interest in cycling in our communities to increase physical activity and health and wellbeing among local communities, with a focus on women and families.</p> <p>The economic benefits of hosting the women's tour are analysed by SweetSpot for each stage. The financial benefits are delivered through overnight stays, spending in the local area and attraction of visitors from outside of the area. The direct economic benefit has the potential to be further enhanced by showcasing Oxfordshire and by attracting new visitors and increasing tourism.</p> <p>As part of the agreement there are sponsorship packages available. There are three-year, two-year and one-year packages offering advertising, VIP access and staff involvement within the race structure. Any sponsorship agreement will be between the county and the sponsor and will be formalised through a Heads of Agreement. All sponsorship achieved will be used to reduce the hosting costs evenly across the county, city and district partners.</p> <p>The current approach to sponsorship is to utilise existing contacts across the delivery team and direct approaches to business networks in the locations that the tour is passing through. In addition, we will be approaching individual local businesses and the town and parish councils. This will be supported by the involvement of the economic development staff within the district and city councils to look at all available sponsorship opportunities.</p> <p>The OVO Energy Women's Tour is the UK's biggest and most prestigious women's bike race. A founder member of the UCI Women's World Tour, the race attracts the world's top cyclists – including Olympic and World Champions to complete on British roads over five days each June.</p> <p>The OVO Energy Women's Tour presents an exciting opportunity to showcase the county, and to maximise the potential economic value. The OVO Energy Women's Tour will also bring energy and focus to engage with local communities specifically around the health and wellbeing agenda.</p>
<p><b>Alternative options rejected</b></p>	<p><b>Do not agree to be part of the host venue (Oxfordshire).</b></p> <p>South Oxfordshire District Council could decline the opportunity to be involved in this initiative. This option is not recommended because it would fail to bring the benefits outlined in this report to the residents and businesses of South Oxfordshire. There are no alternative options to</p>

	consider.		
<b>Legal implications</b>	This is being led by Oxfordshire County Council (OCC) who will contract with the event organiser, SweetSpot. The contract between OCC and SweetSpot is in the process of being finalised. South Oxfordshire District Council will need to enter a funding agreement with OCC.		
<b>Financial implications</b>	<p>South Oxfordshire's share of the hosting fee for year one of the event, 2019, will be £26,666 to be funded via a virement from contingency.</p> <p>The total cost of hosting the stage in 2019 is still be determined. The delivery costs for the start and finish locations, as well as traffic management costs for the whole stage need to be confirmed. This annual cost will be shared equally between the six local authorities. Officers are not expecting significant additional delivery costs. However, a further recommendation is made to Council to vire up to £10,000 to fund the council's share of the delivery costs for 2019, which are as yet unclear.</p> <p>For the subsequent years, funding requirements will be included within the overall budget setting process, when clarity on the delivery costs is known. Sponsorship will be sought for the event, which would offset any delivery costs. Sponsorship, regardless of which partner attracts it, will be used to reduce the hosting costs on an equal basis.</p>		
<b>Other implications</b>	<p>The delivery costs of the event are currently estimated, although officers are not expecting them to be significant. This will need to be carefully managed by the Head of Community Services and any resource implications fed back to the council.</p> <p>The council may incur a loss of car parking income and additional costs resulting from waste management, however, officers will be working to minimise and mitigate against these impacts.</p>		
<b>Background papers considered</b>	Record of Cabinet portfolio holder decision, Women's Tour Cycle Event, dated 19 March 2019		
<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>
	Ward councillors		
	Legal	Pat Connell	Suggested amendments
			10.04.19

			incorporated	
	Finance	William Jacobs	Suggested amendments incorporated	10.04.19
	Human resources			
	Sustainability			
	Diversity and equality			
	Communications	Andy Roberts	Agreed	04.04.19
	Senior Management Team	Adrianna Partridge Andrew Down	Agreed	10.04.19
<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 on 09.04.19.			
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature <u>          h. Lloyd          </u> Date <u>          11/4/2019          </u>			

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

For Democratic Services office use only		
Form received	Date: 11-4-19	Time: 9:15
Date published to all councillors	Date: 11-4-19	
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](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.**

