

## 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 Maggie Filipova - Rivers
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	14 July 2022
<b>Name and job title of officer requesting the decision</b>	Jayne Bolton, Community Wellbeing Manager (Arts and Active Communities, Garden Communities, Grants, Health)
<b>Officer contact details</b>	Tel: 07717271911 Email: <a href="mailto:Jayne.bolton@southandvale.gov.uk">Jayne.bolton@southandvale.gov.uk</a>
<b>Decision</b>	To approve the new Everyone Active Grants policy, attached in appendix one
<b>Reasons for decision</b>	<p>To support developing the Community Wellbeing Strategy and Active Communities Strategy, and aid communities' recovery from the pandemic, the council wishes to create opportunities to improve the health and wellbeing of our residents.</p> <p>One of the ways it can do this is through a grant scheme of £50,000 made available to individuals, community and voluntary groups including town and parish councils to apply for grants of up to £1,000.</p> <p>This grant scheme will further the role of the council in expanding active opportunities for our communities and addresses the inequalities that exist in accessing those activities. Projects improving physical activity will be prioritised, in line with the council's Corporate Plan.</p> <p>The proposed policy is very light touch to enable the council to respond quickly in getting funding out to community groups as soon as possible after the organisations have accepted the grant. It will be administered through our grants system and by officers in the community enablement team, supported by the active communities' team. The Deputy Chief Executive Transformation and Operations will approve the grant awards.</p> <p>The scheme is very broad to enable the funding to support a range of different initiatives, from more traditional sports to community gardening, or active travel, depending on the individual needs of different priority groups and/or localities.</p>

<b>Alternative options rejected</b>	Not to set up a leisure grants scheme to support communities trying to get residents to increase or sustain activity. This has been rejected as we need to act now to meet the growing need post pandemic to return to sport, get active and improve their mental wellbeing. It also recognises the role of the Voluntary and Community Sector in providing sporting and wellbeing activities to residents.
<b>Climate and ecological implications</b>	This grant scheme can have a positive impact on climate and biodiversity, providing funding for community groups and town and parish councils to invest in active travel projects, which involve getting more people walking and, on their bikes, as well as creating community gardens or clearing/planting green spaces to make them more accessible for different uses.
<b>Risk</b>	<p>The policy follows a similar format to the established Councillor Grant Scheme, requiring the completion of a very simple application form and grant acceptance to agree the standard conditions of the award.</p> <p>As the grants are low value, up to £1,000, the risk of opening the scheme up to individuals and non-constituted groups, alongside other voluntary and community sector organisations, town and parish councils has been considered and determined low risk.</p> <p>In order to take a proportionate approach, not asking for evidence of the organisations/individual existence, governance documents or bank statement has been considered. The balance of risk and community benefit in the case of a discretionary scheme such as this, favours the approach proposed over one that has greater administrative burdens for applicants and processing.</p> <p>Equally, the recommended timescales are short to ensure activities can take place quickly, whilst meeting an urgent need to aid recovery from the pandemic.</p> <p>Overall, the process and audit trail is proportionate to the risk involved versus the community benefit to be achieved.</p>
<b>Legal implications</b>	As the value of the grants are low, the risk that the organisations would be exceeding the threshold for Minimal Financial Assistance (MFA) is extremely low. Therefore, it is not considered necessary to include reference to Subsidy Control MFA within the policy or to seek a declaration in the application.
<b>Financial implications</b>	<p>£50,000 has been allocated for this scheme.</p> <p>As many as 80 projects on average (though could be up to 200) could apply for this funding. Due to the volume of transactions, direct payments into bank accounts will be made. Rather than the usual batches and new suppliers set up through our finance system, Unit 4.</p>
<b>Other implications</b>	None

<b>Background papers considered</b>	None			
<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			
	Legal <a href="mailto:legal@southandvale.gov.uk">legal@southandvale.gov.uk</a>	Patrick Arran	Approved with amendments	11 July 2022
	Finance <a href="mailto:Finance@southandvale.gov.uk">Finance@southandvale.gov.uk</a>	Richard Spraggett	Approved, no changes	7 July 2022
	Human resources <a href="mailto:hradminandpayroll@southandvale.gov.uk">hradminandpayroll@southandvale.gov.uk</a>	Not applicable		
	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Heather Saunders	Approved, no changes	12 July 2022
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Lynne Mitchell	Fully support this. Good to see that a variety of schemes within the community could benefit from this.	13 July 2022
	Health and safety <a href="mailto:healthandsafety@southandvale.gov.uk">healthandsafety@southandvale.gov.uk</a>	Not applicable		
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	Not applicable		
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Andy Roberts	Approved, working with communications to promote the scheme	7 July 2022
	Senior Management Team <a href="mailto:ExecutiveSupportS@Southandvale.gov.uk">ExecutiveSupportS@Southandvale.gov.uk</a>	Not applicable		
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny</b>	Not applicable			

<b>Committee chairman?</b>	
<b>Has this been discussed by Cabinet members?</b>	
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature ___Maggie Filipova-Rivers_____
	Date _____ 14 July 2022_____

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

For Democratic Services office use only		
Form received	Date: 14 July 2022	Time: 18:22
Date published to all councillors	Date: 15 July 2022	
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 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.**