

## 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 Anne-Marie Simpson
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	12 March 2024
<b>Name and job title of officer requesting the decision</b>	Tom Rice Infrastructure Planning Team Leader
<b>Officer contact details</b>	Tel: 07510 921695 Email: <a href="mailto:tom.rice@southandvale.gov.uk">tom.rice@southandvale.gov.uk</a>
<b>Decision</b>	To approve the draft Playing Pitch Strategy (PPS) and Leisure Facilities Assessment Strategy (LFAS) for public consultation for 5 weeks, running from Wednesday 13th March 2024 to Wednesday 17 <sup>th</sup> April 2024.
<b>Reasons for decision</b>	To provide the public and stakeholders an opportunity to comment on the draft PPS and LFAS. Following comments, the council will review comments, make any necessary changes, then consider whether or not to adopt the PPS and LFAS.
<b>Alternative options rejected</b>	Not subjecting the PPS and LFAS to public consultation.
<b>Legal implications</b>	There are no legal implications in carrying out public consultation on the draft PPS and draft LFAS
<b>Financial implications</b>	This strategy identifies the need for projects but does not commit the council to either delivering or funding them. Some projects will be funded by developer contributions via S106 on site while others could draw down on CIL funding. The council may be put under pressure to deliver some of the facilities that are not tied to a specific development site and any cost implications will need to be factored into future budget plans.
<b>Climate implications</b>	There are no climate and ecological implications of subjecting the PPS and LFAS to public consultation. Once adopted, delivery of the strategy will have climate and ecological implications, including on carbon emissions, carbon sequestration, land use and biodiversity. One of the aims of the strategy is to locate facilities close to where people live, which

	will encourage active, low-carbon means of travel. The detailed design of each development will be planned comprehensively in accordance with other policies in the local plan – including those on climate and ecology.		
<b>Equalities implications</b>	Please see accompanying Equalities Impact Screening Assessment		
<b>Other implications</b>	The LFAS and PPS will inform policies in the emerging JLP, and be used to assist the council's development management team in the Planning Department in securing developer contributions for the relevant facilities.		
<b>Background papers considered</b>	Draft South Oxfordshire Playing Pitch Strategy Draft South Oxfordshire Leisure Facilities Assessment Strategy		
<b>Declarations/ conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?</b>			
<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>	Pat Connell agreed	5.3.2024
	Finance <a href="mailto:Finance@southandvale.gov.uk">Finance@southandvale.gov.uk</a>	Hannah Makins Principal Accountant Limited financial implications at this stage, so happy to proceed	6.3.2024
	Climate and biodiversity <a href="mailto:climateaction@southandvale.gov.uk">climateaction@southandvale.gov.uk</a>	Jessie Fieth No further comments	7.3.2024
	Diversity and equality <a href="mailto:equalities@southandvale.gov.uk">equalities@southandvale.gov.uk</a>	Abi Witting No comments, thank you for completing the EIA screening tool	7.3.2024
	Property <a href="mailto:property@southandvale.gov.uk">property@southandvale.gov.uk</a>	No comments received	
	Risk and insurance <a href="mailto:risk@southandvale.gov.uk">risk@southandvale.gov.uk</a>	No comments received	
	Communications <a href="mailto:communications@southandvale.gov.uk">communications@southandvale.gov.uk</a>	Andrea Busiko No comments	6.3.2024
<b>Confidential decision?</b> If so, under which exempt category?	No		

<b>Call-in waived by Scrutiny Committee chairman?</b>	N/A Not a key decision
<b>Has this been discussed by Cabinet members?</b>	No. However, the Councillor responsible for Leisure Centres and Community Facilities has been consulted during the preparation of the draft strategies. Furthermore, draft documents have been shared with the Leader of the Council, and members on the Joint Local Plan Steering Group have been briefed by the officer team and consultants on Thursday 22 Feb 2024.
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature ___ Councillor Anne-Marie Simpson _____ Date _____ 12 March 2024 _____

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

For Democratic Services office use only		
Form received	Date: 13 March 2024	Time: 11:28
Date published to all councillors	Date: 13 March 2024	
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.  
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.**