

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	Councillor Maggie Filipova-Rivers
Key decision?	Yes
Date of decision (same as date form signed)	7 May 2024
Name and job title of officer requesting the decision	Jayne Bolton Community Wellbeing Manager Report Author: Alison Hamilton, Community Enablement Officer
Officer contact details	Tel: 07717 271911 Email: Jayne.Bolton@southandvale.gov.uk
Decision	To approve the updated Everyone Active Policy as set out in Appendix 1
Reasons for decision	<p>The council launched a 'new' Everyone Active Grant Scheme in 2022.</p> <p>It has now been operating for over two years and after three successful rounds of the scheme, it was considered prudent to review the policy prior to reopening in May 2024.</p> <p>A summary of the main changes are detailed below, to:</p> <ul style="list-style-type: none"> • Provide further alignment to the Active Communities Strategy and emerging delivery plan. • Promote other demographic groups that projects could support. • Increase the understanding of the types of projects that could be eligible, encouraging organisations to consider making their projects as accessible and inclusive as possible, and how their project impacts on the climate emergency. • Highlight the scheme can also fund sports clubs. • Introduce a maximum project cost of £5,000 to encourage smaller projects that can be quickly completed. Larger projects can apply to our Councillor Community Grants Scheme or Capital Grant Scheme. • Improve the application and award process for applicants. <p>A full list of changes and rationale for these can be found in Appendix 2.</p>

Alternative options rejected	<p>Not to make any changes to the policy was rejected as it has not been reviewed since the Everyone Active grant scheme was first launched.</p> <p>Retaining the current policy would not allow further alignment to our Active Communities Strategy or embed access and inclusion or climate and ecological considerations into projects submitted for funding. It also wouldn't help us to address process improvements for applicants and reduce the burden of decision making on senior management.</p>
Legal implications	<p>As the value of the grants are low (up to £1,000), the risk that the organisations would be exceeding the threshold for Minimal Financial Assistance (MFA) is extremely low.</p> <p>However, the policy has been updated to include reference to Subsidy Control/MFA and relevant questions will be added to the application form and offer letter. Seeking confirmation, the organisation has not received any other Minimal Financial Assistance in excess of (or which when taken together with this grant would exceed) £315,000 in the elapsed part of the current Financial Year, and in the two Financial Years immediately preceding the current Financial Year. Providing relevant evidence if subsidy has been paid.</p>
Financial implications	<p>There are no additional financial implications because of this decision. The funding is already included in the 2024/25 revenue budget.</p>
Climate implications	<p>The policy addresses the need for applicants to consider the climate and ecological implications of their project, such as the use of sustainable materials or other climate-friendly options to reduce energy use where appropriate.</p> <p>More project examples have been added, including those that support 'blue' (outdoor environments) and 'green' (open spaces) objectives.</p>
Equalities implications	<p>The policy encourages all applicants to make their projects inclusive and accessible to all. It promotes other demographic groups that projects could support and activities that could help tackle rural deprivation.</p>
Other implications	<p>N/A</p>
Background papers considered	<p>N/A</p>
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	<p>N/A</p>

List consultees		Name	Outcome	Date
	Legal legal@southandvale.gov.uk	Pat Connell	Approved with some changes to the governance arrangements in the policy and summary documents	17/04/2024
	Finance Finance@southandvale.gov.uk	Nicole Tyreman	Approved	17/04/2024
	Climate and biodiversity climateaction@southandvale.gov.uk	Jessie Fieth	Approved	15/04/2024
	Diversity and equality equalities@southandvale.gov.uk	Abi Witting	Approved	17/04/2024
	Communications communications@southandvale.gov.uk	Charlotte Westgate	Approved	12/04/2024
	Active Communities Jo.paterson@southandvale.gov.uk	Jo Paterson	Approved	15/04/2024
	Community Grants Panel		Feedback has been incorporated into the policy	8 April 2024
	SMT		Approved with feedback regarding permissions e.g., planning, landlord incorporated into the policy	26 April 2024
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	No			
Has this been discussed by Cabinet members?	Community Grants Panel members			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature <u> Maggie Filipova-Rivers </u>			
	Date <u> 7 May 2024 </u>			

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

For Democratic Services office use only		
Form received	Date: 8 May 2024	Time: 09:22
Date published to all councillors	Date: 8 May 2024	
Call-in deadline	Date: 15 May 2024	Time: 17:00

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
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.