

## 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 Cabinet Member for Community Wellbeing
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	17 June 2021
<b>Name and job title of officer requesting the decision</b>	Darren Walter – Arts Centre Director, Cornerstone Arts Centre
<b>Officer contact details</b>	Tel: 07449 952433 Email: <a href="mailto:Darren.Walter@southandvale.gov.uk">Darren.Walter@southandvale.gov.uk</a>
<b>Decision</b>	To reopen the café bar at Cornerstone Arts Centre from Monday 21 June in advance of the full opening of the venue intended for Tuesday 7 September.
<b>Reasons for decision</b>	<ul style="list-style-type: none"> <li>• Under the government’s current lockdown restrictions arts centres and cafés can reopen subject to restricted capacity and social distancing measures.</li> <li>• Until now Cornerstone has been closed to the public to allow the councils community hub service to operate from the centre.</li> <li>• The hub is being downsized to reflect current demand and being relocated to a smaller space within Cornerstone.</li> <li>• Reopening the café bar at Cornerstone from 21 June will provide a valuable community resource in the heart of Didcot that will help to reenergise the town square.</li> <li>• It will provide a large, open and welcoming space for the community to use</li> <li>• The café bar will support and benefit from the planned programme of creative activities planned for the town square over the summer holidays that is being developed by the Didcot Garden Town team and Cornerstone.</li> <li>• Opening the café bar is a controlled and measured way to reintroduce Cornerstone as a facility to the community allows us to assess customer trends over the summer in advance of the full opening of the venue.</li> <li>• The café bar will provide indoor and outdoor seating and offer takeaway and ‘sit-in’ service. Its operation will be able to flex between the various government tiers/ restrictions.</li> </ul>

<p><b>Alternative options rejected</b></p>	<ul style="list-style-type: none"> <li>• <b>The venue remaining fully closed until September</b> – This option was rejected due to the community benefits of reopening the café bar in June, so it is available as a resource throughout the summer.</li> <li>• <b>Open the entire venue in June</b> – The summer is traditionally the quietest period of the year for theatres and arts centres, and August is typically a period used for deep cleans, essential maintenance and preparations for the new season commencing in September. After a year of closure and operating as the community food hub, the overall building requires a period of time to ensure the venue is fit and ready to reopen to the public. These works need to be completed over the summer period. Although the ground floor (where the café bar is situated) can be completed before 21 June, the upper floors (including the auditorium, dance studio and craft workshop rooms) cannot due to the ongoing operation of the community hub. The community hub is due to be downsized to a smaller room in the building by mid-July, and this then allows a clear six weeks to ensure the remainder of the building can be prepared for reopening from September.</li> </ul>
<p><b>Climate and ecological implications</b></p>	<p>n/a</p>
<p><b>Legal implications</b></p>	<p>Any reopening of the café will be operated in accordance with the Covid-19 restrictions and guidance in place at the point of reopening and thereafter as necessary.</p>
<p><b>Financial implications</b></p>	<p>In addition to Cornerstone being closed as it has been the location of the community hub, in any event the government roadmap did not allow any trading indoors before 17 May 2021. Even when the café reopens in June 2021, it will take time for the business to recover to pre-pandemic revenues, especially as the rest of the building will remain closed. Income receipts are therefore expected to be below pre-pandemic levels for some time after re-opening.</p> <p>As part of budget setting for 2021/22, provision was made for irrecoverable net income losses due to the pandemic across a number of council services including Cornerstone. As part of routine budget monitoring officers will continue to monitor whether sufficient provision for net income losses has been made across all services.</p>
<p><b>Other implications</b></p>	<p>Reputational damage - We may receive some negative feedback from the local community if we don't reopen the whole venue in line with the start of Stage 4, especially if other similar sized venues open around this date. However,</p>

	we'd mitigate against this by communicating the reasons behind starting again in September and the consultation we're currently running to shape the future programme.			
<b>Background papers considered</b>	Government Guidance on the safe reopening of Performing Arts Venues & Multi-use spaces Government Guidance on working safely in pubs, cafes, bars, restaurants and takeaways Covid-19 Secure Guidelines Government COVID-19 Response (Spring 2021) – roadmap out of lockdown			
<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	Cllr. Mocky Khan	No objections or concerns.	9 June 2021
		Cllr. Axel Macdonald	No comment received	
		Cllr. Celia Wilson	No comment received	
	Legal	Pat Connell	No objections or concerns	4 June 2021
	Finance	Richard Spraggett	No objections or concerns	8 June 2021
	Human resources	David Fairall	No objections or concerns	3 June 2021
	Diversity and equality	Lynne Mitchell	No objections or concerns	2 June 2021
	Climate and biodiversity	Heather Saunders	No objections or concerns	2 June 2021
	Communications	Andy Roberts	No objections or concerns	3 June 2021
	Senior Management Team	All	Comments provided and updated	14 June 2021
<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>	Discussed with Maggie Filipova-Rivers and David Rouane			

<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature _____ Councillor Maggie Filipova-Rivers _____ Date _____ 21 June 2021 _____
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**ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.**

For Democratic Services office use only		
Form received	Date: 29 June 2021	Time: 10:10
Date published to all councillors	Date: 29 June 2021	
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.**