

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	Cllr Filipova-Rivers
Key decision?	Yes
Date of decision (same as date form signed)	<i>Not before 29 July 2022 (to take into account 28 calendar days needed re. addition to Cabinet work programme)</i>
Name and job title of officer requesting the decision	Katharine Doherty Community Safety Team Leader
Officer contact details	Tel: 01235 422591 Email: Katharine.doherty@southandvale.gov.uk
Decision	<p>To procure BT to upgrade South Oxfordshire District Council's CCTV cameras in Wallingford from analogue to IP (digital) along with a five year rental of the CCTV transmission circuits for Wallingford, Thame, Henley and Didcot.</p> <p>To direct award this contract to BT under the CCS Framework (lot number RM3808) and to enter into the framework draw down contract.</p>
Reasons for decision	<p>The upgrading of the Wallingford cameras is being included within a larger CCTV project which covers the upgrading of cameras and transmission circuits in Abingdon and Wantage. BT owns the transmission circuits that need to be upgraded so no other supplier can carry out these works. Therefore we can only go to BT for this part of the project.</p> <p>To help maintain service continuity and therefore reduce the risk of disruption to a service which needs to run 24/7 to support police and community safety operations etc, it is preferable to have one single contractor upgrading the transmission network in the Vale and the cameras in Wallingford, Abingdon and Wantage. This also helps secure economies of scale across the whole project.</p> <p>With regards to the five year rental of the transmission circuits in South Oxfordshire, BT own these so they are the only company that can supply this service to the council.</p> <p>Framework prices have been reviewed in order to ensure best value is being obtained for the council.</p>

Alternative options rejected	A full tender exercise has been rejected due to the fact that BT are the only contractor that can carry out works on the transmission circuits which is the most significant part of the overall upgrade project. Having the same contractor upgrade the cameras in Wallingford will help to minimise service disruption and achieve economies of scale. BT are also the only company from whom we can rent the transmission circuits.			
Climate and ecological implications	New digital CCTV cameras use less energy than the older, analogue models.			
Legal implications	Providing the framework is compliant and the draw down contract terms acceptable, there are no other legal implications arising from the decision made.			
Financial implications	<p>The price from the framework for this is £101,098 which comprises:</p> <ul style="list-style-type: none"> £31,798 for upgrading the Wallingford CCTV cameras which will be funded from South cost centre A271 (approved capital) £69,300 for the five year rental of the transmission circuits across all four market towns (£13,860 per annum) and revenue budget is available to cover this in TV01 4504/4003. <p>It will be a joint council contract however the charges have been broken down by district to reflect the level of works required in each district.</p>			
Other implications	None			
Background papers considered	n/a			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	None			
List consultees		Name	Outcome	Date
	Ward councillors	Cllr George Levy	Agreed	18/07/22
		Cllr Sue Roberts	Agreed	18/07/22
	Legal legal@southandvale.gov.uk	Patrick Arran/ Christine Cox	Agreed	29/06/22
	Finance Finance@southandvale.gov.uk	Emma Creed/ Maggie Xu	Budget checked and agreed	29/06/22
	Procurement	Angela Cox	Agreed	29/06/22
	Human resources hradminandpayroll	n/a		

	@southandvale.gov.uk			
	Climate and biodiversity climateaction@southandvale.gov.uk	n/a		
	Diversity and equality equalities@southandvale.gov.uk	n/a		
	Health and safety healthandsafety@southandvale.gov.uk	n/a		
	Risk and insurance risk@southandvale.gov.uk	n/a		
	Communications communications@southandvale.gov.uk	n/a		
	Senior Management Team ExecutiveSupportS@southandvale.gov.uk		<p>Agreed - only comment as follows:</p> <p>AD - no issues - decision date will need to be firmed up.</p> <p><i>This will be confirmed/finalised when the Cabinet Member signs the document (expected to be 29 July 2022)</i></p>	15/07/22
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	No			
Has this been discussed by Cabinet members?	No			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	<p>Signature __Cllr Filipova-Rivers (by email)</p> <p>Date _____ 11/08/22_____</p>			

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

For Democratic Services office use only		
Form received	Date: 11 August 2022	Time: 15:30
Date published to all councillors	Date: 11 August 2022	
Call-in deadline	Date: 18 August 2022	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 or extension 2520.
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 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.