

## 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 Andrea Powell, Cabinet Member for Corporate Services
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	15 <sup>th</sup> November 2022
<b>Name and job title of officer requesting the decision</b>	Simon Turner, IT Programmes Manager
<b>Officer contact details</b>	Tel: 07917 088359 Email: <a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@southandvale.gov.uk</a>
<b>Decision</b>	To approve £50,000 from provisional capital budget to approved capital budget for IT hardware
<b>Reasons for decision</b>	<p>The capita budget for IT hardware spend is held in provisional budget pending approval from the cabinet member to move to approved</p> <p>The council made the decision to invest in officer IT provision and accordingly needs to purchase enough suitable laptops and peripheral IT equipment to support officers</p> <p>The council currently provides laptops for around 600 officers and 75 members (these figures cover all people including those of Vale of White Horse) and the cost for supplying IT hardware is evenly split between the two councils.</p> <p>It is anticipated that the councils will seek to replace laptops approximately every 4 years on a rolling programme to ensure people have suitable IT resources. Based on a total cost of replacing all laptops of £406,250 (at current prices) spilt across 4 years (£101,562), the annual cost of providing new and replacement IT hardware is £50,781</p>
<b>Alternative options rejected</b>	<ol style="list-style-type: none"> <li>To not approve the capital budget for IT hardware would only allow a much smaller number of laptops and other items to be purchased annually. Resulting in officers and council members using aged and under-performing IT equipment for longer. Resulting in wasted time and frustration due to slower laptops.</li> </ol>

	The IT technology strategy agreed by council clearly outlines the requirements for officers and members to have use of up to date and usable IT equipment.			
<b>Legal implications</b>	There are no specific legal implications in moving provisional budget to approved capital. Any procurement of IT hardware is undertaken using the councils contract procurement rules using framework agreements or written quotations..			
<b>Financial implications</b>	The financial implications are set out below:  The capital cost of this scheme is £50,000 which will be funded from the council's reserves. The council will lose interest of £1,125 a year (assuming an average rate of return of 2.25%) by spending this money rather than investing it as it does at the moment. If the council wished to replenish the reserves over the estimated life of the scheme (5 years), then the revenue cost of this scheme will increase to £10,690 per annum.			
<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>
	Cabinet Member for Corporate Service	Councillor Andrea Powell	Approved via email	12/10/22
	Cabinet Member for Finance and Property Assets	Councillor Leigh Rawlins	Approved via email	13/10/22
	Finance	Maggie Xu	Happy to support	08/11/22
	Diversity and equality	Lynne Mitchell	I support the need to procure new IT equipment. Particularly, as newer devices often offer more tools for people with dyslexia, they also have other benefits which helps those with vision issues. They are lighter to carry which aids our hybrid working policy	14/10/22
	Senior Management Team	Mark Minion, Head of Corporate Services	Fine	12/10/22
<b>Confidential decision?</b> If so, under which exempt category?	No			

<b>Call-in waived by Scrutiny Committee chairman?</b>	No
<b>Has this been discussed by Cabinet members?</b>	No
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature <i>Andrea Powell</i>  Date 15 <sup>th</sup> November 2022

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

For Democratic Services office use only		
Form received	Date: 15 November 2022	Time: 11:20
Date published to all councillors	Date: 15 November 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.**