

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 – for four grants awarded over £25,000
Date of decision (same as date form signed)	16 March 2023
Name and job title of officer requesting the decision	Jayne Bolton Community Wellbeing Manager
Officer contact details	07717271911 Jayne.bolton@southandvale.gov.uk
Decision	<ol style="list-style-type: none"> 1. To award capital grants for 2022/2023, listed in appendix one, totalling £320,000 as recommended by the council's Community Grants Panel. 2. To award these grants subject to the conditions laid out in appendix two and three. 3. To transfer £320,000 from the provisional 2022/23 capital grant budget to the approved 2022/23 capital grant budget (A362) to fund these awards. 4. To delegate authority to the Head of Policy and Programmes to make minor changes to the policy and scoring criteria (if required), prior to opening the scheme in 2023/24. 5. To delegate authority to the Head of Policy and Programmes to review and approve the revised plans for Warborough Cricket Pavilion, in consultation with the Community Grants Panel, before any funds are released.
Reasons for decision	<p>Background</p> <p>In August 2022, changes were made to the Capital Grants policy in response to feedback received from applicants, officers, the Community Grants Panel and Cabinet members, following a full review of the previous policy that was agreed by Cabinet 10 June 2021 and the subsequent update to the scoring criteria approved via delegated authority in October 2021.</p>

	<p>The main changes aimed to encourage equal opportunities for smaller organisations to secure the money they need, through allocating a percentage of the budget for smaller projects. Alongside giving the Community Grants Panel the discretion to recommend fully funding smaller projects up to the value of £10,000 and/or where the panel can justify recommending funding to an organisation who ordinarily wouldn't have achieved enough points to receive an award.</p> <p>The grant scheme opened for applications on 6 September 2022 and closed on 21 October 2022. Of the 16 submitted applications, 14 moved forward to the scoring stage and two did not meet the eligibility criteria.</p> <p>At the Community Grants Panel Meeting (9 February 2023), officers and the Community Grants Panel used the agreed criteria in the policy to score the 14 eligible applications to identify high, medium, and low priorities for funding.</p> <p>The Community Grants Panel recommend that seven applications ranked as high priorities receive the full amount of funding requested. Clifton Hampden and Burcot Sea Scouts presented extra information to the panel which the panel considered sufficient to increase their score by enough points to move from medium to high priority.</p> <p>In line with the policy, once all high priority projects are awarded, those applications scoring as medium priority projects will receive an equal share of the remaining budget. This equated to 71.3 per cent of the amount that they had originally requested.</p> <p>One application from Warborough Parish Council which scored as a medium priority project, had not been recommended for funding by officers, but following their presentation to the panel and further consideration, the panel decided to recommend it for funding with the conditions listed in appendix two.</p> <p>One project, Henley-on-Thames Bowling Club, which scored as a low priority project, is not recommended for funding as per the policy.</p> <p>All awards are detailed in appendix one, and conditions of award in appendix two and three.</p> <p>A further round of Capital Grant in 2023/24 with a budget of £320,000 was approved at full Council Meeting on 16 February 2023.</p>
<p>Alternative options rejected</p>	<p>Not to award Warborough Parish Council funds towards the refurbishment of their Cricket Pavilion, and request they</p>

	<p>reapply to the scheme in 2023/24 has been rejected as it is recognised that the project will improve a pavilion that needs updating if cricket is to continue in the village. In addition, the proposed new community space directly on the village green will extend the use of the building to a year round facility rather than the current summer only use.</p> <p>The award is therefore conditional, as set out in appendix two.</p>
Climate and ecological implications	<p>The Capital Grants policy scoring criteria includes climate as a cross cutting theme that is scored. This encourages organisations to consider how their organisation, activities and services are working towards addressing the climate emergency.</p>
Legal implications	<p>The council is using its general powers under Chapter 1 of the Localism Act 2011 to offer this funding.</p> <p>In line with the council's constitution, the Cabinet Member for Community Wellbeing has the authority to consider the recommendations of the panel and decide what grants to award.</p> <p>The 13 organisations receiving a capital grant will enter into standard grant conditions in line with the agreed policy. Organisations will also be subject to regular monitoring.</p> <p>Standard conditions for all grants awarded under this scheme were approved by Cabinet on 8 October 2019 and have been updated slightly to reflect the change in legislation from State Aid to the Subsidy Control Act 2022 (appendix three). Additional grant conditions set are as detailed in appendix two.</p>
Financial implications	<p>The council has had a capital grant budget to fund Voluntary Community Sector organisations for a number of years now. A further £320,000 for 2023/2024 was approved by full Council on 16 February 2023.</p> <p>There are no additional financial implications as a result of approving these grant awards.</p>
Other implications	<p>The main risk of funding these organisations is the possibility they don't deliver against their project and complete the agreed works within the timeframe permitted by the policy.</p> <p>Officers mitigate against this through staggered payment terms, usually with 50 per cent paid when we receive a valid signed acceptance form and conditions, and the remaining 50 per cent being paid on completion of the project, and confirmation applicants have met all the conditions. If there's any unexpected delays to the project, applicants can request</p>

	<p>one extension of up to 12 months. If the project costs less than expected, we will reduce our final payment accordingly. If necessary, we can request return of some of the first payment.</p> <p>There is also a risk that the revised plans submitted by Warborough Parish Council are not considered a satisfactory alternative design. We will mitigate against this through early conversations before final drafts are submitted.</p> <p>Should the plans fail to achieve the desired outcomes, there is an option not to release the funds and put the money back into the provisional Capital grant budget, for use in the 2023/24 scheme. When the Parish Council could reapply.</p>			
Background papers considered	Community Grants Panel meeting minutes 9 February 2023			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	N/A			
List consultees		Name	Outcome	Date
	Ward councillors	N/A	N/A	N/A
	Legal	Patrick Arran	Approved	17/02/23
	Finance	Emma Creed	Approved	16/02/23
	Human resources	N/A	N/A	N/A
	Climate and biodiversity	Kim Hall	Approved	16/02/23
	Diversity and equality	Lynne Mitchell	Approved	17/02/23
	Health and safety	N/A	N/A	N/A
	Insurance and Risk	N/A	N/A	N/A
	Communications	Andy Roberts	Approved	02/03/23
	Senior Management Team	SMT	Approved	15/03/23
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	N/A			
Has this been discussed by Cabinet members?	Yes			

Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Cllr Maggie Filipova-Rivers by email on 16/3/2023
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ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 16 March 2023	Time: 12:15
Date published to all councillors	Date: 16 March 2023	
Call-in deadline	Date: 23 March 2023	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.