

# WINCHESTER CITY COUNCIL DECISION RECORD

VERSION 3. NOVEMBER 2020

Officer Completing the Form: Graeme Todd

Lead Director: Simon Hendey

Subject: Request for Budget – Emergency Landslide repairs St Giles Hill

**Details of Decision:** *Please provide a brief explanation as to what decision was made, including any financial implications. This should be done in easy to understand, non-technical language - as this wording will appear on the website for the public to read. Also please remember all staff will be able to see this document.*

To incur the capital expenditure of up to £180,000, using the asset management plan capital budget funded by the Property Reserve, to undertake chalk face stabilising works to a section of the bank to St Giles Hill at the rear of Matley's Yard.

## Type of Decision: (please tick. see reverse for definitions)

Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form)

Significant Operational Decision (see section 2B (1) on reverse of this form)

Other Decisions to be Published (see section 2B (2) on reverse of this form)

Administrative Decision (see section 3 on reverse of this form)

**Reason for the Decision:** *A brief overview of your reasons for taking this course of action.*

St Giles Hill is a Winchester City Council owned area of land that faces onto in part Matley's Yard which accommodates light industrial units also owned by Winchester City Council. The units are currently let and fully occupied.

The chalk face backing on to Matley's Yard has suffered a recent partial collapse in December 2022 and has continued to experience further spalling of chalk. As a precaution an area of the car park to the base of the chalk face within Matley's Yard has been harrassed fenced off.

Two options for repair are available:

- First option is to scale back the chalk face, install a mesh across the face of the cliff to capture any further falling rocks. The cost for this option is £150,000 and would likely withstand a life span of 30 to 50 years.
- The second preferred option is major excavation grading back the cliff face, applying a hydro seed to 'green up' the newly exposed white chalk face bank. Additional fencing to a section at the top will be installed. The cost for this option is £180,000 and would provide a permanent solution.

## Financial consequences

Total capital costs for the required works are estimated at up to £180,000.

The works will be funded from the Asset Management Plan capital budget in 2023/24. This is financed by the capital receipts reserve and so there are no associated borrowing costs as a consequence of the decision.

**Alternative Options Considered & Rejected:** *All alternative options considered need to be outlined here. Please include detail of any representations received. This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected.*

There have been three alternative options which have been considered and rejected:

1. The Council could choose to undertake the reduced cost option, this would make the chalk face safer and mitigate further collapse but does not resolve any future issues. The alternative option does provide more surety and would make the Matley's Yard more attractive should future development be considered.
2. The Council could choose not to proceed with the repair works. However, the risk of further collapse would still remain a health and safety liability to the occupants.
3. The Council could choose not to proceed with the repair works and close Matley's Yard, this would result in a loss of rental income, and would require assisting the tenants with finding alternative accommodation.

**Supporting Information:** *If your decision relates to delegated authority derived from a specific Committee resolution, please confirm the name of the Committee, the date of the meeting and paste the resolution into this box.*

No further information

**Declared Officer and/or Member interests:** *List any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision and, in respect of any declared conflict of interest, any note of dispensation granted by the Monitoring Officer.*

None

Departmental Review			
Legal review:	<i>Tick this box to confirm legal team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	Neil McArthur
Finance review:	<i>Tick this box to confirm finance team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	Neil Aitken
Other review:	<i>Tick this box to confirm any other departmental review of proposed decision (and specify department)</i>	<input checked="" type="checkbox"/>	Amy Tranah - Procurement

**PTO**

**Are the details of the decision open or exempt?**

Open

Part Exempt. Please expand

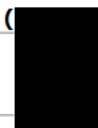
Exempt. Please expand

**Decision Taker (name):** *This needs to be the specific Officer or Cabinet Member who holds the delegation within the constitution/or referred to by a Committee*

**Decision Taker (Name):**

**Date:**

Liz Keys



14 March 2023

**Call In dates (key decisions only) and Implementation date:**

Commencement of call in: (date)	Click here to enter a date. <i>(Please refer to Dem Services for this)</i>
Last date for call in: (date)	Click here to enter a date. <i>(Please refer to Dem Services for this)</i>
Planned Implementation Date:	Click here to enter a date.

## Notes.

### 1) Why record officer decisions?

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require local authorities to produce a written statement of an executive decision made by an officer as soon as is reasonably practicable after the decision is taken (see Paragraph 13). This written statement must include the information requested in the questions of the pro forma on the previous page.

### 2) What sort of decisions are there?

- a) **Key decisions.** A key decision is defined by Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 as being an executive decision which is likely:
- i. To result in the local authority incurring expenditure, which is or the making of savings which are significant having regard to the local authority's budget for the service or function to which the decision relates; **(For Winchester City Council, the financial limit above which a decision is regarded as significant is £250,000 per year), or;**
  - ii. To be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules, Access to Information Procedure Rules (Part 4) and the Officer Scheme of Delegation (Part 3) of this Constitution.

- b) **Non-Key Decisions.** Officers will usually take non-key executive decisions. A non-key decision is an executive decision that does not meet either criterion of a key decision as laid out above. These decisions are divided into significant operational decisions and administrative decisions.
1. **Significant Operational (Non-Key) Decisions.** This is a decision in relation to a Council or executive function which is not a key decision and results in one of the following:
    - i. Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
    - ii. Capital expenditure (i.e. if they involve entering into new commitments and/or making savings) and/or contract awards of between £100,000 and £250,000
    - iii. When, in the opinion of the Chief Executive, the Section 151 Officer or Monitoring Officer, a published record of the decision is required to provide openness and transparency.
    - iv. A significant decision should be recorded in order to comply with Regulation 13 (Recording of executive decisions made by individuals) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (No. 2089).
  2. **"Other" Decision.** Regulation 7 of the Openness of Local Government Bodies Regulation 2014 requires a written record to be produced as soon as reasonably practicable after an officer has made a decision under delegation which a) grants a permission or licence or b) affects the rights of an individual.
  3. **Administrative Decision:** *(these do not require recording on this form unless one or more of the following applies)*
    - i. There is a financial implication;
    - ii. It is in conflict with the Budget and Policy Framework or other approved policies approved by full Council; and
    - iii. It raises new issues of policy.

### 3) Which officer decisions need to be recorded on this form?

Officers need to record:

- 1) any key decision, i.e., decisions that have a significant effect on 2 or more divisions, or have a cost/saving of £250,000 or more. (see 2A above)
- 2) any Significant Operational Decisions. (see 2B (1) above)
- 3) "Other" officer decisions regarding the granting of a permission or licence or that affect the rights of an individual (see 2B (2) above)
- 4) Administrative decisions for which there is a financial implication.

### 4) What are the relevant processes to be followed?

**For all decisions, the report author needs to complete the Forthcoming Decisions record in Sharepoint.**

Establish which type of decision it is (see 2 A and 2B above.)

Most officer decisions require to be recorded on this form (see 3 above) Once completed, please ensure that it is reviewed by legal, finance and the relevant Director prior to signing. Once approved, the form should be forwarded to Democratic Services for adding to the Council's website where it can be viewed by members of the public on the decisions page (unless it is an Administrative decision).