

# WINCHESTER CITY COUNCIL DECISION RECORD VERSION 4. MARCH 2022

<b>Officer Completing the Form:</b>	Camilla Sharp
<b>Lead Director:</b>	<b>Dawn Adey, Strategic Director for Place</b>
<b>Subject: UK Shared Prosperity and Rural England Prosperity Fund</b>	

**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.*

Approval is being sought for total expenditure in respect of UK Shared Prosperity Fund (UKSPF) of £80,000 (£9,000 capital and £71,000 revenue) and total capital expenditure of £174,274 in respect of the Rural England Prosperity Fund (REPF). The approvals relate to several projects detailed in the tables below, the highest individual approval being £75,000.

## UKSPF

Winchester City Council was allocated £1m in UK Shared Prosperity Funding to disburse in rising tranches over the three financial years to March 2025. We are now seeking expenditure approval of £80,000 (£71,000 Revenue and £9,000 Capital) per the projects detailed in the table below which have been considered and endorsed by the UK SPF/RF Partnership Board. An additional capital budget of £9,000 is also required to be approved vired from the revenue allocation in respect of Nunnaminster LBE17a. £9,000 was originally allocated as Revenue to street markets LBE16a.

In 23/24 we have secured funding of £118,390 (£94,709 Revenue and £23,681 Capital) receipted July 23 (note that the capital allocation is a minimum level). This is associated with the delivery of the Council's UK Shared Prosperity Fund Investment Plan 2023/24. Capital budgets were included in the capital programme via CAB3389 Feb 23. Unused funds of £33,878 from 22/23 (£20,197 Revenue and £13,681 Capital) have been deferred to 23/24.

Secured funding in 22/23 was £79,195 (£61,695 Revenue and £17,500 Capital) with 8,800 also being re-directed from the Revenue allocation to Capital, therefore revised funding for 22/23 was (£52,895 Revenue and £26,300 Capital).

Any unused funding from 23/24 can be deferred to 24/25. £251,000 of UKSPF capital has already been earmarked for other WCC projects in 24/25 and the remaining funds from the 1m originally allocated to WCC will be applied for before further expenditure approvals are sought.

Internal codes	Project activity	2023/24		Project Totals	Lead
		Capital	Revenue		
CPE6b	Playmakers Happiness Centre (23/24 funding reallocated to Hatfair Outreach)		£15,000	£60,400	External grant
CPE8a	Sustainable Tourism		£6,000	£18,000	WCC
CPE9a	Hampshire Cultural Trust Volunteering Programme		£5,000	£12,000	External grant
CPE11a	Stanmore Community Project		£10,000	£25,000	WCC
CPE13a	Community Solar		£10,000	£30,000	WCC
LBE17a	Nunnaminster signage improvement (reallocated from Street Markets)	£9,000		£9,000	WCC
LBE29a	South Downs National Park – Winchester Landscape Review		£25,000	£75,000	External Grant
	<b>Total</b>	<b>£9,000</b>	<b>£71,000</b>	<b>£229,400</b>	
	<b>Unallocated funding received to be deferred to 24/25</b>	<b>£8,681</b>	<b>£34,906</b>		

## REPF

We are now seeking capital expenditure approval of £174,274 per the projects detailed in the table below which have been reviewed and endorsed by the Partnership Board. In 23/24 we have secured funding of £186,274 receipted July 23 from the Rural England prosperity Fund (REPF). A capital budget of 186k was included in CAB3389 Feb 23. Any unused funding can be deferred to 24/25.

Rural England prosperity Fund (REPF) has allocated £745,000 in total to WCC, and the remaining funding will be applied for in 24/25 before further expenditure approvals are sought.

Internal codes	Project activity	2023/24		Project Totals	Lead
		Capital	Revenue		
RFE3a	Jolly Moon		£10,307	£20,614	External grant
RFE6a	Wickham Community Association		£21,525	£21,525	External grant
RFE11a	Oakridge Smallholdings		£24,183	£48,366	External grant
RFMEa	Zen Forge		£19,546	£50,000	External grant

RFE11b	Itchen Abbas and Avington Village Hall	£28,000	£62,232	External grant
RFMEb	River Coffee Roasters Ltd	£32,713	£65,426	External grant
RFE9a	Winchester District Scout Council	£38,000	£103,000	External grant
	<b>Total</b>	<b>£174,274</b>	<b>£371,163</b>	
	<b>Unallocated funding received for 23/24 to be deferred to 24/25</b>	<b>£12,000</b>		

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

- Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) Note, these decisions are published on winchester.gov.uk
- Significant Operational Decision (see section 2B (1) on reverse of this form). Note, these decisions are published on winchester.gov.uk
- Other Decisions to be Published (see section 2B (2) on reverse of this form) Note, these decisions are published on winchester.gov.uk
- 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.**

In July 2022 the Council submitted to government a proposed investment plan for how it would allocate its £1.745m allocation of UK Shared & Rural England Prosperity fund to a range of interventions to support the national levelling up agenda through project investment in three priorities Communities & Place; Local Business and People & Skills. These proposals were considered, and allocations agreed by Cabinet in its July 2022 meeting (CAB3356) and (CAB3372). Government confirmed its grant allocation to the council on 6<sup>th</sup> April 2023 as:

				Indicative allocation		Totals
	UKSPF 22/23	UKSPF 23/24	REPF 23/24	UKSPF 24/25	REPF 24/25	
Revenue	£32,895	£94,709		£400,996		<b>£528,600</b>
Capital	£26,300	£23,681	£186,274	£421,419	£558,726	<b>£1,216,400</b>
<b>Totals</b>	<b>£59,195</b>	<b>£118,390</b>	<b>£186,274</b>	<b>£822,415</b>	<b>£558,822</b>	<b>£1,745,000</b>
Capacity (Revenue)	£20,000					
	£79,195					

Reallocations and likely underspends:

UKSPF:

CPE11a Stanmore Community Project originally received a revenue allocation of £12,000. This has been reduced to £10,000  
LBE16a Street Markets rolled over £5000 of capital from 22/23 to 23/24. This has still not been spent so forms part of the carry over figures to 24/25. The same project had a revenue allocation of £9000 which has been reallocated as capital to LBE17a, the Nunnaminster  
CPE1a Kings Walk was allocated £8681 in capital which it no longer requires. This is to be reallocated as capital elsewhere.

REPF:

RFE3a Jolly Moon unable to proceed with project at present  
RFE11c Twyford Parish Council withdrew  
RFMEa Zen Forge unable to proceed with project until premises obtained

**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.

Do not agree the grant offer and do not draw down the council's UKSPF allocation. This is rejected as the council would miss out on the opportunity to use £1.745m to fund projects across the district.

**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.

Cabinet considered the council UK Shared Prosperity Fund at its July 2022 meeting (CAB3356) and the Rural England Prosperity Fund at its November 2022 meeting (CAB337)2 including the proposed investment plan and expenditure profile across the funds delivery years of 2022/23 to 2024/25. It agreed the recommendations to:


3. Delegate authority to the Corporate Head of Service: Economy & Communities, in consultation with the Cabinet Member for Business and Culture, to take the necessary decisions and actions required to submit an investment plan and accept the allocation of funds.
4. Delegate authority to Corporate Head of Service: Economy & Communities to implement and administer the scheme and all related plans in accordance with the requirements and priorities of the prospectus and fund.
6. That authority be delegated to the Corporate Head of Service: Economy & Communities, in consultation with the S151 officer, to incur capital expenditure in accordance with the requirements of the Fund.

**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.*

Departmental Review			
Legal review:	<i>Tick this box to confirm legal team have reviewed proposed decision</i>	<input checked="" type="checkbox"/>	Majella Caulfield
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"/>	Susan Robbins
Public Sector Equality Duty:	<i>Tick this box to confirm you have considered the PSED requirements (see section 4 on reverse of this form)</i>	<input checked="" type="checkbox"/>	

**PTO**

Are the details of the decision open or exempt?
<input checked="" type="checkbox"/> Open
<input type="checkbox"/> Part Exempt. Please expand
<input type="checkbox"/> Exempt. Please expand

Decision Taker (name): <i>This needs to be the specific Officer or Cabinet Member who holds the delegation within the constitution/or referred to by a committee</i>	Decision Taker	Date:
Liz Keys, Chief Financial Officer and S151 Officer		6 February 2024

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).

Public Sector Equality Duty. Contact your Corporate Head of Service should you require any clarification regarding the council's Public Sector Equality, including whether you may need to complete an impact assessment as part of this decision record.