

WINCHESTER CITY COUNCIL DECISION RECORD

VERSION 5. APRIL 2022

Reference Number (taken from Sharepoint entry) **120**

Officer Completing the Form: **Steve Lincoln**

Lead Director: **Dawn Adey**

Subject: Release of s106 funding to enable the employment of two Community Development Officer posts at North Whiteley

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.*

1. To approve the use of the s106 'Community Services Contribution' by Whiteley Town Council towards the costs of employing the posts of Community Development Officer and Accredited Community Safety Officer, in accordance with schedule 5, part 3 of the s106 agreement for North Whiteley MDA.
2. To establish an annual revenue budget in Community & Wellbeing team of £27,166 commencing in 2024/25 and inflating each year, for as long as the fund lasts which is estimated to be approximately 10 years.
3. To release the 2024/25 payment of £27,166 to Whiteley Town Council immediately.
4. To make subsequent payments annually, in advance and as required, until the full amount has been released. Payments subject to receipt of:
 - a. An invoice from Whiteley Town Council.
 - b. Regular reports setting out work delivered during the previous period, key work priorities for the coming period and summary of actual costs incurred.
5. The City Council reserves the right to withdraw continued financial support for these posts at a future date, with a minimum three months' notice, to pursue a proposal to apply any of the funds to alternative use(s) that are in accordance with schedule 5, part 3 of the s106 agreement for North Whiteley MDA.

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

- | |
|--|
| <input type="checkbox"/> Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) Note, these decisions are published on winchester.gov.uk |
| <input checked="" type="checkbox"/> Significant Operational Decision (see section 2B (1) on reverse of this form). Note, these decisions are published on winchester.gov.uk |
| <input type="checkbox"/> Other Decisions to be Published (see section 2B (2) on reverse of this form) Note, these decisions are published on winchester.gov.uk |
| <input type="checkbox"/> 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.*

The North Whiteley development will eventually consist of 3,500 dwellings, two primary schools, a secondary school and other supporting infrastructure, including major highway works. It will integrate with the existing residential, commercial and employment development at Whiteley which has now been established for many years. A resolution to grant planning permission for the development was made by the City Council's Planning Committee on 12th October 2015 with final planning consent issued on 30th July 2018.

The Section 106 agreement requires the developer to pay to the council a 'Community Services Contribution' of £312,500 (index linked), of which the first 50% was to be paid prior to the occupation of 200 dwellings in the southern area and the remaining 50% to be paid prior to the occupation of 400 dwellings in the southern area. Both payments have now been received and indexation added to date.

Schedule 5, part 3 of the s106 agreement for North Whiteley MDA requires a Community Services Contribution towards the costs of:

1. The refurbishment and/or extension of existing community facilities within Whiteley; and/or

2. The provision of community facilities on the secondary school site additional to those that would otherwise ordinarily be provided as part of the secondary school; and/or
3. The employment of a Community Development Worker for the benefit of the North Whiteley development area over such reasonable period of time and on such reasonable terms as the City Council feels appropriate.

The s106 agreement makes it clear that, provided the use accords with one of the above options, the use of the Community Services Contribution is at the discretion of the City Council.

Following the completion of the Community Governance Review early in 2023, council officers have been discussing with Whiteley Town Council how best to apply the Community Services Contribution in accordance with the three options set out in the s106 agreement. A proposal was approved by the Town Council at its meeting held 6th November 2023 for the employment of two posts, as follows:

- a) A Community Development Officer, whose role would be to engage and build relationships with existing and new residents, businesses, schools and community groups, involving residents in community life and promoting community cohesion. They would also develop new events, community engagement projects and methods of communication. An indicative job description is included as appendix 1. The post would be employed directly by Whiteley Town Council, starting as soon as recruitment could be undertaken, working 15 hours per week and would be a member of the Local Government Pension Scheme.

This post would be focused entirely on the emerging community of North Whiteley and its integration with the existing community. As such, it will be fully funded from the s106 Community Services Contribution.

- b) An Accredited Community Safety Officer (ACSO), who is the first point of contact for any parish community safety concern and be available for call out to deal with concerns within the community. They would also work closely with the Community Development Officer to promote any community safety campaigns, support local Speedwatch groups and community safety campaigns and to work with a wide range of agencies. This post is employed by Swanmore Parish Council through an accredited scheme it already operates, and Whiteley Town Council has been buying the services of an ACSO for 20 hours per week since January 2024.

This post is working across the whole of Whiteley parish, so is not entirely focused on the emerging community of North Whiteley. At present there are about 1370 houses in existing Whiteley and 1327 occupied in North Whiteley, but it is likely that more of the ACSO's work is focused in the existing area, particularly the town centre. Initially a contribution of 33% of the cost of the ACSO post will be made from the s106 Community Services Contribution, but this will be reviewed annually and, at an appropriate point, will be increased to 50% of the cost of the post.

The cost of the posts will be as follows:

	Hours	Full cost of posts in 24/25	S106 contribution in 24/25
Community Development Officer (inc. LGPS contribution @ 18%)	15/week	£17,500	£17,500
Accredited Community Safety Officer	20/week	£29,000	£9,666
Total	35/week	£46,500	£27,166

The contribution of £312,500 has been supplemented by indexation and will continue to do so for as long as it lasts. The total value of the fund, including indexation, is currently £383,101.20.

That sum has been reduced by £10,407 (with another £18,080 pending) in respect of payments to reimburse Whiteley Surgery for design costs associated with extending their car park. The total cost to the fund of these works could rise to a maximum of £42,000, as detailed in the Administrative Decision dated 13 September 2023. This will be reimbursed to the fund from the separate s106 contribution for Surgery car parking, in the event that the car park extension comes to fruition. Should the extension never happen then the 'Community Services Contribution' fund will be permanently reduced by that sum.

The entirety of the fund can be drawn down over time by Whiteley Town Council, on the condition that they are applied in accordance with schedule 5, part 3 of the s106 agreement. This will allow the town council to apply the funds to employ the two posts detailed above for as long as the fund lasts, which is estimated to be approximately 10 years. To allow the City Council to retain oversight of the use of the fund, it will be released to the Town Council by way of annual payments in advance. The first such payment will be made immediately to the value of £27,166, to meet the costs of the two posts during 2024/25 (see table above). Further payments will be made annually until the posts end, or the fund is exhausted (whichever comes first).

If, at some point, either party wished to apply some of the remaining funds to other purposes that comply with schedule 5, part 3 of the s106 agreement for North Whiteley MDA, this agreement would come to an end. If the City Council wanted to end the payments, it would give Whiteley Town Council a minimum of three months' notice to allow time for the implications to be managed.

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.*

The City Council could seek to apply the funds through employing a Community Development Officer itself. However, this is not practical due to the distance of Whiteley from the council's operational base in Winchester. Whiteley Town Council is far closer to the community of North Whiteley and, following the Community Governance Review, is best placed to utilize the funds in the most effective way to benefit local people.

The s106 agreement allow for the funds to be used for alternative purposes of refurbishment and/or extension of existing community facilities within Whiteley; and/or the provision of community facilities on the secondary school site. However, no clear need for either of these has been identified so those option have been discounted.

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.*

The outline consent for the North Whiteley development was granted on 30 July 2018 (ref 15/00485/OUT).

A Community Governance Review was completed in 2023, which resulted in changes to the parish boundaries and saw the civil parish of Whiteley extended to include all of the North Whiteley development area.

Admin decision dated 13 September 2023 documents the temporary allocation of up to £42,000 of the 'Community Services Contribution' towards costs associated with the car park extension to Whiteley Surgery.

The Town Council agreed to progress the appointment of both roles at its meeting held 6th November 2023 - items 4.3.3 and 4.3.4.


The Town Council's request was discussed with the three ward councillors for Whiteley and Shedfield on 28 February 2024 and the contributions and associated conditions detailed in this paper were unanimously supported.

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"/>	<i>Fiona Sutherland (9/4/24)</i>
Finance review:	<i>Tick this box to confirm finance team have reviewed proposed decision.</i>	<input checked="" type="checkbox"/>	<i>Darren Kennedy (22/5/24)</i>
Procurement review	<i>Tick this box to confirm procurement team have reviewed proposed decision.</i>	<input checked="" type="checkbox"/>	<i>No apparent procurement implications – Amy Tranah (19/3/24)</i>
Planning review	<i>Tick this box to confirm planning team have reviewed proposed decision.</i>	<input checked="" type="checkbox"/>	<i>Julie Pinnock (21/3/24)</i>
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"/>	<i>Steve Lincoln</i>

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 (Signature):	Date: Click or tap to enter a date.
Liz Keys, Chief Finance Officer		10 June 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.

Whiteley Town Council

Community Development Officer job description

Purpose of the role

Working as part of a team with the Town Clerk and Accredited Community Safety Officer to engage and build relationships with existing and new residents, businesses, schools and community groups to develop and facilitate a Community Development Action Plan. The Plan will facilitate the active involvement of residents in community life and promote community cohesion.

The role will also involve working with statutory provides, developers and local community groups to develop new events, community engagement projects and methods of communication.

A budget of xx will be made available to support new community projects and initiatives agreed by the council.

Key duties and responsibilities

- Part time flexible 15 hours a week contract salary to be negotiated. Working from the Town Council's offices with opportunity for hybrid working. Open to job share applicants
- Development and delivery of a Community Development Action Plan ensuring desired outcomes are achieved focusing on what is most needed within the community
- Plan and manage community projects including budgetary control, value for money, marketing & promotion, and overall communication.
- Work with residents, community groups, businesses, schools and community groups to ensure they have opportunities to be involved in decision-making that affects their local community.
- Promote and set-up of new local community volunteer groups as well as support existing groups to ensure the longevity of community projects
- Develop an e-newsletter to replace but build on the success of the previous hard copy Whiteley Voice
- Assist with the promotion of digital inclusion and the development of social media to further improve communication
- Provide regular briefing reports to the Town Clerk and Council
- Assist the Town Clerk in the organisation of existing community events
- Some evening and weekend working will be required

Person specification

- Qualified to NVQ Level 4 and above (degree desirable) would suit graduate.
- Experience of building effective professional relationships with both internal and external organisations/stakeholders – dealing with them at all times in a patient, calm and diplomatic manner.
- Excellent communicator, both written and verbal. Experience of writing reports.
- Creative self-starter, resourceful and flexible with the ability to translate ideas into eye-catching content.
- Experience of usual social media tools and digital marketing.

- Enthusiastic, positive, solution focussed with good problem-solving skills. Comfortable with change and always looking at how things could be better.
- Self-motivated and organised to deliver to a high standard with an ability to work to deadlines ensuring all tasks are completed within priorities.
- Experience of working within a business development / external engagement / event coordination / project management type role.
- Awareness and understanding of the local government sector. A passion for working with residents and stakeholders in the transformation of their neighbourhoods.
- Full clean driving licence and/or ability to travel in a timely and efficient manner to visit other sites and external meetings, frequently located in areas not covered by public transport.
- Able to work flexibly as required – may need to work outside of normal working hours including evenings or weekends.
- The post will be subject to a DBS check.

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.