

WINCHESTER CITY COUNCIL DECISION RECORD VERSION 4. MARCH 2022

Officer Completing the Form:	Camilla Sharp
Lead Director:	Cheryl Headon, Strategic Director for Place
Subject:	UK Shared Prosperity and Rural England Prosperity Fund

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.*

This decision record approves expenditure for the UKSPF (UK Shared Prosperity Fund) and Rural England Prosperity Fund (REPF). We are seeking approval for a total of **£158,489** of capital expenditure (the sum of **£63,445** from the UKSPF and **£95,044** from the REPF) and **£37,879** of revenue.

Since the proposed capital expenditure is greater than the minimum capital requirement (the maximum being 100% of grant received) and initial capital allocation of £60,401, this decision record also approves the transfer of £3,044 from revenue (1158/2126) to capital (1287/2126)

UKSPF

Applicant	Code	Capital	Revenue	Total
Mythic Tabletop Games – energy efficient refurb.	7430/6049/LBS1	£11,250		£11,250
Handmade Cyclist - retrofit	7430/6049/LBS2	£32,000		£32,000
Farming and Wildlife Advisory Group – feasibility study into shared flock	1158/1400/CPHW1		£10,000	£10,000
The Colour Factory – energy efficient refurb.	7430/6049/LBS3	£10,800		£10,800
Littleton Memorial Hall - solar PV	7430/6049/CPI1	£9,395		£9,395
Bearface Theatre – 17 events involving HMP Winchester	1158/1400/CPHW2		£18,500	£18,500
University of Winchester – open mic event	1158/1400/CPTP1		£9,379	£9,379
TOTAL		£63,445	£37,879	£101,324

REPF

Applicant	Code	Capital
SF6 - purchase of pump	7429/6049/LBS4	£45,000
The Garden Guys – purchase of electric van	7429/6049/LBS5	£33,581
West Meon Village Hall – Air source heat pump	7429/6049/CPI2	£16,463
TOTAL		£95,044

For the financial year 2025-2026, Winchester City Council has been allocated £327,146 from the UK Shared Prosperity Fund (capital and revenue) and £223,489 from the Rural England Prosperity Fund (capital only).

After these award allocations, we will have a further £354,267 awaiting allocation and anticipate awarding the full amount before September 2025.

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.*

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 6th April 2023 as:

	UKSPF 22/23	UKSPF 23/24	REPF 23/24	Indicative allocation		Totals
				UKSPF 24/25	REPF 24/25	
Revenue	£32,895	£94,709		£400,996		£528,600
Capital	£26,300	£23,681	£186,274	£421,419	£558,726	£1,216,400
Totals	£59,195	£118,390	£186,274	£822,415	£558.822	£1,745,000
Capacity (Revenue)	£20,000					
	£79,195					

On 13 December 2024, the Ministry of Housing, Communities and Local Government confirmed that the UKSPF would be extended for a further year at a reduced level. Winchester received an allocation of £327,146 to be disbursed before 31 March 2026.

On 4 March 2025, the Department for Environment, Food and Rural Affairs confirmed that the REPF would be extended for a further year. On 27 March, Winchester was informed that its allocation for the financial year 2025-2026 would be £223,489 - to be disbursed before 31 March 2026.

	UKSPF	REPF	Totals
Revenue	£266,745		£266,745
Capital	£60,401	£223,489	£283,890
	£327,146		£500,635

Given the success of the methodologies used between 2022 and 2025, the Council's investment plan for the 2025-2026 financial year anticipates a range of similar interventions with the emphasis on projects delivered by external organisations, that contribute to the Council's sustainability, inclusivity and prosperity objectives.

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 / REPF allocation. This is rejected as the council would miss out on the opportunity to use £500,635 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 (CAB3372) 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.

In February 2025, the above delegations were extended by Cabinet (CAB3494) until the closure of the new funding period on 31 March 2026.

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"/>	Karen Murphy
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 19/08/25
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 type="checkbox"/>	

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>	Officer:	Date:
Liz Keys, Director of Finance and S151 Officer	[REDACTED]	10 Sept 25

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.