

# WINCHESTER CITY COUNCIL DECISION RECORD VERSION 4, MARCH 2022

<b>Officer Completing the Form:</b>	Camilla Sharp
<b>Lead Director:</b>	<b>Cheryl Headon, Strategic Director for Place</b>
<b>Subject:</b>	<b>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.

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 **£152,024** of capital expenditure (the sum of **£67,877** from the UKSPF and **£84,147** from the REPF) and **£60,082** of revenue.

Since the proposed capital expenditure on an earlier decision record has already exceeded the minimum capital requirement and initial UKSPF capital allocation of £60,401, this decision record also approves the transfer of **£67,877** from the revenue account 1158/2126 to the capital account 1287/2126

## UKSPF

Applicant	Class code	Capital	Revenue	Total
CPRE (Council for the Preservation of Rural England): meadow management activities	1158/1400/CPHW3		£5,000	£5,000
Sparsholt College: solar panelling demo site	7430/6049/LBS6	£30,000		£30,000
WinAcc: community solar and sustainability support	1158/1400/CP14		£18,688	£18,688
Hampshire Cultural Trust: planters and café for the outside area at the Arc	7430/6049/CPTP2	£34,904		£34,904
Bishops Waltham Men's Shed: equipment purchase	7430/6049/CPHW4	£2,973		£2,973
Northbrook Hall: damp treatment	1158/1400/CP15		£2,274	£2,274
Management and Administration	1158/1000		£34,210	
<b>TOTAL</b>		<b>£67,877</b>	<b>£60,082</b>	<b>£127,959</b>

## REPF

Applicant	Class code	Capital
SN Technologies: wifi and plumbing improvements to glamping attraction	7429/6049/CPTP3	£21,600
Swarraton and Northington Village Hall (turfing and fencing of playground area in adjacent field)	7429/6049/CPHW5	£10,000
Honey Bee Happy Ltd (electric van for trade fair attendance)	7429/6049/LBS7	£22,499.10
YMCA Fairthorne Manor (replacement of three wood/equipment stores and roof repairs to a fourth)	7429/6049/CP16	£30,048
<b>TOTAL</b>		<b>£84,147</b>

For the financial year 2025-2026, Winchester City Council has been allocated £319,516 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 £134,441 awaiting allocation and anticipate awarding the full amount before December 2025.

<b>Type of Decision: (please tick, see reverse for definitions)</b>
<input type="checkbox"/> Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) Note, these decisions are published on <a href="http://winchester.gov.uk">winchester.gov.uk</a>

☒ Significant Operational Decision (see section 2B (1) on reverse of this form). Note, these decisions are published on [winchester.gov.uk](https://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](https://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 p riorities 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		£528,600
Capital	£26,300	£23,681	£186,274	£421,419	£558,726	£1,216,400
<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					

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 £319,516 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	£259,115		£259,115
Capital	£60,401	£223,489	£283,890
	£319,516	£223,489	£543,005

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 £550,635 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 (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.

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 07/10/25
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 30/09/25
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?

☒ 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**

**Date:**

Liz Keys, Director of Finance and S151 Officer

8 Oct 2025

#### 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:

- 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;**
- 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.

- 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:
  - Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
  - 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
  - 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.
  - 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.