

OFFICER DELEGATED DECISIONS - RECORD FORM

Decision title:	Consultancy Contract with West Berkshire Council to develop a draft Natural Solutions Spatial Plan
Decision date:	10 th August 2022
Source of delegation: State how the decision was delegated: <ul style="list-style-type: none"> • Express delegation made at a meeting or • General delegation under the Council's Constitution 	Officer decision with approval (not a decision) by the relevant Cabinet Member.
What decision was made? Explain briefly – include financial details of any income or expenditure relating directly to this decision. Please indicate whether this information is exempt / confidential (and if so on what grounds).	The decision was made so that TVERC c/o OCC could bid for and if successful contract to complete consultancy work for West Berkshire Council. This is for an initial period of 10 months from August 2022. The contract fully covers TVERC's costs in completing this work and amounts to £57,710 + VAT
Purpose: What does the decision deliver or achieve?	The decision allows TVERC to bid for and contract to complete work for another local authority and supports OCC's duty under the Environment Act 2021 to conserve and enhance nature.
Reasons: Please provide the reasons for the decision.	TVERC generates funds to cover the costs of running the Environmental Records Centre for Oxfordshire and Berkshire. Part of this approach is to complete work for local authorities and other entities in the two counties, to generate funds for TVERC and to help them interpret and make good decisions based on Environmental Data.

Please send the completed form to:
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<p>Other options considered: List any alternatives that were available to the decision taker and why they were rejected</p>	Not to bid – this is key project work for the Environmental Records Centre.
<p>Documents considered:</p> <ul style="list-style-type: none"> • Please attach any new documents relevant to the decision and • State if they are exempt/confidential (and if so on what grounds) 	None
<p>Exempt / Public: If all or any part of the decision is exempt, please identify the relevant exemption paragraph and part of the decision the exemption applies to</p>	Public
<p>Key or Not Key: (see notes below):</p>	Not Key
<p>Divisions/Wards significantly affected: If 2 or more divisions/wards are significantly affected this will need to be treated as a key decision (see notes below)</p>	None
<p>Declared conflict of interest: Please record any declared conflict of interest by any Cabinet/Executive Member consulted on the decision which relates to the decision.</p>	None
<p>This form was completed by: Name & title: Date:</p>	<p>Steve Wilkes – TVERC Director 31/08/2022</p>

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
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<p>Decision maker</p> <p>The officer with authority to take the decision, either from a Cabinet/Executive delegation or in the Constitution.</p>	<p>Bill Cotton - Corporate Director for Environment and Place</p>	<p>09 August 2022</p>
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Consultee checklist

Consultees	Name and job title	Date
<p>Senior officer</p> <p>e.g. the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director.</p>		
<p>Director of Finance</p> <p>If required by the delegation / Constitution</p>		
<p>Director of Law and Governance</p> <p>If required by the delegation / Constitution</p>		
<p>Cabinet/Executive Member(s)</p> <p>Some Cabinet/Executive delegations require consultation with the relevant Cabinet/Executive Member(s). For other decisions there is an expectation that Cabinet/Executive Members will be informed.</p>	<p>Councillor Dr Pete Sudbury, Cabinet Member for Climate Change Delivery and Environment</p> <p>Councillor Callum Miller, Cabinet Member for Finance</p>	<p>09 August 2022</p>

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<p>Division/Ward Members</p> <p>Division/Ward Members should be told in advance about anything which particularly affects their ward and which is potentially controversial but please note that Cabinet Members must be consulted first</p>		
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This form must be completed and sent to Democratic Services **as soon as reasonably practicable** after the decision is made. Prompt notification is particularly important for **key decisions** which are subject to call-in. Before completing the form please refer to the notes below

NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website. Officers making such decisions must complete a written statement containing details of the decision taken. A copy of this decision notice must be retained by the relevant service for at least 6 years and any background papers for 4 years.

Exempt or Confidential information

Information relating to a delegated officer decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

Exempt Information: when completing the decision notice, the exemption paragraph of the Local Government Act 1972 Schedule 12A must be given:

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated negotiations, in connection with any labour matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority:

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(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

(b) to make an order or direction under any enactment.

7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Confidential Information: Information given to the Council by a Government Department on terms that forbid its public disclosure or information that cannot be publicly disclosed by court order.

Key or Non Key Decision

A key decision is an executive decision likely to have a significant effect on people living or working in at least two/divisions wards; or to meeting the financial impact criteria:

At OCC: to incur spending or savings of £500,000 or more.

A key decision can only be taken and recorded here if notice of it has been published in the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” for review by the relevant Scrutiny Committee.

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