

Officer Delegated Decisions - Record Form

Complete this form to record details of all decisions made by officers acting under delegated powers. Send the completed form to:

democracy@oxfordshire.gov.uk

Decision title:	Access to Witney – Compulsory Purchase Order and Side Roads Order – Joint Statement of Reasons Modifications
Decision date:	27 June 2023
Decision made by: Name and title of officer in the senior management structure (SLT / ELT)	Anita Bradley, Director of Law & Governance
Source of delegation State how the decision was delegated: <ul style="list-style-type: none"> Express delegation made at a meeting (include meeting, date, and minute number) or General delegation under the Council's Constitution 	Cabinet Meeting – 23 May 2023 (Minute No. 71/23) Cabinet Decision: f) Approve the draft Joint Statement of Reasons (Annex A) for the CPO and the SRO, substantially in the form annexed to this report, but to Authorise the Director of Law & Governance to amend and finalise the draft Joint Statement of Reasons as necessary prior to its submission to the Secretary of State;
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).	<u>Final Minor Updates to Joint Statement of Reasons</u> The decision will approve final updates to information included in the Joint Statement of Reasons (SoR) which supports the orders, specifically: <ul style="list-style-type: none"> General administrative formatting, spelling, punctuation, grammatical and slight wording changes throughout to provide greater clarity to the reader Section 1 – updated to provide the dates of the Cabinet resolution to make the orders and the officer decision notice Sections 1, 8, 11 and 14 – updated to provide the latest planning status of the Scheme following resolution to grant planning consent on 5 June 2023 Section 9 – corrections to land area measurements and footpath references Section 11 - changes to wording

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	<p>around implementation to reflect expected timescale for statutory processes</p> <ul style="list-style-type: none"> • Section 14 – Traffic Regulation Orders (TROs) sub-section updated to refer to commitment to traffic calming works in South Leigh work and the need for TROs and/or use of the Highway Authority’s powers to enable their delivery. • Section 16 - changes to acquiring authority e-mail contact details and Gateley Hamer contact for any land owner acquisition enquiries • Appendices – cover/front sheets added • Appendix 5 – amended to just provide relevant planning policy and supporting text extracts from the West Oxfordshire Local Plan (Appendix 5) • Appendix 12 - amended to just provide relevant extracts related to the Scheme <p>- CPO schedules to be made exempt until CPO is formally made – see below.</p>
<p>Purpose: What does the decision deliver or achieve?</p>	<p><u>Final Updates and Minor Amendments to the Joint Statement of Reasons</u></p> <p>The decision will approve final updates and minor amendments to information included in the Joint Statement of Reasons (SoR) which supports the CPO and SRO orders.</p>
<p>Reasons: Please provide the reasons for the decision.</p>	<ol style="list-style-type: none"> 1. At the point of making the decision (during the Cabinet meeting), further minor amendments to the Side Roads Order (and plans), CPO, Order Map and Joint Statement of Reasons were being identified which couldn’t be completed/reflected in time for the Cabinet meeting. 2. At the 5 June 2023 Planning & Regulation Committee, members resolved to grant the scheme planning consent and it is therefore considered prudent to ensure that the Statement of Reasons contains the Scheme’s latest planning status to confirm it does not present an impediment to delivery

	of the scheme.
Other options considered: List any alternatives that were available to the decision taker and why they were rejected	Not applicable
Documents considered: <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) 	- Side Roads Order and the SRO plans - Compulsory Purchase Order (including Order Schedule) and the Order Maps - Joint Statement of Reasons
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 (see notes below)	- CPO schedules to be made exempt until CPO is formally made and issued to DfT/Secretary of State. - The original item in the Forward Plan was flagged as including some exempt information
Key or Not Key Decision (see notes below):	Non Key Decision Officers are carrying out a relatively minor function delegated to them in the original key decision.
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)	Eynsham, Witney (North and East)
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.	Not applicable
This form was completed by: Name & job title: Date:	Nick Blades Principal Infrastructure Planner Gareth Slocombe - Access to Witney Senior Project Manager 19 June 2023

Approval Checklist

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Approver	Name and job title	Date
Decision maker The officer with authority to take the decision, either from a Cabinet/Executive delegation or in the Constitution.	Anita Bradley - Director of Law & Governance	27 June 2023

Consultee Checklist

Consultee	Name and job title / role	Date
Senior officer e.g., the relevant service manager / head of service where the decision maker is the Chief Executive or an Executive Director	Not applicable	
Director of Finance If required by the delegation / Constitution	Not applicable	
Director of Law and Governance If required by the delegation / Constitution	Not Applicable	
Other officer If required by the delegation / Constitution	Not applicable	
Cabinet / Executive Member(s) 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.	Not applicable	
Division / Ward Members	Not applicable	

Consultee	Name and job title / role	Date
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		

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:
 - (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

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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.

At CDC: potential revenue expenditure or savings above £50,000; potential capital expenditure or savings above £250,000; procuring or awarding any contract having a total value exceeding £500,000

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.