



City of Westminster Cabinet Member Report

Decision Maker:	Cabinet Member for Place Shaping and Planning
Date:	19 June 2019
Classification:	General Release
Title:	Westminster City Plan Regulation 19 Consultation
Wards Affected:	All
City for All:	This decision contributes to the following City for All commitments: 'City of Opportunity' – particularly the commitment to consult on a new City Plan, 'City that celebrates its communities' and 'Healthier and greener city'.
Key Decision:	Yes
Financial Summary:	The resourcing of this consultation will be met from existing budgets.
Report of:	Director, Policy, Performance and Communication.

1.0 EXECUTIVE SUMMARY

- 1.1 The Publication Draft of Westminster City Council's new City Plan 2019-2040 is our plan for development in Westminster over the next 20 years. The City Council has carried out a complete review of its adopted City Plan (2016) and remaining saved Unitary Development Plan (UDP) policies (2007) to produce a single local plan, which will contribute towards the corporate City for All objectives. It also sets out the council's policies for making planning decisions in the borough. This Publication Draft plan has been prepared for the statutory Regulation 19 consultation stage, together with supporting documentation (Policies Map and Integrated Impact Assessment).

2.0 RECOMMENDATIONS

2.1 That the Cabinet Member for Place Shaping and Planning agrees the Proposed Documents for publication under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 attached as Appendices 1 - 3 to this report:

1. The Publication Draft City Plan 2019 - 2040
2. Integrated Impact Assessment
3. Revised Policies Map

3.0 REASONS FOR DECISION

3.1 To provide a robust and up to date policy framework within the statutory local plan for the taking of planning decisions across the city and delivery of City for All commitments.

4.0 BACKGROUND, INCLUDING POLICY CONTEXT

4.1 Westminster's development plan is currently made up of:

- Detailed development management policies saved by ministerial direction from the Unitary Development Plan (UDP) (adopted 2007)
- Westminster's City Plan (adopted 2016) – includes three fast-track revisions to the mixed use, basements and special policy area policies to replace some UDP policies. A detailed explanation of the evolution of the City Plan is given at Appendix 4.
- Knightsbridge Neighbourhood Plan (made 2018)
- The London Plan (published 2016)

4.2 Westminster's local plan has evolved within a fast-changing policy environment at a national and regional level. The publication of the first National Planning Policy Framework (NPPF) in 2012 was followed in July 2018 with a full revision of national policy; the Mayor's London Plan has been subject to multiple revisions since it was first made and in December 2017 a full draft replacement London Plan was published for consultation and is currently undergoing public examination. Alongside this there have been Government changes to the planning system in key areas like housing delivery. A new City Plan therefore provides the opportunity to revisit the strategic direction and policies for Westminster to ensure the City Plan is fully up to date and fit for purpose into the next decades.

4.3 The council published the formal notice required by Regulation 18 of the 2012 Regulations announcing its intention to move to a full plan review in June 2017, setting out the scope of the review and seeking comments. In

November 2018 an informal consultation was undertaken on a first full draft of the new City Plan. The representations made in response to these consultations have been drawn on in preparing the draft Plan¹.

- 4.4 The Publication Draft City Plan is more strongly aligned with the Council's priorities set out in City for All and will help deliver upon a number of key commitments. This includes building of 2,000 new affordable homes (City of Opportunity), improvements to air quality (Healthier and Greener City), helping Neighbourhood Forums to develop their Neighbourhood Plans (City that Celebrates Communities), as well as supporting the work of the West End Partnership and making the most of large infrastructure projects such as Crossrail.
- 4.5 We have now reached the pre-submission formal consultation stage of plan development as prescribed in Regulations 19 and 20 of the Town and Country Planning (Local Planning)(England) Regulations 2012. The consultation, (which will ask stakeholders if they consider to the plan to be sound (see 4.9), legally compliant and if the Duty to Co-operate has been met) is intended to take place for a period of at least six weeks from 19th June 2019.

Sustainability Appraisal

- 4.6 As part of the plan preparation process the council is required to produce a sustainability appraisal of its proposed policies. It is the council's practice to meet this requirement by producing an integrated impact assessment covering equalities, community safety and health. The first stage in this process was publication of a draft scoping report setting out the baseline information that would be used for the assessment and the methodology that will be applied in carrying it out. The comments received on this have been taken into account in the preparation of the draft Integrated Impact Assessment (IIA) that it is proposed to be published alongside the Publication Draft City Plan (See Appendix 2).

Duty to co-operate

- 4.7 The Planning and Compulsory Purchase Act 2004 requires the council to cooperate with neighbouring boroughs, the Mayor and a range of other stakeholders on strategic planning issues. Officers have engaged with their counterparts in other boroughs and the Mayor in preparing the draft plan and

¹ Responses to previous informal consultations (through a series of topic-based booklets -see Appendix 4) were also considered.

will continue to do so through the plan preparation process. A 'duty to co-operate' statement has been prepared which sets out how the council has met the requirements and a draft statement of common ground has also been prepared documenting the cross-boundary matters that have been discussed and progress in cooperating to address these.

General conformity

- 4.8 The council is also required to ensure its plan is in general conformity with the London Plan as prescribed in Regulation 21 of those Regulations. The Publication Draft City Plan has been prepared so it meets this requirement with regards to the *current adopted* London Plan (2016, consolidated with alterations since 2011). However, strong account has also been taken of the draft replacement London Plan published by the current Mayor in December 2017 and currently undergoing public examination. In some areas (notably housing targets, affordable housing and car parking) it is proposed that the Publication Draft City Plan will take a different approach to that set out in the December 2017 draft London Plan to take account of particular circumstances in Westminster. However these policies are considered to be in *general conformity* with the London Plan.

Soundness.

- 4.9 Officers have reviewed the Publication Draft City Plan policies and are satisfied that they properly take account of national requirements for plan soundness and that it is 'sound' (the formal test that will be applied when the plan is examined in public). Soundness is set out in paragraph 35 of the National Planning Policy Framework and means the plan is:

Positively prepared – providing a strategy which, as a minimum, seeks to meet the city's objectively assessed needs and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;

Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;

Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic priorities that have been dealt with rather than deferred, as evidenced by the standard of common ground (see paragraph 4.9); and

Consistent with national policy – it enables the delivery of sustainable development in accordance with the policies in the NPPF.

Publication Draft City Plan 2019 - 2040

4.10 The Publication Draft City Plan 2019-2040 is the council's plan for development in Westminster over the next 20 years. First and foremost it is a plan for people, focused on the issues that matter most to those exploring, living and working in our city. The plan provides a vision for how Westminster's needs can be met, focussing on the need for new homes, creating space for thriving businesses, as well as protecting and enhancing our parks and green spaces. It also sets the strategy for growth in the city, making it clear where, when and how development will be delivered. The headline changes to adopted policy are set out below.

- A new strategic vision and objectives for the City Plan, closely reflecting the corporate City for All objectives.
- Increasing the housing target in line with the national standard methodology for calculating housing need for the first ten years of the plan with a commitment to review progress towards the target within five years.
- A stronger approach to making the best use of space for residential development by introducing an upper floorspace size limit on new homes of 200sqm. This policy will help make sure Westminster's scarce land resource is properly used and contributes towards meeting Westminster's housing target.
- Increase in the proportion of affordable housing that is required (from 30% to 35%) with a stronger emphasis on the need to deliver on-site.
- Flipping the tenure split for the delivery of affordable housing so that 60% is required to be intermediate and 40% social to help working families access housing.
- Simplifying the mixed-use policy so that only affordable housing is required and including hotels in the uses that trigger the policy. The contribution to affordable housing will be via a payment in lieu for smaller office and hotel schemes and delivery on-site, or elsewhere in the Central Activities Zone for larger schemes. This will deliver the council's commitment to build more homes for people in the city, and deliver mixed use development in the Central Activities Zone.
- Allowing more flexibility in designated shopping centres to allow more leisure and entertainment uses to complement existing retail and addressing the threat to our high streets posed by the rise of online shopping.

- A new special policy area designation to protect Soho's unique function and character. The policy supports development of workspace for small and medium enterprises, specialist retailing, food, drink and entertainment uses and restricts the size of new hotels. It also requires development to respect the unique character, function and scale of Soho.
- A new policy on neighbourly development to minimise the negative impacts of development on neighbours.
- Replacement of the 'Core CAZ' (Central Activities Zone) designation with a more effective West End Retail and Leisure Special Policy Area designation and closer alignment of the CAZ boundary with the Mayor's CAZ.
- Policy to create the right conditions for business growth by offering greater protection for existing office space and encouraging new and refurbished spaces that respond to new ways of working.
- A new policy on the Church Street/Edgware Road and Ebury Bridge Housing Renewal Areas within the spatial strategy of the plan to support and guide the housing renewal here and emphasise the importance of these sites for the growth of the city.
- Removal of the term 'stress areas' in relation to entertainment uses and a more positive approach to the evening economy, supported by the neighbourly development policy and a requirement for such new uses to have community benefits.
- Combining of the St James's and Mayfair Special Policy Areas owing to strong similarities between both policies and the proximity of the areas.
- Deletion of the Portland Place Special Policy Area in recognition that few institutional uses remain and that greater flexibility should be provided for office and residential development within this part of the CAZ.
- A new education policy that recognises the important role of Westminster's world-class higher education facilities in supporting economic growth.
- Simplifying design and heritage policies, with just one over-arching design principles policy supported by six more detailed subject specific design and heritage policies such as a simplified basements policy.
- Policies promoting walking and strongly supporting electric vehicle and cycling infrastructure to help reduce air pollution. A localised residential car parking

policy which only allows on-site car parking spaces in areas of existing parking stress.

- A policy to manage shisha usage in evidenced hotspots, which cause nuisance for nearby residents - highlighting the public health risk of businesses whose primary function is smoking.
- A clear policy approach towards growth, density and building height; setting out where higher buildings are appropriate in principle.
- Specifying which parts of the plan should be taken into account in the preparation of neighbourhood plans.

Next Steps

- 4.11 The City Plan and supporting documentation will be published for consultation in accordance with Regulation 19 for a period of at least six weeks from 19th June 2019. As required by the 2012 regulations the Publication Draft City Plan and its supporting documentation will be available on the council's website, and for inspection at its offices at 64 Victoria Street. Hard copies for reference will also be made available at all of Westminster's libraries.
- 4.12 All responses received in accordance with Regulation 20 will be considered, together with the Mayoral response in relation to general conformity with the London Plan in accordance with Regulation 21. Any necessary amendments will be made to the plan and the Cabinet Member will then be asked to recommend Full Council agrees to submit the plan to the Secretary of State to begin the examination process.
- 4.13 Following this, the City Plan 2019-2040 will be submitted to the Secretary of State in accordance with Regulation 22 for consideration by an independent inspector, at a series of hearings known as an examination in public. The inspector will provide a report following the hearings, and subject to the Inspector's recommendations and any necessary changes, the City Plan 2019 - 2040 will be adopted by Full Council.

5.0 FINANCIAL IMPLICATIONS

- 5.1 There are limited financial implications. Work on developing policies, printing and consultation costs are met from existing budgets. The costs associated with the examination in public will be met from existing Policy, Performance and Communications department budgets.

6.0 LEGAL IMPLICATIONS

- 6.1 The proposed stages of plan development and local development scheme follow legally prescribed procedures as set out in the Town and Country Planning Act 1990 (as amended), the Planning and Compulsory Purchase Act (2004) and the Town and Country Planning (Local Planning)(England) Regulations 2012. Relevant individual Regulations are referenced where relevant throughout this report.
- 6.2 Regulation 19 stipulates that before submitting a plan (or revision) to the Secretary of State the local authority must make the proposed submission documents available and publish a statement of representations procedure (setting out details about the availability of documents and arrangements for making comments), and advertise the fact that the Publication Draft documents are available for inspection (including the places and times). The statement of representations procedure can be found at Appendix 5. The proposed submission documents are comprised of the Publication Draft City Plan 2019-2040, the Integrated Impact Assessment (including a sustainability appraisal, health impact assessment and equalities impact assessment), a revised Policies Map, Consultation Statement and Duty to Co-operate Statement. A suite of evidence base documents will also be published to support the City Plan policies. Representations to this stage are made under Regulation 20, and these should predominantly be about the 'soundness' of the revisions as defined in paragraph 35 of the National Planning Policy Framework.
- 6.3 At this stage a view is also sought from the Mayor of London as to the general conformity of the proposed revisions with the London Plan, under Regulation 21.

7.0 BUSINESS PLAN IMPLICATIONS

- 7.1 Delivery of a new City Plan is a key measure in the Policy Performance and Communications Business Plan 2018-2019. It is also a specific City for All commitment. It will also contribute towards other City for All commitments:
- delivery of affordable housing through the new policy approach, support for the creation of more jobs (*City for Opportunity*);
 - improvements to air quality and the development of healthy places through policies to mitigate and limit air pollution and to develop greener, healthier places (*Healthier and Greener City*);
 - development of proposals for the Oxford Street District through a renewed approach to retail in the West End (*City that Celebrates its Communities*).

8.0 IMPACT ON THE ENVIRONMENT

8.1 A formal Integrated Impact Assessment (IIA) scoping report was published and consulted on in June 2017. A full IIA of all of the policies in the City Plan has been undertaken to assess in detail the impact on the environment and sustainability. The IIA shows that overall the draft policies will be beneficial for environmental quality in Westminster.

9.0 HEALTH, WELLBEING IMPACT ASSESSMENT INCLUDING HEALTH AND SAFETY IMPLICATIONS

9.1 The health and well-being assessment is being undertaken as part of the Integrated Impact Assessment (see 8.1). The IIA also includes a crime safety assessment. It is an iterative process and is published at this stage of plan preparation. The IIA shows that overall the draft policies will be beneficial for health and wellbeing in Westminster.

10.0 EQUALITIES IMPLICATIONS

10.1 Under the Equalities Act 2010 the council has a “public sector equality duty”. This means that in taking decisions and carrying out its functions it must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the 2010 Act;

- to advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it; and to
- foster good relations between persons who share a relevant protected characteristic and those who do not share it.

The council is also required to have due regard to the need to take steps to take account of disabled persons’ disabilities even where that involves more favourable treatment; to promote more positive attitudes toward disabled persons; and to encourage participation by disabled persons in public life. The 2010 Act states that “having due regard” to the need to promote equality of opportunity involves in particular having regard to:

- the need to remove or minimise disadvantages suffered by persons sharing a protected characteristic;
- take steps to meet the needs of persons sharing a protected characteristic that are connected with it;
- take steps to meet the needs of persons who share a protected characteristic that are different from those who do not; and

- encourage persons with a protected characteristic to participate in public life or any other activity in which participation by such persons is disproportionately low.

10.2 The courts have held that “due regard” in this context requires an analysis of the issue under consideration with the specific requirements set out above in mind. It does not require that considerations raised in the analysis should be decisive; it is for the decision-maker to decide what weight should be given to the equalities implications of the decision.

10.3 The equalities implications of the policies in the Publication Draft City Plan have been assessed as part of the Integrated Impact Assessment (see 8.1). This shows that none of the proposed policies are expected to have a negative impact on any of the groups with protected characteristics under the 2010 Act. Completion of the IIA is an iterative process, so the document will be kept updated as the plan preparation process proceeds, ensuring that any equalities issues that arise as modifications are made to the Plan will be identified and can be considered.

11.0 CONSULTATION

11.1 In accordance with the Statement of Community Involvement (June 2014), consultation of the following groups will be undertaken on the proposed submission documents for a period of at least six weeks from 19th June 2019:

- All Members
- Statutory consultees, including those subject to the statutory duty to cooperate (Section 4 of the Town and Country Planning (Local Planning)(England) Regulations 2012) and the ‘specific consultation bodies’ as defined in regulation 2 of those Regulations
- The Mayor of London and the GLA family
- Neighbouring boroughs
- The “general consultation bodies” defined in regulation 2 of the 2012 Regulations – voluntary bodies and those representing different racial, ethnic or national groups; those representing different religious groups; disabled people; and the interests of those carrying out business in Westminster. This will be done through the Planning Policy database. The database currently comprises about 1,700 consultees including members of the public, businesses and residents’ groups.
- Internal consultees within the city council, including the Executive Leadership Team and senior managers.

11.2 In addition the submission documents will be accessible to all on the Council's Planning Policy webpage - <https://www.westminster.gov.uk/revision-westminsters-city-plan> and on a dedicated consultation site <https://www.westminster.gov.uk/cityplan2040>.

If you have any queries about this Report or wish to inspect any of the Background Papers please contact: Kimberley Hopkins at khopkin@westminster.gov.uk

APPENDICES

- Appendix 1 is the Publication Draft City Plan 2019-2040.
- Appendix 2 is the Integrated Impact Assessment for the Full Revision.
- Appendix 3 is the revised Policies Map
- Appendix 4 provides a detailed background to the evolution of the current City Plan.
- Appendix 5 is the statement of representations procedure.

BACKGROUND PAPERS

- Westminster's City Plan 2019 – 2040 (informal consultation document) <https://www.westminster.gov.uk/cityplan2040>
- Westminster's City Plan 2016 <https://www.westminster.gov.uk/westminsters-city-plan-strategic-policies>
- Westminster's City Plan Revision Consultation Booklets Oct 2013 – Mar 2015 <https://www.westminster.gov.uk/revision-westminsters-city-plan>

Appendix 1: Publication Draft City Plan 2019-2040

**Appendix 2: Integrated Impact Assessment for the Publication Draft City Plan
2019-2040**

Appendix 3: Revised Policies Map

Appendix 4: Evolution of Westminster's City Plan

The UDP and Core Strategy (2007 – 2010)

In 2007 the Council adopted a new Unitary Development Plan (UDP) which contained detailed development management policies. Following new legislation coming into effect, Westminster's Core Strategy was adopted in 2010 and replaced all of the strategic policies in the UDP. The remaining development management policies in the UDP were 'saved' by Ministerial Direction in 2010.

City Management Plan (2008 – 2012)

In parallel with this process the city council had been developing its detailed development management policies to replace the saved UDP policies. Originally, these were developed as a separate Development Plan Document (DPD) called the 'City Management Plan' (CMP). The CMP went through the following stages:

Notification of the intent to prepare the plan	2008
Consultation to identify policy options	2009 to 2010
Consultation on policy options document	2011
Consultation on draft document	2011 to 2012

Westminster's City Plan: Strategic Policies (2013)

Following the publication of the National Planning Policy Framework (NPPF) in 2012, the Core Strategy was updated and fully replaced by Westminster's City Plan: Strategic Policies to provide an up to date strategic policy framework for the city in line with new national policy. This was formally adopted by the council in November 2013.

Revisions to the City Plan (2015 – 16)

Following the Localism Act (2011) and the publication of the NPPF (2012), it was decided that instead of having separate strategic and detailed development management policy documents (i.e. Westminster's City Plan: Strategic Policies and Westminster's City Management Plan) the council would instead create a single local plan for Westminster which includes both. In 2015 a new Local Development Scheme (LDS) was published (the Council's formal programme of work for preparation of its local plan) and the Council notified of its intent to undertake six fast-track revisions, followed by a full revision to insert development management policies in to the City Plan and completely replace the Unitary Development Plan.

To this end there was an extensive programme of non-statutory consultation with residents, the Mayor of London, representatives of developers and other stakeholders on proposed new policies through a series of topic-based booklets. These proposals – and the comments made on them – have been drawn on to prepare the new City Plan. The schedule of booklets consulted on is shown in the table below.

Flood risk	2013 –2014
Social and Community Uses Westminster’s Economy Design Health, Well-being and personal safety Open space and green infrastructure Planning and pollution control Public realm and advertisements Transport and movement Food, drink, entertainment, arts and culture Housing need, delivery and quality Spatial policy and implementation	2014
The West End Affordable housing Energy Heritage Views and Tall Buildings	2015

The City Plan has been subject to three formal reviews since the publication of the booklets to insert detailed development management policies on Mixed Use, Basements (2015-16) and Special Policy Areas and a new Policies Map (2016).

A new LDS was published in June 2017 setting out the council’s intention, instead of progressing the remaining fast-track revisions, to move straight to a full review of the City Plan– this full review is the Publication Draft City Plan 2019-2040. A revised LDS will be published (2019) to update the timetable for the production of the plan and other documents in Westminster’s local development framework.

Appendix 5: Statement of representations procedure

Statement of Representation Procedure Town and Country Planning (Local Planning) (England) Regulations 2012 – Regulation 19

Title of document

Westminster's City Plan: 2019 – 2040
Regulation 19 Publication Draft for Consultation May 2019.

Supporting documents to Westminster's City Plan include:

- Integrated Impact Assessment (June 2019)
- Policies Map (June 2019)
- Consultation Statement (June 2019)
- Habitat's Regulation Assessment (June 2019)

Subject matter and area covered

Westminster City Council has prepared the full revision to its City Plan for submission to the Secretary of State. The City Plan sets out a vision, the spatial strategy, planning framework and development management policies to guide development in Westminster up to 2040. The City Plan will be used to make decisions on future planning applications.

Period of publication for representations

Representations are invited on the City Plan Publication Draft (or supporting documents) for a period of six weeks from 19th June until 31st July 2019. This statement provides details on how to make representations.

How to view the documents

The Publication Draft of Westminster's City Plan 2019 – 2040 will be available to view and download online at: www.westminster.gov.uk/cityplan. During the six week consultation period it will also be possible to inspect a hard copy of the City Plan, Integrated Impact Assessment and Policies Map at the council's offices at 64 Victoria Street, London, SW1E 6QP and at all public libraries within Westminster. Details of the location and opening hours of the libraries can be viewed at: www.westminster.gov.uk/libraries

Representations

Representations on the plan can be made throughout the representations period. Representations must be made in writing before 5pm on 31st July 2019. Please note that late representations cannot be accepted. It is recommended that representations are made by completing the consultation form which can be viewed at: www.westminster.gov.uk/cityplan.

Paper copies are available at all public libraries in Westminster.

Completed representation forms should be emailed to planningpolicy@westminster.gov.uk or posted to:
Policy and Strategy,

Westminster City Council,
64 Victoria Street,
London,
SW1E 6QP

All responses will be made public, although private email and postal addresses and other contact details, and any signatures will be redacted. If you would like your details to be added to our consultation database to be notified of future planning policy and neighbourhood planning consultations please indicate so in your response. We will not use your contact details for other purposes. To read about Westminster City Council's approach to data protection, please go to www.westminster.gov.uk/data-protection

We will submit all representations received to the Inspector appointed to examine Westminster's City Plan 2019 - 2040. The purpose of the public examination referred to above is to consider whether the revisions comply with legal requirements, has regard to national policies, is in general conformity with the London Plan and is sound. 'Soundness' is assessed using the criteria set out in detail in paragraph 35 of the National Planning Policy Framework. Representations at this stage should therefore only be made on the legal and procedural compliance of Westminster's City Plan 2019 - 2040, the soundness of the plan and whether the plan is in conformity with the Duty to Cooperate.

Receiving notification of the progress of Westminster's City Plan 2019 - 2040

Representations may be accompanied by a request to be notified at a specified address of any of the following:

- that the full revision to the City Plan has been submitted to the Secretary of State for independent examination under section 20 of the above Act,
- the publication of the recommendations of any person appointed to carry out an independent examination of the full revision to the City Plan, and
- the adoption of the new City Plan.

For further information please email planningpolicy@westminster.gov.uk.

For completion by the Cabinet Member for Place Shaping and Planning

Declaration of Interest

I have <no interest to declare / to declare an interest> in respect of this report

Signed: _____ Date: _____

NAME: Councillor Richard Beddoe

State nature of interest if any
.....

(N.B: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter)

For the reasons set out above, I agree the recommendation(s) in the report entitled
Westminster City Plan Regulation 19 Consultation

Signed

Cabinet Member for Place Shaping and Planning

Date

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:
.....
.....

If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Head of Legal and Democratic Services, Strategic Director Finance and Performance and, if there are resources implications, the Strategic Director of Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.