

Cabinet Work Programme

PUBLICATION DATE: 22 SEPTEMBER 2014

What is the Cabinet work programme?

The Cabinet work programme is a list of the key decisions and other planned cabinet and cabinet member decisions to be taken on behalf of the council. The work programme is updated monthly.

What is a key decision?

Key decisions are defined as decisions which, in the view of the relevant Strategic Director, are likely:

- *to incur expenditure or to receive income of more than £75,000*
- *to award a revenue or capital grant of over £25,000*
- *to agree an action that, in the view of the relevant Strategic Director, significantly affects a community within more than one ward*

Officers may also include other items in this work programme on a voluntary basis that do not fit the above definition.

What does the Cabinet work programme tell me?

The plan gives information about:

- what key decisions and other planned cabinet and cabinet member decisions are coming forward in the next few months
- when those decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents you can ask for
- who you can contact for further information

Who takes key decisions?

Key decisions are taken by the Cabinet, individual Cabinet members or individual officers acting under delegated powers.

Most key decisions are taken at public Cabinet meetings.

Exempt or confidential decisions

This work programme gives notice of any Cabinet decisions that are likely to be considered in part of a Cabinet meeting when the public are excluded. It may become necessary during the course of a Cabinet meeting to debate an issue or make a decision in the exempt or confidential part of the meeting. However, the Cabinet must first resolve to exclude the public and give a reason for doing so under Schedule 12A of the Local Government Act 1972.

Who are the members of the Cabinet?

- [Leader - vacancy](#)
HR, customer services, legal and democratic, Didcot, corporate strategy (excluding waste and parks, community safety and grants)
- [Ms A Badcock](#)
Health and housing
- [Mr D W Dodds](#)
Finance, waste and parks
- [Ms L Lloyd](#)
IT and technical services
- [Mrs J Nimmo-Smith](#)
Economic development and property
- [Reverend A Paterson](#)
Planning (including building control)
- [Mr B Service](#)
Community safety, leisure and grants

How do I make contact?

Each entry in the work programme indicates the names of all the relevant people to contact about that particular item. The telephone numbers for the relevant officers are listed in the individual entries. The contact details for the Cabinet members are available on the Council's website or by telephoning the Council offices on 01491 823000.

How do I get copies of agenda papers and other relevant documents?

The agenda papers for Cabinet meetings and other relevant documents are available five working days before the meeting on the Council's website www.southoxon.gov.uk. Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, Council Offices, Crowmarsh Gifford, Wallingford, Oxon, OX10 8HQ, tel: 01235 540307, e-mail: steve.culliford@southandvale.gov.uk. On occasions, the papers you request may contain exempt or confidential information. If this is the case, we will explain why it is not possible to make copies available.

How to make representations to Cabinet

Members of the public wishing to address a meeting of the Cabinet on an issue on the agenda should notify the Head of Legal and Democratic Services by noon on the day before the meeting. Please contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, Council Offices, Crowmarsh Gifford, Wallingford, Oxon, OX10 8HQ, tel: 01235 540307, e-mail: steve.culliford@southandvale.gov.uk

Cabinet Work Programme

| DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE) | KEY DECISION? | DECISION MAKER | CABINET MEMBERS | DATE FIRST ON WORK PROGRAMME | PRINCIPAL CONSULTEES (including Committees) | CONTACT OFFICER | DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS |
|---|------------------|---|---|------------------------------------|---|--|---|
| Property decisions (This is likely to be an exempt decision due to the confidential nature of property negotiations with third parties - paragraph 3 to Schedule 12A, Local Government Act 1972) Purpose: to consider any property sales or purchases or any property management decisions. | Yes | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property, Head of Economy, Leisure and Property September 2014 | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property | 28 Jul 2014 | | Mr Chris Tyson Tel: 01491 823125 chris.tyson@southandvale.gov.uk | Cabinet delegated decision form |
| Playing pitch needs assessment Purpose: to consult on the findings of a needs assessment report on playing pitches within South Oxfordshire | No | Mr Bill Service, Cabinet member for community safety, leisure and grants September 2014 | Mr Bill Service, Cabinet member for community safety, leisure and grants | 4 Feb 2013 | | Kate Arnold Tel: 01491 823091 kate.arnold@southandvale.gov.uk | Cabinet delegated decision form |
| Protocol on parish council engagement Purpose – to approve a protocol on parish council engagement on planning applications | No | Reverend Angie Paterson, Cabinet Member for planning (incl. building control) September 2014 | Reverend Angie Paterson, Cabinet Member for planning (incl. building control) | 28 Mar 2014 | | Mr Adrian Duffield Tel: 01491 823729 adrian.duffield@southandvale.gov.uk | Cabinet delegated decision form |
| Mobile home policy on fees Purpose: to approve fees for mobile home parks | Yes | Mrs Anna Badcock, Cabinet member for health and housing September 2014 | Mrs Anna Badcock, Cabinet member for health and housing | 7 May 2014 | | Simon Hill Tel: 01491 823223 simon.hill@southandvale.gov.uk | Cabinet delegated decision form |
| New homes bonus policy Purpose: to agree a policy on how the new homes bonus should be spent | Yes | Mr David Dodds, Cabinet member for finance, waste and parks September 2014 | Mr David Dodds, Cabinet member for finance, waste and parks | 20 Dec 2013 | | Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk | Cabinet delegated decision form |

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| North Wessex Downs Area of Outstanding Natural Beauty - management plan Purpose: to consider the adoption of the North Wessex Downs Area of Outstanding Natural Beauty (AONB) Management Plan (2014 – 2019). | No | Reverend Angie Paterson, Cabinet Member for planning (incl. building control) September 2014 | Reverend Angie Paterson, Cabinet Member for planning (incl. building control) | 28 May 2014 | | Dominic Lamb Tel: 01491 823133 dominic.lamb@southandvale.gov.uk | Cabinet delegated decision form |
| Growth board joint committee | No | Mrs Anna Badcock, Cabinet member for health and housing September 2014 | Mrs Anna Badcock, Cabinet member for health and housing | 19 Jun 2014 | | Mrs Anna Robinson Tel: 01491 823701 anna.robinson@southandvale.gov.uk | Cabinet delegated decision form |
| Science Vale area action plan Purpose - to approve consultation on the principle of an area action plan | Yes | Mrs Anna Badcock, Cabinet member for health and housing September 2014 | Mrs Anna Badcock, Cabinet member for health and housing | 16 Apr 2014 | | Sophie Horsley Tel: 01491 823724 sophie.horsley@southandvale.gov.uk | Cabinet delegated decision form |
| Procurement of IT server hardware | Yes | Ms Lynn Lloyd, Cabinet member for IT and technical services September 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 28 Jul 2014 | | Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk | Cabinet delegated decision form |
| Didcot car park Purpose: to publicise the notice of proposal for a car park order. | Yes | Ms Lynn Lloyd, Cabinet member for IT and technical services September 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 28 Jul 2014 | | Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk | Cabinet delegated decision form |
| Procurement of virtual desktop infrastructure | Yes | Ms Lynn Lloyd, Cabinet member for IT and technical services October 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 28 Jul 2014 | | Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk | Cabinet delegated decision form |
| Procurement of hosted email service | Yes | Ms Lynn Lloyd, Cabinet member for IT and technical services Not before 1 October 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 28 Jul 2014 | | Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk | Cabinet delegated decision form |

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| Homelessness strategy Purpose: to approve the strategy | Yes | Mrs Anna Badcock, Cabinet member for health and housing October 2014 | | 6 Aug 2014 | | Mr Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet member decision form |
| Henley Leisure Centre Purpose: to enter into a contract for replacement gym equipment | Yes | Mr Bill Service, Cabinet member for community safety, leisure and grants October 2014 | Mr Bill Service, Cabinet member for community safety, leisure and grants | 22 Sep 2014 | | Kate Arnold Tel: 01491 823091 kate.arnold@southandvale.gov.uk | Cabinet delegated decision form |
| Culham Science Centre supplementary planning document Purpose: to approve the supplementary planning document. | Yes | Cabinet 9 October 2014 | Reverend Angie Paterson, Cabinet Member for planning (incl. building control) | 28 Jul 2014 | | Sophie Horsley Tel: 01491 823724 sophie.horsley@southandvale.gov.uk | Cabinet report |
| Didcot car park Purpose: to authorise the making of a car park order and set the car park charges | Yes | Cabinet 9 October 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 28 Jul 2014 | | Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk | Cabinet report |
| Civil parking enforcement Purpose: to consider whether to carry out civil parking enforcement. | Yes | Cabinet 9 October 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 20 Dec 2013 | | Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk | Cabinet report |
| Car park pay and display machines Purpose: to award a contract to purchase new ticket machines for the pay and display car parks. | Yes | Cabinet 9 October 2014 | Ms Lynn Lloyd, Cabinet member for IT and technical services | 28 Mar 2014 | | Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk | Cabinet report |
| Treasury management outturn 2013/14 Purpose: to monitor treasury management performance over 2013/14 | Yes | Cabinet Council 9 October 2014 16 October 2014 | Mr David Dodds, Cabinet member for finance, waste and parks | 28 Mar 2014 | | Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk | Cabinet report |

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| Corporate services contract Purpose: to agree the services to be included within the corporate services contract. | Yes | Cabinet 9 October 2014 | Mrs Anna Badcock, Cabinet member for health and housing | 19 Jun 2014 | | Mr Steve Bishop Tel: 01491 823831 steve.bishop@southandvale.gov.uk | Cabinet report |
| Review of mixed recycling bring sites Purpose: to agree to consult on the removal of bulk bins installed at bring sites for mixed recycling. | No | Cabinet 9 October 2014 | Mr David Dodds, Cabinet member for finance, waste and parks | 1 Sep 2014 | | Mrs Clare Kingston Tel: 01491 823094 clare.kingston@southandvale.gov.uk | Cabinet report |
| Gravel extraction in South Oxfordshire Purpose: to consider potential gravel extraction in South Oxfordshire. | Yes | Cabinet 13 November 2014 | Reverend Angie Paterson, Cabinet Member for planning (incl. building control) | 22 Sep 2014 | | Peter Canavan Tel. 01491 823717 peter.canavan@southandvale.gov.uk | Cabinet report |
| Restrictive covenants affecting properties in areas of outstanding natural beauty Purpose: to agree a revised policy under section 157 of the Housing Act 1985. | Yes | Cabinet 13 November 2014 | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property | 1 Sep 2014 | | Mr Chris Tyson Tel: 01491 823125 chris.tyson@southandvale.gov.uk | Cabinet report |
| Didcot town centre development Purpose: to authorise a variation to proposals This decision is likely to be an exempt decision – paragraphs 1, 2, 3, 5 and 6 to Schedule 12A of the Local Government Act 1972 | Yes | Cabinet 13 November 2014 | Mrs Anna Badcock, Cabinet member for health and housing | 14 Jan 2014 | | Vicky Trietline Tel: 01235 547680 vicky.trietline@southandvale.gov.uk | Cabinet report |
| Broadband Purpose: to consider broadband provision in South Oxfordshire. | Yes | Cabinet 4 December 2014 | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property | 30 Aug 2013 | | Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk | Cabinet report |
| Oxfordshire LEADER Project | No | Cabinet 4 December 2014 | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property | 1 Sep 2014 | | Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk | Cabinet report |

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| <p>Market Place Mews, Henley Purpose: to consider proposals relating to Market Place Mews, Henley and the disposal of council land associated with the development</p> <p>This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972</p> | Yes | Cabinet 4 December 2014 | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property | 4 Feb 2013 | | Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southandvale.gov.uk | Cabinet report |
| <p>Acquisition of land in Didcot Purpose: to authorise the purchase of 14 hectares of land situated in north-east Didcot for the construction of a new leisure facility and to transfer funding for the land acquisition from the provisional programme to the approved capital programme.</p> | Yes | Mr Bill Service, Cabinet member for community safety, leisure and grants March 2015 | Mr Bill Service, Cabinet member for community safety, leisure and grants | 11 Jun 2013 | | Kate Arnold Tel: 01491 823091 kate.arnold@southandvale.gov.uk | Cabinet delegated decision form |