

Cabinet work programme

PUBLICATION DATE: DATE NOT SPECIFIED

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 Cabinet members?

Mr John Cotton - Leader Responsible for Corporate Strategy, Economic Development and Wallingford	Mr Will Hall Responsible for Finance and Henley
Reverend Angie Paterson - Deputy Leader Responsible for Planning Policy and Customer Services	Ms Lynn Lloyd Responsible for IT, HR, Legal and Democratic Services
Ms Anna Badcock Responsible for Housing	Mrs Judith Nimmo-Smith Responsible for Health, Community Safety and Central Parishes
Mr David Dodds Responsible for Waste and Thame	Mr Bill Service Responsible for Leisure and Didcot
Mrs Elizabeth Gillespie Responsible for Development/Building Control, Grants and Northern Parishes	Mr Robert Simister Responsible for Property, Technical Services and Southern Parishes

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 AND EARLIEST DECISION DATE	CABINET MEMBER	DATE FIRST ON WORK PROGRAMME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS
November decisions							
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	Robert Simister, Cabinet member for property, technical services and southern parishes November 2014 Head of Economy, Leisure and Property November 2014	Robert Simister, Cabinet member for property, technical services and southern parishes	28 Jul 2014		Mr Chris Tyson Tel: 01491 823125 chris.tyson@southandvale.gov.uk	Cabinet member decision form
Growth board Purpose: to agree the terms of reference and appoint the council's representatives and substitutes	No	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford November 2014	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	19 Jun 2014		Anna Robinson Tel: 01491 823701 anna.robinson@southandvale.gov.uk	Cabinet member decision form
Procurement of IT server hardware Purpose: to procure new server hardware	Yes	Lynn Lloyd, Cabinet member for IT, HR, legal and democratic services November 2014	Lynn Lloyd, Cabinet member for IT, HR, legal and democratic services	28 Jul 2014		Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk	Cabinet member decision form
Didcot car park Purpose: to agree the future of the car park on the Didcot Gateway site.	Yes	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford November 2014	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	28 Jul 2014		Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk	Cabinet member 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, Deputy Leader, planning policy and customer services November 2014	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	28 May 2014		Dominic Lamb Tel: 01491 823133 dominic.lamb@southandvale.gov.uk	Cabinet member decision form
Procurement of virtual desktop infrastructure	Yes	Lynn Lloyd, Cabinet member for IT, HR, legal and democratic services November 2014	Lynn Lloyd, Cabinet member for IT, HR, legal and democratic services	28 Jul 2014		Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk	Cabinet member decision form
Procurement of hosted email service	Yes	Lynn Lloyd, Cabinet member for IT, HR, legal and democratic services November 2014	Lynn Lloyd, Cabinet member for IT, HR, legal and democratic services	28 Jul 2014		Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk	Cabinet member decision form
Acquisition of land in Science Vale - (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 acquiring land	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes November 2014	Robert Simister, Cabinet member for property, technical services and southern parishes	29 Sep 2014		Vicky Trietline Tel: 01235 547680 vicky.trietline@southandvale.gov.uk	Cabinet member decision form
Homelessness strategy Purpose: to approve the strategy for consultation	Yes	Anna Badcock, Cabinet member for housing November 2014	Anna Badcock, Cabinet member for housing	6 Aug 2014		Mr Philip Ealey Tel. 01235 547623 phil.ealey@southandvale.gov.uk	Cabinet member decision form
New Didcot leisure facility Purpose: to procure project manager services.	No	Bill Service, Cabinet member for leisure and Didcot November 2014	Bill Service, Cabinet member for leisure and Didcot	29 Oct 2014		Kate Arnold Tel: 01491 823091 kate.arnold@southandvale.gov.uk	Cabinet member decision form

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December decisions							
Playing pitch needs assessment Purpose: to consult on the findings of a needs assessment report on playing pitches within South Oxfordshire	No	Bill Service, Cabinet member for leisure and Didcot December 2014	Bill Service, Cabinet member for leisure and Didcot	4 Feb 2013		Kate Arnold Tel: 01491 823091 kate.arnold@southandvale.gov.uk	Cabinet member decision form
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 4 December 2014	David Dodds, Cabinet member for waste and Thame	1 Sep 2014		Clare Kingston Tel: 01491 823094 clare.kingston@southandvale.gov.uk	Cabinet report
Civil parking enforcement Purpose: to consider whether to carry out civil parking enforcement.	Yes	Cabinet 4 December 2014	Robert Simister, Cabinet member for property, technical services and southern parishes	20 Dec 2013		John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet report
Regeneration of Didcot town centre 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 4 December 2014	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	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	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	30 Aug 2013		Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk	Cabinet report
Oxfordshire LEADER Project Purpose: to approve the council to act as the accountable body for this project	No	Cabinet 4 December 2014	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	1 Sep 2014		Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk	Cabinet report

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Market Place Mews, Henley Purpose: to consider proposals relating to Market Place Mews, Henley and the disposal of council land associated with the development This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet 4 December 2014	Robert Simister, Cabinet member for property, technical services and southern parishes	4 Feb 2013		Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk	Cabinet report
Corporate services contract Purpose – to agree the procurement strategy for the contract	Yes	Cabinet 4 December 2014	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	29 Oct 2014		Steve Bishop Tel: 01491 823831 steve.bishop@southandvale.gov.uk	Cabinet report
Car park fees and charges Purpose: to agree new car park fees and charges	Yes	Cabinet 4 December 2014	Robert Simister, Cabinet member for property, technical services and southern parishes	29 Oct 2014		John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet report
Council tax base Purpose: to recommend the council tax base to the Council	Yes	Cabinet 4 December 2014 Council 11 December 2014	Will Hall, Cabinet member for finance and Henley	29 Oct 2014		Ben Watson Tel: 01491 823834 ben.watson@southandvale.gov.uk	Cabinet report
Council tax reduction scheme grant to towns and parishes Purpose: to recommend the council tax reduction scheme grant to towns and parishes to the Council	Yes	Cabinet 4 December 2014 Council 11 December 2014	Will Hall, Cabinet member for finance and Henley	29 Oct 2014		Ben Watson Tel: 01491 823834 ben.watson@southandvale.gov.uk	Cabinet report
Business rate pooling	Yes	Cabinet 4 December 2014	Will Hall, Cabinet member for finance and Henley	29 Oct 2014		William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk	Cabinet report

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January 2015 decisions							
Science Vale area action plan Purpose - to approve consultation on the principle of an area action plan	Yes	Reverend Angie Paterson, Deputy Leader, planning policy and customer services January 2015	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	16 Apr 2014		Sophie Horsley Tel: 01491 823724 sophie.horsley@southandvale.gov.uk	Cabinet member decision form
Planning enforcement plan Purpose – to approve the enforcement plan	Yes	Cabinet 8 January 2015	Elizabeth Gillespie, Cabinet member for development/building control, grants and northern parishes	26 Sep 2014		Emma Turner Tel. 01491 823281 emma.turner@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 8 January 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	1 Sep 2014		Mr Chris Tyson Tel: 01491 823125 chris.tyson@southandvale.gov.uk	Cabinet report
February decisions							
Community capital grants under £15,000 Purpose: to approve community capital grants under £15,000 in value	Yes	Elizabeth Gillespie, Cabinet member for development/building control, grants and northern parishes February 2015	Elizabeth Gillespie, Cabinet member for development/building control, grants and northern parishes	29 Oct 2014		Carole Cumming Tel. 01491 823614 carole.cumming@southandvale.gov.uk	Cabinet member decision form
Community infrastructure levy - draft charging schedule Purpose: to approve the draft charging schedule for consultation	Yes	Cabinet 12 February 2015	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	29 Oct 2014		Heike Wetzstein Tel. 01491 823769 heike.wetzstein@southandvale.gov.uk	Cabinet report

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March decisions							
Acquisition of land in Didcot - (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 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.	Yes	Bill Service, Cabinet member for leisure and Didcot March 2015	Bill Service, Cabinet member for leisure and Didcot	11 Jun 2013		Kate Arnold Tel: 01491 823091 kate.arnold@southandvale.gov.uk	Cabinet member decision form