

# Cabinet work programme

PUBLICATION DATE: 17 DECEMBER 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 Cabinet members?

<a href="#">Mr John Cotton - Leader</a> Responsible for Corporate Strategy, Economic Development and Wallingford	<a href="#">Mr Will Hall</a> Responsible for Finance and Henley
<a href="#">Reverend Angie Paterson - Deputy Leader</a> Responsible for Planning Policy and Customer Services	<a href="#">Ms Lynn Lloyd</a> Responsible for IT, HR, Legal and Democratic Services
<a href="#">Ms Anna Badcock</a> Responsible for Housing	<a href="#">Mrs Judith Nimmo-Smith</a> Responsible for Health, Community Safety and Central Parishes
<a href="#">Mr David Dodds</a> Responsible for Waste and Thame	<a href="#">Mr Bill Service</a> Responsible for Leisure and Didcot
<a href="#">Mrs Elizabeth Gillespie</a> Responsible for Development/Building Control, Grants and Northern Parishes	<a href="#">Mr Robert Simister</a> 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](http://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](mailto: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](mailto: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
<b>December decisions</b>							
<b>Standing item: Property decisions</b> Purpose: to consider any property sales or purchases or any property management decisions. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes <b>December 2014</b>  Head of Economy, Leisure and Property <b>December 2014</b>	Robert Simister, Cabinet member for property, technical services and southern parishes	28 Jul 2014		Mr Chris Tyson Tel: 01491 823125 <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Cabinet member decision form
<b>Acquisition of land in Science Vale</b> Purpose: to consider acquiring land This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes <b>December 2014</b>	Robert Simister, Cabinet member for property, technical services and southern parishes	29 Sep 2014		Vicky Trietline Tel: 01235 547680 <a href="mailto:vicky.trietline@southandvale.gov.uk">vicky.trietline@southandvale.gov.uk</a>	Cabinet member decision form
<b>Homelessness strategy</b> Purpose: to approve the strategy for consultation	No	Anna Badcock, Cabinet member for housing <b>December 2014</b>	Anna Badcock, Cabinet member for housing	6 Aug 2014		Mr Philip Ealey Tel. 01235 547623 <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form
<b>New Didcot leisure facility</b> Purpose: to procure project manager services.	No	Bill Service, Cabinet member for leisure and Didcot <b>December 2014</b>	Bill Service, Cabinet member for leisure and Didcot	29 Oct 2014		Kate Arnold Tel: 01491 823091 <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form

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<b>January 2015 decisions</b>							
<b>Regeneration of Didcot town centre: Orchard Centre phase 2</b> Purpose: to approve the development agreement. 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	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford <b>January 2015</b>	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	14 Jan 2014		Vicky Trietline Tel: 01235 547680 <a href="mailto:vicky.trietline@southandvale.gov.uk">vicky.trietline@southandvale.gov.uk</a>	Cabinet member decision form
<b>Science Vale area action plan</b> Purpose - to approve consultation on the principle of an area action plan	Yes	Reverend Angie Paterson, Deputy Leader, planning policy and customer services <b>January 2015</b>	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	16 Apr 2014		Sophie Horsley Tel: 01491 823724 <a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>	Cabinet member decision form
<b>February decisions</b>							
<b>Community capital grants under £15,000</b> Purpose: to approve community capital grants under £15,000 in value	Yes	Elizabeth Gillespie, Cabinet member for development/building control, grants and northern parishes <b>February 2015</b>	Elizabeth Gillespie, Cabinet member for development/building control, grants and northern parishes	29 Oct 2014		Carole Cumming Tel. 01491 823614 <a href="mailto:carole.cumming@southandvale.gov.uk">carole.cumming@southandvale.gov.uk</a>	Cabinet member decision form
<b>Restrictive covenants affecting properties in areas of outstanding natural beauty</b> Purpose: to agree a revised policy under section 157 of the Housing Act 1985.	Yes	Cabinet <b>12 February 2015</b>	Robert Simister, Cabinet member for property, technical services and southern parishes	1 Sep 2014		Mr Chris Tyson Tel: 01491 823125 <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Cabinet report

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<b>Neighbourhood planning funding</b> Purpose: to look at restructuring the current funding offered to Town and parish Councils to assist with the preparation of neighbourhood plans	Yes	Cabinet <b>12 February 2015</b>	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	19 Nov 2014		Hannah Guest Tel: 01491 823730 <a href="mailto:hannah.guest@southandvale.gov.uk">hannah.guest@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Gateway</b> Purpose - to consider a development proposal. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet <b>12 February 2015</b>	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	19 Nov 2014		Vicky Trietline Tel: 01235 547680 <a href="mailto:vicky.trietline@southandvale.gov.uk">vicky.trietline@southandvale.gov.uk</a>	Cabinet report
<b>Community infrastructure levy - draft charging schedule</b> Purpose: to approve the draft charging schedule for consultation	Yes	Cabinet <b>12 February 2015</b>	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	29 Oct 2014		Heike Wetzstein Tel: 01491 823769 <a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management mid-year report 2014/15</b> Purpose: to consider the report and forward any comments on to Council.	Yes	Cabinet <b>12 February 2015</b>  Council <b>19 February 2015</b>	Will Hall, Cabinet member for finance and Henley	19 Nov 2014		Bob Watson Tel: 01235 540426 <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management strategy 2015/16</b> Purpose: to recommend the strategy to Council.	Yes	Cabinet <b>12 February 2015</b>  Council <b>19 February 2015</b>	Will Hall, Cabinet member for finance and Henley	19 Nov 2014		Bob Watson Tel: 01235 540426 <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Budget 2015/16</b> Purpose: to recommend the budget to Council.	Yes	Cabinet <b>12 February 2015</b>  Council <b>19 February 2015</b>	Will Hall, Cabinet member for finance and Henley	19 Nov 2014		Mr Simon Hewings Tel: 01491 823583 <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Council tax 2015/16</b> Purpose: to recommend the council tax to Council.	Yes	Cabinet <b>12 February 2015</b>  Council <b>19 February 2015</b>	Will Hall, Cabinet member for finance and Henley	19 Nov 2014		Mr Simon Hewings Tel: 01491 823583 <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report

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<b>Gas and electricity supply to council premises</b> Purpose: to consider the future supply of gas and electricity to council premises.	Yes	Cabinet <b>12 February 2015</b>	Robert Simister, Cabinet member for property, technical services and southern parishes	8 Dec 2014		John Backley Tel: 01491 823518 <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Market Place Mews, Henley</b> Purpose: to consider proposals relating to Market Place Mews, Henley and the disposal of council land associated with the development. This has been delayed due to ongoing property negotiations. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet <b>12 February 2015</b>	Robert Simister, Cabinet member for property, technical services and southern parishes	4 Feb 2013		Suzanne Malcolm Tel: 01491 823126 <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>March decisions</b>							
<b>Playing pitch needs assessment</b> Purpose: to consult on the findings of a needs assessment report on playing pitches within South Oxfordshire. This has been delayed due to the length of time needed to conduct the survey and due to a change in requirements from Sport England.	No	Bill Service, Cabinet member for leisure and Didcot <b>March 2015</b>	Bill Service, Cabinet member for leisure and Didcot	4 Feb 2013		Kate Arnold Tel: 01491 823091 <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Acquisition of land in Didcot</b> 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. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Bill Service, Cabinet member for leisure and Didcot <b>March 2015</b>	Bill Service, Cabinet member for leisure and Didcot	11 Jun 2013		Kate Arnold Tel: 01491 823091 <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form