

Cabinet work programme

14 October 2016



Listening Learning Leading

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
October decisions							
Standing item: Property decisions Purpose: to approve any property sales or purchases or take 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	Cabinet member for property, economic development and technical services October 2016 Head of HR, IT and Technical Services October 2016	Robert Simister	28 Jul 2014		Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) October 2016	John Cotton	23 Aug 2016		Simon Rowberry simon.rowberry@southandvale.gov.uk	Cabinet member decision form
Community grants Purpose: to award community grants	Yes	Cabinet member for development management, building control, housing and grants October 2016	Elizabeth Gillespie	9 Jun 2016	Grants panel 4 October 2016	Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form

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Corporate services Purpose: to review implementation of contract and any contractual changes required	Yes	Cabinet member for IT, HR, customer services and the corporate services contract October 2016	Lynn Lloyd	20 Jun 2016		Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Sewage treatment plant in Moulsford Purpose: to award a contract to refurbish the sewage treatment plant	Yes	Cabinet member for property, economic development and technical services October 2016	Robert Simister	18 Jun 2015		Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Communications strategy Purpose: to adopt the strategy	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety Not before 21 October 2016	Anna Badcock	23 Sep 2016		Patsy Cusworth patsy.cusworth@southandvale.gov.uk	Cabinet member decision form
Market Place Mews, Henley Purpose: to approve the sale of property. This decision is likely to be an exempt decision – paragraph 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet member for property, economic development and technical services Not before 21 October 2016	Robert Simister	23 Sep 2016		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	Cabinet member decision form

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Orchard Centre, Didcot Purpose: to make any property decisions. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet member for property, economic development and technical services Not before 21 October 2016	Robert Simister	23 Sep 2016		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	Cabinet member decision form
Science Vale Enterprise Zone Purpose: to agree a memorandum of understanding	Yes	Cabinet member for property, economic development and technical services Not before 27 October 2016	Robert Simister	29 Sep 2016		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet member decision form
Polling station improvements Purpose: to consider funding improvements to polling stations	Yes	Cabinet member for development management, building control, housing and grants Not before 31 October 2016	Elizabeth Gillespie	3 Oct 2016		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form
Public engagement charter Purpose: to approve the charter as council policy	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) Not before 31 October 2016	John Cotton	3 Oct 2016		Philip Vincent phillip.vincent@southandvale.gov.uk	Cabinet member decision form

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November decisions							
Five Councils' Partnership contractor performance reporting Purpose: to approve the performance reporting format	No	Cabinet member for IT, HR, customer services and the corporate services contract November 2016	Lynn Lloyd	16 Sep 2016		Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Leisure centre use Purpose: to approve a lease with Oxfordshire County Council	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety November 2016	Anna Badcock	4 Dec 2015		Kate Arnold kate.arnold@southandvale.gov.uk	Cabinet member decision form
Great Western Park, Didcot Purpose: to approve final arrangements for the maintenance of open space	Yes	Cabinet member for property, economic development and technical services November 2016	Robert Simister	14 Oct 2016		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet member decision form
Waste policy Purpose: to review the waste policy	Yes	Cabinet member for waste, grounds maintenance, food safety and environmental health November 2016	Tony Harbour	8 Sep 2016		Ian Matten ian.matten@southandvale.gov.uk	Cabinet member decision form
December decisions							
Council chamber Purpose: to approve the details of a new council chamber	No	Cabinet 1 December 2016	John Cotton	16 Sep 2016		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report

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Council tax base Purpose: to recommend to Council to approve the council tax base	No	Cabinet 1 December 2016	Jane Murphy	14 Oct 2016		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report
Section 157 restrictions policy Purpose: to review the policy	Yes	Cabinet 1 December 2016	Robert Simister	16 Sep 2015		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report
Berinsfield improvement programme - A4074 pedestrian crossing Purpose: to request a transfer of capital funds and authorise design and construction	Yes	Cabinet 1 December 2016	John Cotton	14 Oct 2016		John Dobson john.dobson@southandvale.gov.uk	Cabinet report
Statement of community involvement Purpose: to approve the Statement of Community Involvement in planning matters	Yes	Cabinet 1 December 2016	John Cotton	16 Sep 2016		Gary Palmer gary.palmer@southandvale.gov.uk	Cabinet report
Pension scheme arrangements for corporate services contract Purpose: to approve the Local Government Pension Scheme admission agreements for Capita and Vinci	No	Cabinet 1 December 2016	Lynn Lloyd	14 Oct 2016		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report

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Neighbourhood Planning district grant funding Purpose: to review current grant funding for neighbourhood planning including community right to build and neighbourhood development orders	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) December 2016	John Cotton	23 Aug 2016	Scrutiny Committee	Adrian Duffield adrian.duffield@southandvale.gov.uk	Cabinet member decision form
Thame small pool re-design project Purpose: to award the contract to provide building works to re-design Thame small pool	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety December 2016	Anna Badcock	19 Aug 2015		Chris Webb chris.webb@southandvale.gov.uk	Cabinet member decision form
January 2017 decisions							
South Local Plan 2032 Purpose: to consider the strategic sites consultation results and agree the next steps	Yes	Cabinet January 2017 Council 16 February 2017	John Cotton	15 Jul 2016	Scrutiny Committee	Simon Rowberry simon.rowberry@southandvale.gov.uk	Cabinet report
Temporary housing accommodation Purpose: to approve a temporary accommodation strategy	Yes	Cabinet member for development management, building control, housing and grants January 2017	Elizabeth Gillespie	4 Mar 2016	Scrutiny Committee	Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet member decision form
Community grants Purpose: to award any community grants	Yes	Cabinet member for development management, building control, housing and grants January 2017	Elizabeth Gillespie	14 Oct 2016		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form

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February decisions							
Citizens Advice Bureau Purpose: to award any grant aid	Yes	Cabinet member for development management, building control, housing and grants February 2017	Elizabeth Gillespie	23 Sep 2016		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form
Treasury management mid-year monitoring 2016/17 Purpose: to consider the mid-year monitoring report and make any recommendations to Council	No	Joint Audit and Governance Committee 23 January 2017 Cabinet 2 February 2017 Council 16 February 2017	Jane Murphy	14 Oct 2016		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report
Treasury management and investment strategy 2017/18 to 2019/20 Purpose: to recommend the strategy to Council	No	Joint Audit and Governance Committee 23 January 2017 Cabinet 2 February 2017 Council 16 February 2017	Jane Murphy	14 Oct 2016		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report

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Budget 2017/18 Purpose: to recommend to Council to approve the revenue budget for 2017/18, the capital programme and the medium term financial plan	No	Cabinet 2 February 2017	Jane Murphy	14 Oct 2016		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report
Article 4 direction, East Hagbourne Purpose: to deliver an Article 4 direction at Kingsholm Close in East Hagbourne	No	Cabinet 2 February 2017	John Cotton	14 Oct 2016		Adrian Duffield adrian.duffield@southandvale.gov.uk	Cabinet report

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Cabinet work programme

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.

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, make savings or to receive income of more than £75,000 or
- to award a revenue or capital grant of over £25,000 or
- to agree an action that, in the view of the relevant strategic director, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council

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 work programme 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.

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.

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Who are the Cabinet members?

- [John Cotton - Leader](#) - Responsible for corporate strategy, and strategic policy (including the Local Plan)
- [Jane Murphy - Deputy Leader](#) - Responsible for finance, legal and democratic services, and licensing
- [Anna Badcock](#) - Responsible for leisure, arts, communications, health and well-being, and community safety
- [Elizabeth Gillespie](#) - Responsible for development, building control, housing and grants
- [Will Hall](#) – Responsible for the corporate plan
- [Tony Harbour](#) – Responsible for waste, food safety and environmental health
- [Lynn Lloyd](#) - Responsible for IT, HR, customer services and the corporate services project
- [Robert Simister](#) - Responsible for property, economic development, and technical services

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 01235 422422.

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, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, 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, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: steve.culliford@southandvale.gov.uk.