

Cabinet work programme

1 February 2018



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
February 2018 decisions							
Standing item: Property decisions Purpose: to approve any property sales or purchases or take any property management decisions. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet member for development and regeneration including property, economic development, Didcot Garden Town and Berinsfield February 2018 Head of development and regeneration February 2018	David Nimmo-Smith	28 Jul 2014		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	Cabinet member decision form
Standing item: to create a budget and release section 106 funds	Yes	Cabinet member for planning February 2018	Felix Bloomfield	15 Nov 2017		Adrian Duffield adrian.duffield@southandvale.gov.uk	Cabinet member decision form
Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for planning February 2018	Felix Bloomfield	23 Aug 2016		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Didcot leisure facilities Purpose: to agree arrangements	Yes	Cabinet member for community services February 2018	Lynn Lloyd	10 Oct 2017		Dylan Evans dylan.evans@southandvale.gov.uk	Cabinet report

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Capital community grant Purpose: to award a grant to Thame Sports Club	Yes	Cabinet member for community services February 2018	Lynn Lloyd	14 Sep 2017		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form
CCTV Purpose: to review camera provision	Yes	Cabinet member for housing and environment February 2018	Elizabeth Gillespie	15 Dec 2017		Karen Brown karen.brown@southandvale.gov.uk	Cabinet member decision form
Preparations for the Homelessness Reduction Act Purpose: to determine how the government grant should be spent to implement the Act	Yes	Cabinet member for housing and environment February 2018	Elizabeth Gillespie	1 Dec 2017		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
Off-street parking Purpose: to approve changes to the off-street car parking order for consultation	No	Cabinet member for housing and environment February 2018	Elizabeth Gillespie	28 Apr 2017		Ben Coleman ben.coleman@southandvale.gov.uk	Cabinet member decision form
Transport planning resource Purpose: to appoint a contractor	Yes	Cabinet member for planning February 2018	Felix Bloomfield	15 Dec 2017		James Gagg james.gagg@southandvale.gov.uk	Cabinet member decision form
Housing and growth deal for Oxfordshire Purpose: to recommend Council to consider the deal	No	Cabinet 1 February 2018 Council 15 February 2018	John Cotton	21 Dec 2017		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report

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Didcot Garden Town, heat mapping and energy master-planning Purpose: to consider an update on the study to date, recommendations, and proposals to take the project forward	Yes	Cabinet 1 February 2018	Robert Simister	14 Sep 2017		Sally Truman sally.truman@southandvale.gov.uk	Cabinet report
Treasury management mid-year monitoring 2017/18 Purpose: to recommend Council to approve the report	No	Joint Audit and Governance Committee 29 January 2018 Cabinet 1 February 2018 Council 15 February 2018	Jane Murphy	2 Jan 2018		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Treasury management strategy 2018/19 Purpose: to recommend Council to approve the strategy	No	Joint Audit and Governance Committee 29 January 2018 Cabinet 1 February 2018 Council 15 February 2018	Jane Murphy	2 Jan 2018		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Medium term financial strategy Purpose: to recommend adoption of the strategy to Council.	No	Cabinet 1 February 2018 Council 15 February 2018	Jane Murphy	19 Jan 2018		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report

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Budget 2018/19 Purpose: to recommend Council to approve the budget for 2018/19	No	Cabinet 1 February 2018 Council 15 February 2018	Jane Murphy	26 Oct 2017	Scrutiny Committee 6 February 2018	William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report
March decisions							
Benson Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum	Yes	Cabinet member for planning March 2018	Felix Bloomfield	15 Dec 2017		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Watlington Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum	No	Cabinet member for planning March 2018	Felix Bloomfield	15 Dec 2017		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Didcot Garden Town Purpose: to approve funding allocations	Yes	Cabinet member for legal and democratic services, plus Didcot Garden Town March 2018	Tony Harbour	2 Oct 2017		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet member decision form
April decisions							

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Great Western Park, Didcot Purpose: to approve final arrangements for the maintenance of open space	Yes	Cabinet member for development and regeneration including property, economic development, Didcot Garden Town and Berinsfield April 2018	David Nimmo- Smith	14 Oct 2016		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet member decision form
Sewage treatment plant at Moulsford Purpose: to award a contract to supply and install a new plant	Yes	Cabinet member for housing and environment April 2018	Elizabeth Gillespie	10 May 2017		Duncan Grainge duncan.grainge@southandvale.gov.uk	Cabinet member decision form
Community infrastructure levy spending strategy Purpose: to approve the strategy	Yes	Cabinet 5 April 2018	David Nimmo- Smith	12 Jan 2017	Scrutiny Committee	Cathie Scotting cathie.scotting@southandvale.gov.uk	Cabinet report
Leisure facilities strategy Purpose: to adopt the revised strategy	Yes	Cabinet 5 April 2018	Lynn Lloyd	19 Jan 2018		Dylan Evans dylan.evans@southandvale.gov.uk	Cabinet report
Public space protection orders To approve public space protection orders for Henley and Thame	Yes	Cabinet 5 April 2018	Elizabeth Gillespie	15 Dec 2017		Karen Brown karen.brown@southandvale.gov.uk	Cabinet report
Discretionary food safety charges Purpose: to introduce charges	Yes	Cabinet 5 April 2018	Elizabeth Gillespie	2 Jan 2018		Diane Foster diane.foster@southandvale.gov.uk	Cabinet report

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Didcot Gateway Purpose: to authorise the selection of a development partner and conclusion of relocation agreements for existing occupiers	Yes	Cabinet 5 April 2018	David Nimmo-Smith	10 Oct 2017		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet report
Wallingford Conservation Area Purpose: to adopt the conservation area appraisal and boundary review	No	Cabinet 5 April 2018	Felix Bloomfield	15 Dec 2017		Samantha Allen Ssamantha.allen@southandvale.gov.uk	Cabinet report
Pilot scheme - costs of volunteering Purpose: to consider a pilot scheme to help residents fund the costs of becoming a volunteer	Yes	Cabinet 5 April 2018	Robert Simister	19 Jan 2018		Sally Truman sally.truman@southandvale.gov.uk	Cabinet report
Engineering services Purpose: to appoint a contractor	Yes	Cabinet 5 April 2018	Elizabeth Gillespie	26 Oct 2017		Liz Hayden liz.hayden@southandvale.gov.uk	Cabinet report
Office accommodation Purpose: to agree arrangements	Yes	Cabinet 5 April 2018	Robert Simister	15 Nov 2017		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet report
August decisions							
Housing allocations policy Purpose: to approve a revised draft housing allocations policy for consultation	Yes	Cabinet member for leisure services, arts and housing 22 February 2018	Elizabeth Gillespie	1 Feb 2018		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form

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
- award a revenue or capital grant of over £25,000 or
- agree an action that, in the view of the chief executive, a strategic director or the relevant head of service, 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.

Who are the Cabinet members?

- [John Cotton - Leader](#) - Responsible for partnership and insight
- [Jane Murphy - Deputy Leader](#) - Responsible for finance
- [Felix Bloomfield](#) – Responsible for planning
- [Elizabeth Gillespie](#) - Responsible for housing and environment
- [Tony Harbour](#) – Responsible for legal and democratic services, plus Didcot Garden Town
- [Lynn Lloyd](#) - Responsible for community services
- [David Nimmo-Smith](#) - Responsible for development and regeneration
- [Robert Simister](#) - Responsible for corporate 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.