

Cabinet work programme

1 November 2023



Listening Learning Leading

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 that are likely to:

- incur expenditure, make savings or to receive income (except government grant) 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 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?

Cabinet is made up of the Leader of the Council and up to nine further members. The leader has allocated portfolios to Cabinet members as follows:

- [Councillor David Rouane](#): Leader
- [Councillor Maggie Filipova-Rivers](#) : Community wellbeing, and statutory deputy leader
- [Councillor Robin Bennett](#): Economic development and regeneration, and deputy leader
- [Councillor Pieter-Paul Barker](#): Finance and property assets
- [Councillor Sue Cooper](#): Environment
- [Councillor Andrea Powell](#): Corporate services, policy and programmes
- [Councillor Anne-Marie Simpson](#): Planning
- [Councillor Freddie Van Mierlo](#): Climate change and nature recovery

How do I make contact?

Each entry in the work programme indicates the names of the relevant people to contact about that particular item. The contact details for the Cabinet members are available on the council's website www.southoxon.gov.uk.

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, documents are available at The Abbey House, Abbey Close, Abingdon, OX14 3JE.

How to make representations to the Cabinet

Members of the public may make a statement or ask a question at a Cabinet meeting on an issue on the Cabinet agenda. To do so, the public must register their intention to speak by 12 noon on the working day before the meeting. To register please contact Democratic Services by e-mail: democratic.services@southandvale.gov.uk.

In advance of a decision being made, you may also submit documents to the decision-maker.

This work programme is subject to change

The dates listed for each forthcoming decision are the earliest dates for items to come forward.

Cabinet work programme

DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE)	KEY DECISION?	DECISION MAKER AND DECISION DATE	CABINET MEMBER	DATE FIRST ON WORK PROGRAMME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER
NOVEMBER 2023 DECISIONS							
Finance System application support services Purpose: to award a contract	Yes	Head of finance 1 May 2023	Pieter-Paul Barker	3 Apr 2023		Ben Watson ben.watson@southandvale.gov.uk	Officer key decision form
Wallingford accessible moorings Purpose: to award a contract to undertake works	Yes	Cabinet member for the environment 1 June 2023	Sue Cooper	4 May 2022		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Local Authority Housing Fund and Service Family Accommodations housing schemes Purpose: to enter into a credit agreement to furnish and equip properties	Yes	Head of finance 2 August 2023	Pieter-Paul Barker	5 Jul 2023		Louise Birt louise.birt@southandvale.gov.uk	Officer key decision form
Homes for Ukraine Scheme Purpose: to accept government funding to support Ukrainian guests	No	Leader of the council 29 August 2023	David Rouane	1 Aug 2023		Louise Birt louise.birt@southandvale.gov.uk	Cabinet member decision form
Didcot Local Cycling and Walking Infrastructure Plan Purpose: to approve the plan	Yes	Cabinet member for community wellbeing 29 August 2023	Maggie Filipova-Rivers	1 Aug 2023		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form

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CCTV in Didcot and Henley Purpose: to replace public space CCTV cameras	Yes	Leader of the council 22 September 2023	David Rouane	25 Aug 2023		Diane Foster diane.foster@southandvale.gov.uk	Cabinet member decision form
Oxfordshire Inclusive Economy Partnership Purpose: to agree to sign the partnership's charter	No	Leader of the council 30 October 2023	David Rouane	2 Oct 2023		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form
Riverside Park and Pools, Wallingford Purpose: to award a contract to provide a changing places toilet	Yes	Cabinet member for community wellbeing October 2023	Maggie Filipova-Rivers	2 Oct 2023		Jan Smith jan.smith@southandvale.gov.uk	Cabinet member decision form
Software licensing agreement Purpose: to agree to sign a new three-year Microsoft enterprise software agreement	Yes	Cabinet member for corporate services, policy and programmes 30 October 2023	Andrea Powell	2 Oct 2023		Simon Turner simon.turner@southandvale.gov.uk	Cabinet member decision form
Thame Leisure Centre Purpose: to replace the combined heat and power unit	Yes	Cabinet member for community wellbeing 31 October 2023	Maggie Filipova-Rivers	3 Oct 2022		Jan Smith jan.smith@southandvale.gov.uk	Cabinet member decision form
Custodianship and management of countryside land Purpose: to award a contract for three sites	Yes	Cabinet member for finance and property assets 9 November 2023	Pieter-Paul Barker	12 Oct 2023		Tim Sonnex tim.sonnex@southandvale.gov.uk	Cabinet member decision form

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Treasury Management Outturn 2022/23 Purpose: to consider the views of the Joint Audit and Governance Committee and make recommendations to Council	No	Cabinet 9 November 2023	Pieter-Paul Barker	1 Sep 2023	Joint Audit and Governance Committee 3 October 2023	Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Corporate Performance Report and Climate Action Plan Performance Report - Quarter 1, 2023/24	Yes	Cabinet 9 November 2023	Andrea Powell	2 Oct 2023		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet report
Budget monitoring Purpose: to note the budget monitoring position to June 2023	No	Cabinet 9 November 2023	Pieter-Paul Barker	2 Oct 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Joint Local Plan Regulation 18 Part 2 Purpose: to approve preferred options for consultation	Yes	Cabinet 30 November 2023	Anne-Marie Simpson	26 May 2023	Joint Scrutiny Committee 27 November 2023	Lucy Murfett Lucy.Murfett@southandvale.gov.uk	Cabinet report
Local Electric Vehicle Infrastructure Purpose: to agree a funding arrangement with Oxfordshire County Council	Yes	Cabinet 30 November 2023	Freddie van Mierlo	26 May 2023		Justin Andrewes justin.andrewes@southandvale.gov.uk	Cabinet report
Car park fees and charges Purpose: to approve car park fees and charges	Yes	Cabinet 30 November 2023	Sue Cooper	22 Sep 2023		John Backley john.backley@southandvale.gov.uk	Cabinet report
Council tax base Purpose: to recommend Council to approve the council tax base for 2024/25	No	Cabinet 30 November 2023	Pieter-Paul Barker	2 Oct 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report

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Council tax reduction scheme Purpose: to review the scheme and recommend any changes to Council	No	Cabinet 30 November 2023	Pieter-Paul Barker	6 Oct 2023		Trevor Gaffney trevor.gaffney@southandvale.gov.uk	Cabinet report
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DECEMBER DECISIONS

Public toilets in Wallingford Purpose: to award a contract to provide a modular public toilet block in the Cattlemarket, Wallingford	Yes	Head of development and corporate landlord 29 November 2023	Pieter-Paul Barker	1 Nov 2023		John Backley john.backley@southandvale.gov.uk	Officer key decision form
Community Infrastructure Levy Grants Policy	Yes	Cabinet 18 December 2023	Cabinet member for finance and property assets	12 Oct 2023		Mark Hewer mark.hewer@southandvale.gov.uk	Cabinet report
Cornerstone Arts Centre, Didcot Purpose: to consider an appraisal of future service delivery	Yes	Cabinet 18 December 2023	Maggie Filipova-Rivers	6 Oct 2023	Scrutiny Committee 6 December 2023	Andrew Busby andrew.busby@southandvale.gov.uk	Cabinet report
Garden waste service Purpose: to approve a new approach to the council's garden waste service	Yes	Cabinet 18 December 2023	Andrea Powell, Sue Cooper	1 Nov 2023		Scott Williams, Sally Truman scott.williams@southandvale.gov.uk sally.truman@southandvale.gov.uk	Cabinet report

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Budget monitoring July to September 2023 Purpose: to consider the quarter 2 report	Yes	Cabinet 18 December 2023	Pieter-Paul Barker	13 Oct 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
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JANUARY 2024 DECISIONS

Play areas Purpose: to provide a maintenance service for existing play areas	Yes	Cabinet member for the environment 12 August 2022	Sue Cooper	15 Jul 2022		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
HR and Payroll System Purpose: to procure an new system	Yes	Cabinet member for corporate services, policy and programmes 20 November 2023	Andrea Powell	23 Oct 2023		Abigail Witting abigail.witting@southandvale.gov.uk	Cabinet member decision form

FEBRUARY DECISIONS

Rural England Prosperity Fund Purpose: to award round 1 grant funding	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form
Corporate Plan 2024-2028 Purpose: to agree an approach to the new corporate plan	No	Cabinet 8 February 2024	Andrea Powell	25 Aug 2023	Scrutiny Committee 6 February 2024	Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet report

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Treasury Management Mid-Year Monitoring 2023/24 Purpose: to consider the report and make recommendations to Council	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023	Joint Audit and Governance Committee 30 January 2023	Simon Hewings <a href="mailto:simon.hewings@southa
ndvale.gov.uk">simon.hewings@southa ndvale.gov.uk	Cabinet report
Treasury Management and Investment Strategy 2024/25 Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023	Joint Audit and Governance Committee 30 January 2023	Simon Hewings <a href="mailto:simon.hewings@southa
ndvale.gov.uk">simon.hewings@southa ndvale.gov.uk	Cabinet report
Medium Term Financial Strategy 2024/25 to 2028/29 Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southa
ndvale.gov.uk">simon.hewings@southa ndvale.gov.uk	Cabinet report
Capital Strategy 2024/25 to 2033/34 Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southa
ndvale.gov.uk">simon.hewings@southa ndvale.gov.uk	Cabinet report
Revenue Budget 2024/25 and Capital Programme 2024/25 to 2028/29 Purpose: to recommend the budget to Council	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023	Scrutiny Committee 6 February 2024	Simon Hewings <a href="mailto:simon.hewings@southa
ndvale.gov.uk">simon.hewings@southa ndvale.gov.uk	Cabinet report

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MARCH DECISIONS

Henley Public Places Protection Order Purpose: to review the order	No	Leader of the council 27 July 2023	David Rouane	29 Jun 2023		Katharine Doherty Katharine.Doherty@southandvale.gov.uk	Cabinet member decision form
Thame Public Places Protection Order Purpose: to review the order	No	Leader of the council 27 July 2023	David Rouane	29 Jun 2023		Katharine Doherty Katharine.Doherty@southandvale.gov.uk	Cabinet member decision form
Capital grants Purpose: to award the 2023/24 capital grants	Yes	Cabinet member for community wellbeing 20 October 2023	Maggie Filipova-Rivers	22 Sep 2023		Cheryl Reeves cheryl.reeves@southandvale.gov.uk	Cabinet member decision form
UK Shared Prosperity Fund Purpose: to award a contract to deliver UK Shared Prosperity Fund intervention E39: Green Skills Courses	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form
Oxfordshire Councils Charter Purpose: to adopt the charter	Yes	Cabinet 7 March 2024	David Rouane	12 Oct 2023		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet report

APRIL DECISIONS

Car park refurbishment project Purpose: to draw funds from the provisional capital programme	No	Cabinet member for finance and property assets 24 March 2023	Pieter-Paul Barker	24 Feb 2023		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
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Car park refurbishment project Purpose: to award a contract for refurbishments	Yes	Cabinet member for finance and property assets 24 March 2023	Pieter-Paul Barker	24 Feb 2023		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
UK Shared Prosperity Fund Purpose: to award a contract to deliver UK Shared Prosperity Fund intervention E29: Supporting Decarbonisation	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form
Tree planting policy Purpose: to review the policy for planting trees on council land	Yes	Cabinet 18 April 2024	Pieter-Paul Barker	2 Oct 2023		Karen Lister karen.lister@southandvale.gov.uk	Cabinet report
JULY DECISIONS							
Rural England Prosperity Fund Purpose: to award round 2 grant funding	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form
UK Shared Prosperity Fund Purpose: to award grant funding under the UK Shared Prosperity Fund intervention E22: Enterprise Infrastructure and Employment/Innovation sites	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form