

Cabinet work programme

1 February 2024



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
- the earliest date those decisions can 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 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 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 |
| 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 | Head of development and corporate landlord 1 June 2023 | Sue Cooper | 22 Dec 2023 | | John Backley john.backley@southandvale.gov.uk | Officer key 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 |
| 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 |

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| 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 |
| 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 |
| HR and Payroll System Purpose: to procure an new system | Yes | Head of corporate services 20 November 2023 | Andrea Powell | 23 Oct 2023 | | Abigail Witting abigail.witting@southandvale.gov.uk | Officer key decision form |
| 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 |
| Thame Leisure Centre Purpose: to refurbish the dry side changing facilities | Yes | Cabinet member for community wellbeing 29 December 2023 | Maggie Filipova-Rivers | 4 Dec 2023 | | Ian Burtenshaw ian.burtenshaw@southandvale.gov.uk | Cabinet member decision form |
| Hackney Carriage Tariff Purpose: to approve a new tariff | Yes | Leader of the council 19 January 2024 | David Rouane | 22 Dec 2023 | | Diane Foster diane.foster@southandvale.gov.uk | Cabinet member decision form |
| Leisure facilities assessment strategy Purpose: to approve the draft strategy for public consultation | No | Cabinet member for planning February 2024 | Anne-Marie Simpson | 1 Feb 2024 | | Tom Rice tom.rice@southandvale.gov.uk | Cabinet member decision form |

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| Playing pitch strategy Purpose: to approve the draft strategy for public consultation | No | Cabinet member for planning February 2024 | Anne-Marie Simpson | 1 Feb 2024 | | Tom Rice tom.rice@southandvale.gov.uk | Cabinet member decision form |
| Electoral Management System Purpose: to award a contract to procure the system | Yes | Head of legal and democratic 7 February 2024 | David Rouane | 10 Jan 2024 | | Steven Corrigan steven.corrigan@southandvale.gov.uk | Officer key decision form |
| Garden waste service Purpose: to approve a new approach to the council's garden waste service | Yes | Cabinet 15 February 2024 | Sue Cooper | 1 Nov 2023 | Joint Scrutiny Committee 29 January 2024 | Scott Williams and Sally Truman scott.williams1@southandvale.gov.uk sally.truman@southandvale.gov.uk | Cabinet report |
| Corporate Plan 2024-2028 Purpose: to agree an approach to the new corporate plan | No | Cabinet 15 February 2024 | Andrea Powell | 25 Aug 2023 | Scrutiny Committee 6 February 2024 | Tim Oruye tim.oruye@southandvale.gov.uk | Cabinet report |
| Treasury Management Mid-Year Monitoring 2023/24 Purpose: to consider the report and make recommendations to Council | No | Cabinet 15 February 2024 | Pieter-Paul Barker | 23 Oct 2023 | Joint Audit and Governance Committee 30 January 2023 | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |
| Treasury Management and Investment Strategy 2024/25 Purpose: to recommend Council to approve the strategy | No | Cabinet 15 February 2024 | Pieter-Paul Barker | 23 Oct 2023 | Joint Audit and Governance Committee 30 January 2023 | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |

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| Capital Strategy 2024/25 to 2033/34 Purpose: to recommend Council to approve the strategy | No | Cabinet 15 February 2024 | Pieter-Paul Barker | 23 Oct 2023 | | Simon Hewings simon.hewings@southandvale.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 15 February 2024 | Pieter-Paul Barker | 23 Oct 2023 | Scrutiny Committee 6 February 2024 | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |
| Cornerstone Arts Centre, Didcot Purpose: to review the action plan | Yes | Cabinet 15 February 2024 | Maggie Filipova-Rivers | 6 Oct 2023 | Scrutiny Committee 6 December 2023 | Andrew Busby andrew.busby@southandvale.gov.uk | Cabinet report |
| Purchase of properties to provide temporary housing accommodation | Yes | Cabinet member for community wellbeing 18 February 2024 | Maggie Filipova-Rivers | 18 Jan 2024 | | Karen Lister karen.lister@southandvale.gov.uk | Cabinet member decision form |
| 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 |

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| UK Shared Prosperity Fund Purpose: to award a contract to deliver UK Shared Prosperity Fund interventions | 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 |
| Housing Delivery Strategy Action Plan Purpose: to review the action plan | No | Cabinet 7 March 2024 | Robin Bennett | 4 Dec 2023 | | Nigel Bower nigel.bower@southandvale.gov.uk | Cabinet report |
| Empty Homes Policy Purpose: to approve a new policy | Yes | Cabinet 7 March 2024 | Maggie Filipova-Rivers | 4 Dec 2023 | Scrutiny Committee February 2024 | Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet report |
| Private Sector Housing Enforcement Purpose: to approve a new policy | Yes | Cabinet 7 March 2024 | Maggie Filipova-Rivers | 4 Dec 2023 | Scrutiny Committee February 2024 | Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet report |
| 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 |
| Waste Vehicle Purchasing Strategy Purpose: to approve a strategy | Yes | Cabinet 18 April 2024 | Sue Cooper | 4 Dec 2023 | | Scott Williams scott.williams1@southandvale.gov.uk | Cabinet report |
| 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 |
| JUNE DECISIONS | | | | | | | |
| Didcot Garden Town programme and strategies Purpose: to approve the programme and strategies | Yes | Cabinet 27 June 2024 | Robin Bennett | 10 Jan 2024 | Joint Scrutiny Committee 20 May 2024 | Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk | Cabinet report |

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| 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 |
| Waste and Street Cleansing Strategy and Service Purpose: to approve the strategy | Yes | Cabinet July 2024 | Sue Cooper | 4 Dec 2023 | | Scott Williams scott.williams1@southandvale.gov.uk | Cabinet report |