

Cabinet work programme

2 April 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
APRIL 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
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
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
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

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
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
UK Shared Prosperity Fund Purpose: to award contracts 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
UK Shared Prosperity Fund Purpose: to award funding 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
HR and Payroll System Purpose: to procure a 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
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

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
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
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
Waste Transfer Station and Reprocessing procurements Purpose: to approve the procurement of contracts for a waste transfer station and reprocessing of dry mixed recycling	Yes	Cabinet member for the environment 19 March 2024	Sue Cooper	20 Feb 2024		Scott Williams, William Maxwell scott.williams1@southandvale.gov.uk william.maxwell@southandvale.gov.uk	Cabinet member decision form
Berinsfield Decarbonisation Funding Allocations Purpose: to approve funding awards to advance decarbonisation schemes to improve community assets	Yes	Head of Policy and Programmes 22 March 2024	David Rouane, Robin Bennett	23 Feb 2024		Jayne Bolton jayne.bolton@southandvale.gov.uk	Officer key decision form
Hackney Carriage Tariff Purpose: to approve a new tariff	Yes	Cabinet 18 April 2024	David Rouane	20 Feb 2024		Laura Driscoll laura.driscoll@southandvale.gov.uk	Cabinet report
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

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
Housing Delivery Strategy Action Plan Purpose: to review the action plan	No	Cabinet 18 April 2024	Robin Bennett	4 Dec 2023		Nigel Bower nigel.bower@southandvale.gov.uk	Cabinet report
Housing Enforcement Policy Purpose: to approve a new policy	Yes	Cabinet 18 April 2024	Maggie Filipova-Rivers	4 Dec 2023		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet report
Didcot Garden Town update, draft green infrastructure strategy and draft wayfinding strategy Purpose: to approve the programme and strategies	Yes	Cabinet 18 April 2024	Robin Bennett	10 Jan 2024	Joint Scrutiny Committee 25 March 2024	Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Cabinet report
116-120 The Broadway, Didcot Purpose: to agree stage 1 design options and project details. (This is likely to be an exempt decision under category 3.)	No	Cabinet 18 April 2024	Robin Bennett	23 Feb 2024		Aileen Sparling aileen.sparling@southandvale.gov.uk	Cabinet report
Budget Monitoring Purpose: to consider the quarter 3 monitoring report	No	Cabinet 18 April 2024	Pieter-Paul Barker	23 Feb 2024		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
UK Shared Prosperity Fund Purpose: to agree the assumption of financial risk for UK Prosperity Fund intervention E39: Green Skills Courses	Yes	Leader of the council Not before 19 April 2024	David Rouane	22 Mar 2024		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form

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
--	------------------	---	----------------	------------------------------------	--	-----------------	---

JUNE DECISIONS							
Provision and monitoring arrangements of public space CCTV To agree the proposed approach.	Yes	Cabinet 27 June 2024	David Rouane	28 Mar 2024		Diane Foster diane.foster@southandvale.gov.uk	Cabinet report
New Depot - site, professional services and budget Purpose: to approve the preferred site, seek delegation to enter into an Agreement for Lease, award the Professional Services contract and move the required budget into the approved capital programme (This is likely to be an exempt decision under category 3.)	Yes	Cabinet 27 June 2024	Pieter-Paul Barker	23 Feb 2024	Scrutiny Committee 12 June 2024	Aileen Sparling aileen.sparling@southandvale.gov.uk	Cabinet report
Car Park Order Purpose: to review the Order	Yes	Cabinet 27 June 2024	Sue Cooper	22 Mar 2024		John Backley john.backley@southandvale.gov.uk	Cabinet report
Tree Planting Policy Purpose: to review the policy for planting trees on council land	Yes	Cabinet 27 June 2024	Pieter-Paul Barker	2 Oct 2023		Karen Lister karen.lister@southandvale.gov.uk	Cabinet report

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
Five Councils Partnership Purpose: to recommend Council to approve contract exit options. (This is likely to be an exempt decision under categories 3 and 5.)	No	Cabinet 27 June 2024	Pieter-Paul Barker	20 Feb 2024		Susan Harbour susan.harbour@southandvale.gov.uk	Cabinet report
Oxfordshire Councils Charter Purpose: to adopt the charter	Yes	Cabinet 27 June 2024	David Rouane	12 Oct 2023		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet report
JULY DECISIONS							
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
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 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

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
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@southoxfordshire.gov.uk	Cabinet report