

# Cabinet Work Programme

PUBLICATION DATE: 24 MAY 2013

## 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. The work programme is updated monthly.

## 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 or to receive income of more than £75,000*
- *to award a revenue or capital grant of over £25,000*
- *to agree an action that, in the view of the relevant Strategic Director, significantly affects a community within more than one ward*

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 plan 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.

Most key decisions are taken at public Cabinet meetings.

## 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 members of the Cabinet?

- [Mrs E A Ducker \(Leader\)](#)  
HR, customer services, legal and democratic, Didcot, corporate strategy (excluding waste and parks, community safety and grants)
- [Mrs A Badcock](#)  
Health and housing
- [Mr D W Dodds](#)  
Finance, waste and parks
- [Mrs J Nimmo-Smith](#)  
Economic development, property and technical services
- [Rev'd A Paterson \(Deputy Leader\)](#)  
Planning (including building control) and IT
- [Mr B Service](#)  
Community safety, leisure and grants

## 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 01491 823000.

## 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](http://www.southoxon.gov.uk). Alternatively you can contact Kathy Fiander, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, Council Offices, Crowmarsh Gifford, Wallingford, Oxon, OX10 8HQ, tel: 01491 823649, fax: 01491 823658, e-mail: [kathy.fiander@southandvale.gov.uk](mailto:kathy.fiander@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 Kathy Fiander, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, Council Offices, Crowmarsh Gifford, Wallingford, Oxon, OX10 8HQ, tel: 01491 823649, fax: 01491 823658, e-mail: [kathy.fiander@southandvale.gov.uk](mailto:kathy.fiander@southandvale.gov.uk)

# Cabinet Work Programme

| DECISION AND PURPOSE<br>(AND REASON FOR<br>CONFIDENTIALITY WHERE<br>APPROPRIATE)   | KEY<br>DECISION? | DECISION MAKER   | CABINET MEMBERS   | DATE FIRST<br>ON WORK<br>PROGRAMME | PRINCIPAL<br>CONSULTEES<br>(including Committees) | CONTACT OFFICER   | DOCUMENTS<br>TO BE USED BY<br>THE DECISION<br>MAKER AND<br>OTHER<br>RELEVANT<br>DOCUMENTS |
|--|------------------|--|---|------------------------------------|---|---|---|
| <b>Berinsfield co-location project</b><br>Purpose: to transfer £100,000 allocated for the Berinsfield co-location project from the provisional to the approved capital programme   | Yes              | Mr Bill Service,<br>Cabinet member for<br>community safety,<br>leisure and grants<br><b>May 2013</b>   | Mr Bill Service, Cabinet<br>member for community<br>safety, leisure and grants  | 16 Apr 2013                        |   | Kate Arnold<br>Tel: 01491 823091<br>Kate.Arnold@southandvale.<br>gov.uk           | Cabinet<br>delegated<br>decision form   |
| <b>Didcot artificial turf pitch</b><br>Purpose: to approve the proposals for Didcot artificial turf pitch and authorise the award of the contract for the works  | Yes              | Mr Bill Service,<br>Cabinet member for<br>community safety,<br>leisure and grants<br><b>May 2013</b>   | Mr Bill Service, Cabinet<br>member for community<br>safety, leisure and grants  | 4 Feb 2013                         |   | Mr Chris Webb<br>Tel: 01491 823431<br>Chris.Webb@southandvale.<br>gov.uk          | Cabinet<br>delegated<br>decision form   |
| <b>Green Deal Community Interest Company</b><br>Purpose: to seek formal authority to become a shareholder member of the USEA Green Deal Community Interest Company (successful growth bid approved by both councils as part of budget for 2013/14) | No               | Mrs Ann Ducker<br>(Leader), Cabinet<br>member for HR,<br>customer services,<br>legal and<br>democratic, Didcot,<br>corporate strategy<br>(excluding waste and<br>parks, community<br>safety and grants)<br><b>May 2013</b> | Mrs Ann Ducker (Leader),<br>Cabinet member for HR,<br>customer services, legal and<br>democratic, Didcot,<br>corporate strategy<br>(excluding waste and parks,<br>community safety and<br>grants) | 5 Apr 2013                         |   | Heather Saunders<br>Tel: 01235 540506<br>heather.saunders@southan<br>dvale.gov.uk | Cabinet<br>delegated<br>decision form   |
| <b>Legal time recording and case management software</b><br>Purpose: to approve the transfer of funds from the provisional capital budget to support the purchase.   | No               | Mrs Ann Ducker<br>(Leader), Cabinet<br>member for HR,<br>customer services,<br>legal and<br>democratic, Didcot,<br>corporate strategy<br>(excluding waste and<br>parks, community<br>safety and grants)<br><b>May 2013</b> | Mrs Ann Ducker (Leader),<br>Cabinet member for HR,<br>customer services, legal and<br>democratic, Didcot,<br>corporate strategy<br>(excluding waste and parks,<br>community safety and<br>grants) | 15 Mar 2013                        |   | Mrs Liz Hayden<br>Tel: 01491 823705<br>liz.hayden@southandvale.g<br>ov.uk         | Cabinet<br>delegated<br>decision form   |

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|---|---------------|---|--|------------------------------|---|---|---|
| <b>Local development scheme</b><br>Purpose: to agree the forward work programme for the preparation of the council's Local Development Framework (Local Plan)   | Yes           | Reverend Angie Paterson (Deputy Leader), Cabinet member for planning (including building control) and IT<br><b>May 2013</b>   | Reverend Angie Paterson  | 4 Feb 2013                   |   | Mr Miles Thompson<br>Tel: 01491 823731<br>miles.thompson@southandvale.gov.uk  | Cabinet delegated decision form   |
| <b>Market Place Mews, Henley</b><br>Purpose: to consider proposals relating to Market Place Mews, Henley and the disposal of council land associated with the development   | Yes           | Mrs Ann Ducker (Leader), Cabinet member for HR, customer services, legal and democratic, Didcot, corporate strategy (excluding waste and parks, community safety and grants)<br><b>May 2013</b> | Mrs Ann Ducker (Leader), Cabinet member for HR, customer services, legal and democratic, Didcot, corporate strategy (excluding waste and parks, community safety and grants) | 4 Feb 2013                   |   | Mr Graham Hawkins<br>Tel: 01491 823763<br>graham.hawkins@southandvale.gov.uk  | Cabinet delegated decision form   |
| <b>New office cleaning service</b><br>Purpose: to let a new cleaning contract for Crowmarsh offices and Cornerstone<br><br>This decision is likely to be an exempt decision to maintain confidentiality of contractor bids - paragraph 3 to Schedule 12A of the Local Government Act 1972 | Yes           | Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services<br><b>May 2013</b>   | Mrs Judith Nimmo-Smith   | 4 Feb 2013                   |   | Mr Jon Dawson<br>Tel: 01491 823503<br>Jon.Dawson@southandvale.gov.uk          | Cabinet delegated decision form   |
| <b>Performance review of Biffa</b><br>Purpose: to review the performance of Biffa in providing waste services   | Yes           | Mr David Dodds, Cabinet member for finance, waste and parks<br><b>May 2013</b>  | Mr David Dodds, Cabinet member for finance, waste and parks  | 4 Feb 2013                   |   | Mrs Clare Kingston<br>Tel: 01491 823094<br>clare.kingston@southandvale.gov.uk | Cabinet delegated decision form   |

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|---|---------------|---|--|------------------------------|--|---|---|
| <b>Performance review of Sodexo</b><br>Purpose: to review the performance of Sodexo in providing the grounds maintenance services | Yes           | Mr David Dodds, Cabinet member for finance, waste and parks<br><b>May 2013</b>  | Mr David Dodds, Cabinet member for finance, waste and parks  | 4 Feb 2013                   |  | Mrs Clare Kingston<br>Tel: 01491 823094<br>clare.kingston@southandvale.gov.uk | Cabinet delegated decision form   |
| <b>Playing pitch needs assessment</b><br>Purpose: to consult on playing pitch requirements within South Oxfordshire               | No            | Mr Bill Service, Cabinet member for community safety, leisure and grants<br><b>May 2013</b>   | Mr Bill Service  | 4 Feb 2013                   |  | Kate Arnold<br>Tel: 01491 823091<br>Kate.Arnold@southandvale.gov.uk           | Cabinet delegated decision form   |
| <b>Tenancy strategy</b><br>Purpose: to approve a joint (with Vale of White Horse District Council) tenancy strategy               | Yes           | Mrs Anna Badcock, Cabinet member for health and housing<br><b>May 2013</b>  | Ms Anna Badcock  | 4 Feb 2013                   |  | Mr Paul Staines<br>Tel: 01491 823471<br>paul.staines@southandvale.gov.uk      | Cabinet report  |
| <b>Home Energy Conservation Act</b><br>Purpose: to approve the council's Home Energy Conservation Act action plan.                | No            | Mrs Ann Ducker (Leader), Cabinet member for HR, customer services, legal and democratic, Didcot, corporate strategy (excluding waste and parks, community safety and grants)<br><b>May 2013</b> | Mrs Ann Ducker (Leader), Cabinet member for HR, customer services, legal and democratic, Didcot, corporate strategy (excluding waste and parks, community safety and grants) | 16 Apr 2013                  |  | Cynthia Sullivan<br>Tel: 01491 823427<br>cynthia.sullivan@southandvale.gov.uk | Cabinet delegated decision form   |
| <b>Housing allocations policy</b><br>Purpose: to approve a new joint housing allocations policy                                   | Yes           | Mrs Anna Badcock, Cabinet member for health and housing<br><b>June 2013</b>   | Ms Anna Badcock  | 4 Feb 2013                   | <ul style="list-style-type: none"> <li>• Registered providers</li> <li>• All applicants</li> <li>• Scrutiny committee</li> </ul> | Mr Paul Staines<br>Tel: 01491 823471<br>paul.staines@southandvale.gov.uk      | Cabinet report  |

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|--|---------------|--|--|------------------------------|--|---|---|
| <p><b>Waste contract</b><br/>Purpose: to consider the renewal or extension of the waste contract</p> <p>This decision is likely to be an exempt decision owing to the confidential nature of negotiations with third parties – paragraph 3 to Schedule 12A of the Local Government Act 1972</p>                        | Yes           | Mr David Dodds, Cabinet member for finance, waste and parks<br><b>June 2013</b>  | Mr David Dodds, Cabinet member for finance, waste and parks  | 1 Mar 2013                   | <ul style="list-style-type: none"> <li>Scrutiny Committee</li> </ul> | Mrs Clare Kingston<br>Tel: 01491 823094<br>clare.kingston@southandvale.gov.uk | Cabinet report  |
| <p><b>Community Investment Fund grant decisions</b><br/>Purpose: to determine CIF grant applications of over £15,000 for 2013-14</p>   | Yes           | Mr Bill Service, Cabinet member for community safety, leisure and grants<br><b>June 2013</b>                                   | Mr Bill Service, Cabinet member for community safety, leisure and grants                                 | 18 Feb 2013                  | Community Investment Fund Panel                                      | Mrs Jayne Bolton<br>Tel: 01491 823136<br>jayne.bolton@southandvale.gov.uk     | Cabinet delegated decision form   |
| <p><b>Didcot Leisure Facility</b><br/>Purpose: to authorise the Head of Economy, Leisure and Property, in consultation with the Cabinet Member, to accept a tender for the Didcot leisure facility design team and to transfer funding for the design team from the provisional to the approved capital programme.</p> | Yes           | Mr Bill Service, Cabinet member for community safety, leisure and grants<br><b>July 2013</b>                                   | Mr Bill Service, Cabinet member for community safety, leisure and grants                                 | 17 May 2013                  |  | Gemma Thynne<br>Tel: 01235 540444<br>gemma.thynne@southandvale.gov.uk         | Cabinet delegated decision form   |
| <p><b>Community Infrastructure Levy</b><br/>Purpose: to consider a preliminary draft charging schedule for the community infrastructure levy for consultation</p>  | Yes           | Reverend Angie Paterson (Deputy Leader), Cabinet member for planning (including building control) and IT<br><b>August 2013</b> | Reverend Angie Paterson (Deputy Leader), Cabinet member for planning (including building control) and IT | 17 May 2013                  |  | Cathie Scotting<br>Tel: 01491 823757<br>cathie.scotting@southandvale.gov.uk   | Cabinet delegated decision form   |

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|---|------------------|--|---|------------------------------------|---|---|---|
| <b>Community Investment Fund grants under £15,000</b><br>Purpose: to determine Community Investment Fund grants of under £15,000  | Yes              | Mr Bill Service,<br>Cabinet member for<br>community safety,<br>leisure and grants<br><b>August 2013</b>                                  | Mr Bill Service, Cabinet<br>member for community<br>safety, leisure and grants  | 18 Feb 2013                        |   | Mrs Jayne Bolton<br>Tel: 01491 823136<br>jayne.bolton@southandvale.gov.uk                 | Cabinet<br>delegated<br>decision form   |
| <b>Estates services and strategic property advisors procurement</b><br>Purpose: to agree a procurement route for estate services and strategy property procurement advisors   | No               | Mrs Judith Nimmo-Smith, Cabinet<br>member for<br>economic<br>development,<br>property and<br>technical services<br><b>August 2013</b>    | Mrs Judith Nimmo-Smith,<br>Cabinet member for<br>economic development,<br>property and technical<br>services  | 8 Mar 2013                         |   | Mr Graham Hawkins<br>Tel: 01491 823763<br>graham.hawkins@southandvale.gov.uk              | Cabinet<br>delegated<br>decision form   |
| <b>Estates Services and Strategic Property advisors procurement</b><br>Purpose: to award the contract for estates services and strategic property advisors<br><br>This decision is likely to be exempt owing to the confidential nature of negotiations with third parties – paragraph 3 to Schedule 12A of the Local Government Act 1972 | Yes              | Mrs Judith Nimmo-Smith, Cabinet<br>member for<br>economic<br>development,<br>property and<br>technical services<br><b>September 2013</b> | Mrs Judith Nimmo-Smith,<br>Cabinet member for<br>economic development,<br>property and technical<br>services  | 10 May 2013                        |   | Mr Graham Hawkins<br>Tel: 01491 823763<br>graham.hawkins@southandvale.gov.uk              | Cabinet<br>delegated<br>decision form   |
| <b>Corporate Plan review</b><br>Purpose: Review of year one of the corporate plan   | No               | Cabinet<br><b>5 September 2013</b>   | Mrs Ann Ducker (Leader),<br>Cabinet member for HR,<br>customer services, legal and<br>democratic, Didcot,<br>corporate strategy<br>(excluding waste and parks,<br>community safety and<br>grants) | 4 Feb 2013                         |   | Ms Yvonne Cutler-Greaves<br>Tel: 01491 823612<br>Yvonne.CutlerGreaves@southandvale.gov.uk | Cabinet report  |

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|---|------------------|------------------------------------|--|------------------------------------|---|---|---|
| <b>Engineering contract</b><br>Purpose: to award the contract for the provision of engineering services   | Yes              | Cabinet<br><b>5 September 2013</b> | Mrs Judith Nimmo-Smith,<br>Cabinet member for<br>economic development,<br>property and technical<br>services | 17 May 2013                        |   | Mr John Backley<br>Tel: 01491 823518<br>john.backley@southandvale<br>.gov.uk  | Cabinet<br>delegated<br>decision form   |
| <b>Award of banking contract</b><br>Purpose: to award the contract for banking and merchant card services.<br><br>This decision is likely to be an exempt decision owing to the confidential nature of negotiations with third parties – paragraph 3 to Schedule 12A of the Local Government Act 1972 | Yes              | Cabinet<br><b>17 October 2013</b>  | Mr David Dodds, Cabinet<br>member for finance, waste<br>and parks  |                                    |   | Mrs Nikki Thomas<br>Tel: 01235 540429<br>nikki.thomas@southandvale<br>.gov.uk | Cabinet report  |
| <b>Council tax reduction scheme 2014/15</b><br>Purpose: to recommend to Council a council tax reduction scheme 2014/15.<br><br><b>Council will consider this report on 12 December 2013</b>   | Yes              | Cabinet<br><b>5 December 2013</b>  | Mr David Dodds, Cabinet<br>member for finance, waste<br>and parks  | 25 Apr 2013                        |   | Ben Watson<br>Tel: 01491 823834<br>ben.watson@southandvale.<br>gov.uk         | Cabinet report  |
| <b>Distribution of council tax reduction scheme grant</b><br>Purpose: to recommend to Council the distribution of council tax reduction scheme grant.<br><br><b>Council will consider this report on 12 December 2013</b>   | Yes              | Cabinet<br><b>5 December 2013</b>  | Mr David Dodds, Cabinet<br>member for finance, waste<br>and parks  | 25 Apr 2013                        |   | Ben Watson<br>Tel: 01491 823834<br>ben.watson@southandvale.<br>gov.uk         | Cabinet report  |