

# Cabinet Work Programme

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## 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 (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE)	KEY DECISION?	DECISION MAKER	CABINET MEMBERS	DATE FIRST ON WORK PROGRAMME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS
<b>Didcot Leisure Facility</b> 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 project team and to transfer funding for the project team from the provisional to the approved capital programme.	Yes	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>August 2013</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	17 May 2013		Gemma Thynne Tel: 01235 540444 gemma.thynne@southandv ale.gov.uk	Cabinet delegated decision form
<b>Market Place Mews, Henley</b> 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), Leader of the Council - responsible for HR, customer services, legal and democratic (excl. community safety), Didcot, corporate strategy (excl. waste and parks and grants) <b>August 2013</b>	Mrs Ann Ducker (Leader), Leader of the Council - responsible for HR, customer services, legal and democratic (excl. community safety), Didcot, corporate strategy (excl. waste and parks and grants)	4 Feb 2013		Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southand vale.gov.uk	Cabinet delegated decision form
<b>Estates Services and Strategic Property advisors procurement</b> Purpose: to award the contract for estates services and strategic property advisors  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 member for economic development, property and technical services <b>September 2013</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	10 May 2013		Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southand vale.gov.uk	Cabinet delegated decision form

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<b>GLL performance report</b> Purpose: to review the performance of GLL in managing the leisure centres	No	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>September 2013</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	11 Jun 2013	Scrutiny Committee	Mr Chris Webb Tel: 01491 823431 Chris.Webb@southandvale.gov.uk	Cabinet delegated decision form
<b>IT infrastructure: transfer from provisional to approved capital programme</b> Purpose: to approve the transfer of capital from the provisional to the approved programme for IT infrastructure.	No	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>September 2013</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	2 Aug 2013		Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk	Cabinet delegated decision form
<b>Local Authority Mortgage Scheme</b> Purpose: to agree that the council should join the Local Authority Mortgage Scheme	Yes	Mrs Anna Badcock, Cabinet member for health and housing <b>September 2013</b>	Mrs Anna Badcock, Cabinet member for health and housing	19 Jul 2013		Mr Paul Staines Tel: 01491 823471 paul.staines@southandvale.gov.uk	Cabinet delegated decision form
<b>Playing pitch needs assessment</b> Purpose: to consult on playing pitch requirements within South Oxfordshire	No	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>September 2013</b>	Mr Bill Service	4 Feb 2013		Kate Arnold Tel: 01491 823091 Kate.Arnold@southandvale.gov.uk	Cabinet delegated decision form
<b>2014 leisure management contract specification</b> Purpose: to agree the 2014 leisure management contract specification	No	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>2 September 2013</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	2 Aug 2013	• Workshop with Scrutiny committee members	Gemma Thynne Tel: 01235 540444 gemma.thynne@southandvale.gov.uk	Cabinet delegated decision form

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<b>Corporate Plan review</b> Purpose: Review of year one of the corporate plan	No	Mrs Ann Ducker (Leader), Leader of the Council - responsible for HR, customer services, legal and democratic (excl. community safety), Didcot, corporate strategy (excl. waste and parks and grants) <b>Not before 3 September 2013</b>	Mrs Ann Ducker (Leader), Leader of the Council - responsible for HR, customer services, legal and democratic (excl. community safety), Didcot, corporate strategy (excl. waste and parks and grants)	4 Feb 2013	Scrutiny Committee	Ms Yvonne Cutler-Greaves Tel: 01491 823612 Yvonne.CutlerGreaves@southandvale.gov.uk	Cabinet delegated decision form
<b>Draft housing numbers for larger villages</b> Purpose: to agree draft housing numbers for larger villages	Yes	Cabinet <b>5 September 2013</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	5 Jul 2013		Beryl Guiver Tel: 01491 823723 beryl.guiver@southandvale.gov.uk	Cabinet report
<b>Engineering contract</b> Purpose: to award the contract for the provision of engineering services  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	Cabinet <b>5 September 2013</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	17 May 2013		Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet delegated decision form

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<p><b>New office cleaning service</b> Purpose: to let a new cleaning contract for Crowmarsh offices and Cornerstone</p> <p>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</p>	Yes	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services <b>October 2013</b>	Mrs Judith Nimmo-Smith	4 Feb 2013		Mr Jon Dawson Tel: 01491 823503 Jon.Dawson@southandvale.gov.uk	Cabinet delegated decision form
<p><b>Award of banking contract</b> Purpose: to award the contract for banking and merchant card services.</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	Cabinet <b>17 October 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks	24 May 2013		Mrs Nikki Thomas Tel: 01235 540429 nikki.thomas@southandvale.gov.uk	Cabinet report
<p><b>Council tax reduction scheme 2014/15</b> Purpose: to recommend to Council a council tax reduction scheme 2014/15.</p> <p><b>Council will consider this report on 24 October 2013</b></p>	Yes	Cabinet Council <b>17 October 2013</b> <b>24 October 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks Mr David Dodds, Cabinet member for finance, waste and parks	25 Apr 2013		Ben Watson Tel: 01491 823834 ben.watson@southandvale.gov.uk	Cabinet report

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<b>Gambling Policy</b> Purpose: to adopt a gambling policy  <b>Council will consider this report on 24 October 2013.</b>	Yes	Cabinet <b>17 October 2013</b>	Mrs Ann Ducker (Leader), Leader of the Council - responsible for HR, customer services, legal and democratic (excl. community safety), Didcot, corporate strategy (excl. waste and parks and grants)	5 Jul 2013	<ul style="list-style-type: none"> <li>Licensing Acts Committee</li> </ul>	Mr Robert Draper Tel: 01491 823426 robert.draper@southandvale.gov.uk	Cabinet report
<b>Loan to housing association</b> Purpose: to recommend Council to approve a loan to a housing association  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  <b>Council will consider this report on 24 October 2013</b>	Yes	Cabinet Council <b>17 October 2013</b> <b>24 October 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks  Mr David Dodds, Cabinet member for finance, waste and parks	2 Aug 2013		Strategic Director  Mr Steve Bishop Tel: 01491 823831 steve.bishop@southandvale.gov.uk	Cabinet report
<b>Treasury management outturn report</b> Purpose: To recommend Council to agree the treasury management outturn report  <b>Council will consider this report on 24 October 2013</b>	Yes	Cabinet <b>17 October 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks	5 Jul 2013	Audit and Corporate Governance Committee	Bob Watson Tel: 01235 540426 bob.watson@southandvale.gov.uk	Cabinet report

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<b>Acquisition of land in Didcot</b> Purpose: to authorise the purchase of 14 hectares of land situated in north-east Didcot for the construction of a new leisure facility and to transfer funding for the land acquisition from the provisional programme to the approved capital programme.	Yes	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>December 2013</b>	Mr Bill Service	11 Jun 2013		Gemma Thynne Tel: 01235 540444 gemma.thynne@southandv ale.gov.uk	Cabinet delegated decision form
<b>Car park fees and charges</b> Purpose: to consider officer recommendations relating to any changes to car park fees and charges for 2014/15 having given due consideration to the five year rolling breakeven policy	Yes	Cabinet <b>5 December 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks	28 Jun 2013		Mr John Backley Tel: 01491 823518 john.backley@southandvale .gov.uk	Cabinet report
<b>Council tax base 2014/15</b> Purpose: to recommend that Council agrees the council tax base for 2014/15	Yes	Cabinet <b>5 December 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks	28 Jun 2013		Mr Simon Hewings Tel: 01491 823583 simon.hewings@southandv ale.gov.uk	Cabinet report
<b>Distribution of council tax reduction scheme grant</b> Purpose: to recommend to Council the distribution of council tax reduction scheme grant.  <b>Council will consider this report on 12 December 2013</b>	Yes	Cabinet <b>5 December 2013</b>	Mr David Dodds, Cabinet member for finance, waste and parks	25 Apr 2013		Ben Watson Tel: 01491 823834 ben.watson@southandvale. gov.uk	Cabinet report
<b>Market towns</b> Purpose: to decide the council's future role in the market towns	Yes	Cabinet <b>5 December 2013</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services			Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southan dvale.gov.uk	Cabinet report



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<b>Community Infrastructure Levy</b> Purpose: to consider a preliminary draft charging schedule for the community infrastructure levy for consultation	Yes	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>January 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	17 May 2013		Cathie Scotting Tel: 01491 823757 cathie.scotting@southandvale.gov.uk	Cabinet delegated decision form
<b>Treasury management mid year monitoring report</b> Purpose: recommend Council to approve the treasury management mid year monitoring report  <b>Council will consider this report on 20 February 2014</b>	Yes	Cabinet <b>13 February 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	5 Jul 2013	Audit and Corporate Governance Committee	Bob Watson Tel: 01235 540426 bob.watson@southandvale.gov.uk	Cabinet report
<b>Treasury management strategy 2014/15 to 2016/17</b> Purpose: to recommend Council to approve the treasury management strategy 2014/15 to 2016/17 and prudential indicators and limits  <b>Council will consider this report on 20 February 2014</b>	Yes	Cabinet <b>13 February 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	5 Jul 2013	Audit and Corporate Governance Committee	Bob Watson Tel: 01235 540426 bob.watson@southandvale.gov.uk	Cabinet report