

Cabinet Work Programme

PUBLICATION DATE: DRAFT

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. 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. 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

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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
<p>Award of banking contract Purpose: to award the contract for banking and merchant card services.</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	Mr David Dodds, Cabinet member for finance, waste and parks November 2013	Mr David Dodds, Cabinet member for finance, waste and parks	24 May 2013		Mr William Jacobs Tel: 01491 823326 william.jacobs@southandval e.gov.uk	Cabinet report
<p>Market Place Mews, Henley Purpose: to consider proposals relating to Market Place Mews, Henley and the disposal of council land associated with the development</p> <p>This decision is likely to be an exempt decision – paragraph 1, 2, 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 November 2013	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	4 Feb 2013		Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southand vale.gov.uk	Cabinet delegated decision form
<p>Playing pitch needs assessment Purpose: to consult on playing pitch requirements within South Oxfordshire</p>	No	Mr Bill Service, Cabinet member for community safety, leisure and grants November 2013	Mr Bill Service, Cabinet member for community safety, leisure and grants	4 Feb 2013		Kate Arnold Tel: 01491 823091 Kate.Arnold@southandvale. gov.uk	Cabinet delegated decision form
<p>Scrap metal dealer policy Purpose: to agree a scrap metal dealer policy</p>	No	Mrs Anna Badcock, Cabinet member for health and housing November 2013	Mrs Anna Badcock, Cabinet member for health and housing	27 Sep 2013		Mr Paul Holland Tel: 01491 823243 Paul.Holland@southandvale .gov.uk	Cabinet delegated decision form

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Acquisition of land in Didcot 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 December 2013	Mr Bill Service, Cabinet member for community safety, leisure and grants	11 Jun 2013		Gemma Thynne Tel: 01235 540444 gemma.thynne@southandv ale.gov.uk	Cabinet delegated decision form
Car park fees and charges 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	Mrs Judith Nimmo- Smith, Cabinet member for economic development, property and technical services December 2013	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	28 Jun 2013		Mr John Backley Tel: 01491 823518 john.backley@southandvale .gov.uk	Cabinet report
Car park management contract Purpose – to award a contract 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	No	Mrs Judith Nimmo- Smith, Cabinet member for economic development, property and technical services 5 December 2013	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	6 Nov 2013		Mr John Backley Tel: 01491 823518 john.backley@southandvale .gov.uk	Cabinet delegated decision form
Council tax base 2014/15 Purpose: to recommend that Council agrees the council tax base for 2014/15	Yes	Cabinet 5 December 2013 Council 12 December 2013	Mr David Dodds, Cabinet member for finance, waste and parks	28 Jun 2013		Ben Watson Tel: 01491 823834 ben.watson@southandvale. gov.uk	Cabinet report
Distribution of council tax reduction scheme grant Purpose: to recommend to Council the distribution of council tax reduction scheme grant.	Yes	Cabinet 5 December 2013 Council 12 December 2013	Mr David Dodds, Cabinet member for finance, waste and parks	25 Apr 2013	Scrutiny, 5 November	Ben Watson Tel: 01491 823834 ben.watson@southandvale. gov.uk	Cabinet report

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<p>Science Vale UK Purpose: to award a contract and to recommend Council to create a budget.</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	Cabinet 5 December 2013	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 Nov 2013		Paul Patterson Paul.Patterson@southandvale.gov.uk	
<p>Review of the Community Investment Fund grant scheme Purpose: to Review the Community Investment Fund grant scheme</p>	No	Mr Bill Service, Cabinet member for community safety, leisure and grants December 2013	Mr Bill Service	5 Nov 2013		Mrs Jayne Bolton Tel: 01491 823136 jayne.bolton@@southandvale.gov.uk	Cabinet delegated decision form
<p>Estates Services and Strategic Property advisors procurement Purpose: to award the contract for estates services and strategic property advisors</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 January 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	10 May 2013		Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southandvale.gov.uk	Cabinet delegated decision form
<p>Leisure management contract 2014 Purpose: to shortlist contractors</p>	Yes	Mr Bill Service, Cabinet member for community safety, leisure and grants January 2014	Mr Bill Service, Cabinet member for community safety, leisure and grants	5 Nov 2013		Kate Arnold Tel: 01491 823091 Kate.Arnold@southandvale.gov.uk	

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Treasury management mid year monitoring report Purpose: recommend Council to approve the treasury management mid year monitoring report	Yes	Audit and Corporate Governance Committee 28 January 2014 Cabinet 13 February 2014 Council 20 February 2014	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
Treasury management strategy 2014/15 to 2016/17 Purpose: to recommend Council to approve the treasury management strategy 2014/15 to 2016/17 and prudential indicators and limits	Yes	Audit and Corporate Governance Committee 28 January 2014 Cabinet 13 February 2014 Council 20 February 2014	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
New office cleaning service Purpose: to let a new cleaning contract for Crowmarsh offices and Cornerstone 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 February 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	4 Feb 2013		Mr Jon Dawson Tel: 01491 823503 Jon.Dawson@southandvale.gov.uk	Cabinet delegated decision form
Medium term financial strategy - to recommend its adoption to Council	Yes	Cabinet 13 February 2014	Mr David Dodds, Cabinet member for finance, waste and parks	6 Nov 2013		Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk	

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Broadband Purpose: to consider broadband provision in South Oxfordshire.	Yes	Cabinet 13 February 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	30 Aug 2013		Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk	Cabinet report
New office cleaning service Purpose: to let a new cleaning contract for Crowmarsh offices and Cornerstone 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 February 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	4 Feb 2013		Mr Jon Dawson Tel: 01491 823503 Jon.Dawson@southandvale.gov.uk	Cabinet delegated decision form