

# 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>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>February 2014</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	11 Jun 2013		Gemma Thynne Tel: 01235 540444 gemma.thynne@southandvale.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	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services <b>February 2014</b>	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
<b>Didcot town centre development</b> Purpose: to authorise a variation to proposals  This decision is likely to be an exempt decision – paragraphs 1, 2, 3, 5 and 6 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet <b>February 2014</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)	14 Jan 2014		Mrs Anna Robinson Tel: 01491 823701 anna.robinson@southandvale.gov.uk	Cabinet report
<b>Local development scheme</b> Purpose: to approve a Local Development Scheme for the period 2014-17, setting out the next three year programme of planning policy documents to be prepared.	Yes	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>February 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	23 Jan 2014		Susanne Dahm susanne.dahm@southandvale.gov.uk	Cabinet report

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<b>New IT infrastructure</b> Purpose: to transfer capital from the provisional programme to the approved capital programme for the purpose of investing in new IT infrastructure	No	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>February 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	9 Jan 2014		Mr Andrew Down Tel: 01491 823939 andrew.down@@southandvale.gov.uk	Cabinet delegated decision report
<b>New homes bonus policy</b> Purpose: to agree a policy on how the new homes bonus should be spent	Yes	Mr David Dodds, Cabinet member for finance, waste and parks <b>February 2014</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)	20 Dec 2013		Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk	Cabinet report
<b>Section 113 agreement</b> Purpose: to agree to enter into a Section 113 agreement in which Oxford City Council will place members of its procurement team at the disposal of South and Vale	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>7 February 2014</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)	10 Jan 2014		Mr Andrew Down Tel: 01491 823939 andrew.down@@southandvale.gov.uk	Cabinet delegated decision report
<b>Medium term financial strategy</b> Purpose: to recommend to Council a medium term financial strategy	Yes	Cabinet Council <b>13 February 2014</b> <b>20 February 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	6 Nov 2013		Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk	Cabinet report

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<p><b>Office accommodation</b> Purpose: to request an in-year revenue virement from underspent budgets to create separate refurbishment budgets and to agree proposals for charging Vale of White Horse District Council for office accommodation.</p> <p>[previously listed on work programme as separate items "office accommodation refurbishment" and "office accommodation recharges"]</p>	Yes	Cabinet <b>13 February 2014</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)	9 Jan 2014		Mr Steve Bishop Tel: 01491 823831 steve.bishop@southandvale.gov.uk	Cabinet report
<p><b>Revenue budget 2014/15 and capital programme to 2017/18</b> Purpose: to recommend Council to agree budgets for 2014/15</p>	Yes	Cabinet Council <b>13 February 2014</b> <b>20 February 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	20 Dec 2013		Mr Simon Hewings Tel: 01491 823583 simon.hewings@southandvale.gov.uk	Cabinet report
<p><b>Treasury management mid year monitoring report</b> Purpose: recommend Council to approve the treasury management mid year monitoring report</p>	Yes	Cabinet Council <b>13 February 2014</b> <b>20 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
<p><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</p>	Yes	Cabinet Council <b>13 February 2014</b> <b>20 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

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<p><b>Insurance services</b> Purpose: To award a contract for insurance 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 <b>March 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	20 Dec 2013		Bob Watson Tel: 01235 540426 bob.watson@southandvale.gov.uk	Cabinet delegated decision report
<p><b>New homes bonus award: Chinnor Parish Council</b> Purpose: To extend the new homes bonus award granted by Cabinet on 11 April 2013 to Chinnor Parish Council to 11 April 2015.</p>	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>March 2014</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)			Mrs Jayne Bolton Tel: 01491 823136 jayne.bolton@southandvale.gov.uk	
<p><b>Great Western Park community facilities</b> Purpose: to transfer £100,000 from the Didcot Boost budget held in the provisional capital programme to a new budget for Great Western Park Community Facilities, and to transfer £100,000 for the Great Western Park community facilities budget from the provisional to the approved capital programme</p>	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>March 2014</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 Feb 2014		Mrs Jayne Bolton Tel: 01491 823136 jayne.bolton@southandvale.gov.uk	Cabinet delegated decision form

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<b>Broadband</b> Purpose: to consider broadband provision in South Oxfordshire.	Yes	Cabinet <b>6 March 2014</b>	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
<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  This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet <b>6 March 2014</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	4 Feb 2013		Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southandvale.gov.uk	Cabinet delegated decision form
<b>Strategic Housing Market Assessment (SHMA) findings</b> Purpose: to consider the Strategic Housing Market Assessment findings for South Oxfordshire	Yes	Cabinet <b>6 March 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	20 Dec 2013	• Scrutiny Committee	Beryl Guiver Tel: 01491 823723 beryl.guiver@southandvale.gov.uk	Cabinet report
<b>Playing pitch needs assessment</b> Purpose: to consult on the findings of a needs assessment report on playing pitches within South Oxfordshire	No	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>April 2014</b>	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
<b>Civil parking enforcement</b> Purpose: to investigate further the implications of civil parking enforcement.	No	Cabinet <b>10 April 2014</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	20 Dec 2013		Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet delegated decision form

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<p><b>Joint leisure management contract</b> Purpose: to award a joint leisure management contract</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 <b>1 May 2014</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	20 Dec 2013		Kate Arnold Tel: 01491 823091 Kate.Arnold@southandvale.gov.uk	Cabinet delegated decision form
<p><b>Woodcote neighbourhood plan</b> Purpose: to confirm the making of the Woodcote Neighbourhood Plan</p>	Yes	Cabinet Council <b>8 May 2014</b> <b>15 May 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	14 Jan 2014		Beryl Guiver Tel: 01491 823723 beryl.guiver@southandvale.gov.uk	Cabinet report
<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>June 2014</b>	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