

# Cabinet Work Programme

## PUBLICATION DATE: 7 MAY 2014

### 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 Steve Culliford, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, Council Offices, Crowmarsh Gifford, Wallingford, Oxon, OX10 8HQ, tel: 01235 540307, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@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 Steve Culliford, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, Council Offices, Crowmarsh Gifford, Wallingford, Oxon, OX10 8HQ, tel: 01235 540307, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@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 PROGRAM ME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS
<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>April 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	20 Dec 2013		Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk	Cabinet delegated decision report
<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>April 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>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>Protocol on parish council engagement</b>	No	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>May 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	28 Mar 2014		Mr Adrian Duffield Tel: 01491 823729 adrian.duffield@southandvale.gov.uk	Cabinet delegated decision form

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<p><b>Great Western Park - northern centre</b>            Purpose: Town Centre Boost fund to Great Western Park Community Facility budget and approval of expenditure towards the construction costs of the Northern Neighbourhood Community Centre at Great Western Park in Didcot, and to recommend a virement to Council</p>	Yes	<p>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>April 2014</b></p>	<p>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)</p>	5 Feb 2014		<p>Mrs Jayne Bolton            Tel: 01491 823136            jayne.bolton@@southandvale.gov.uk</p>	Cabinet delegated decision form
<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	<p>Cabinet            Council  <b>8 May 2014</b>  <b>15 May 2014</b></p>	<p>Mr Bill Service, Cabinet member for community safety, leisure and grants</p>	20 Dec 2013	Vale of White Horse District Council's Cabinet	<p>Kate Arnold            Tel: 01491 823091            Kate.Arnold@southandvale.gov.uk</p>	Cabinet report

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<b>Woodcote neighbourhood plan</b> Purpose: to recommend Council to make the Woodcote Neighbourhood Plan part of the Development Plan for South Oxfordshire.	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
<b>South Oxfordshire Local Plan Sustainability Scoping Report</b> Purpose – to approve the sustainability scoping report	Yes	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>16 May 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	16 Apr 2014		Sophie Horsley sophie.horsley@southandvale.gov.uk	Cabinet delegated decision form
<b>Science Vale area action plan</b> Purpose - to approve consultation on the principle of an area action plan	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>16 May 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	16 Apr 2014		Sophie Horsley sophie.horsley@southandvale.gov.uk	Cabinet delegated decision form
<b>South Oxfordshire Local Plan Issues and Options consultation</b> Purpose – to approve the issues and options paper for consultation	Yes	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT <b>21 May 2014</b>	Reverend Angie Paterson (Deputy Leader), Cabinet Member for planning (incl. building control) and IT	16 Apr 2014		Sophie Horsley sophie.horsley@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>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
<b>Mobile home policy on fees</b>	Yes	Ms Anna Badcock, Cabinet member for health and housing <b>June 2014</b>	Ms Anna Badcock, Cabinet member for health and housing	7 May 2014		Simon Hill Tel. 01491 823223 simon.hill@southandvale.gov.uk	Cabinet delegated decision form
<p><b>Car park pay and display machines</b> Purpose: to award a contract to purchase new ticket machines for the pay and display car parks.</p>	Yes	Cabinet <b>12 June 2014</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	28 Mar 2014		Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet report
<p><b>Broadband</b> Purpose: to consider broadband provision in South Oxfordshire.</p>	Yes	Cabinet <b>12 June 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
<p><b>Civil parking enforcement</b> Purpose: to investigate further the implications of civil parking enforcement.</p>	No	Cabinet <b>12 June 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 report

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<p><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</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	Cabinet <b>12 June 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 report
<p><b>Wallingford Sports Trust - grant towards lease costs</b> Purpose - to consider the level of grant to apply until the next rent review</p>	Yes	Cabinet <b>12 June 2014</b>	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property and technical services	16 Apr 2014		Mr Chris Tyson Tel: 01491 823125 chris.tyson@@southandvale.gov.uk	Cabinet report
<p><b>Communities capital grant scheme</b> Purpose: to determine applications received for the over £15,000 scheme</p>	Yes	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>July 2014</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	28 Mar 2014	• Grants committee	Mrs Jayne Bolton Tel: 01491 823136 jayne.bolton@@southandvale.gov.uk	Cabinet delegated decision report
<p><b>Treasury management outturn 2013/14</b></p>	Yes	Cabinet <b>10 July 2014</b>	Mr David Dodds, Cabinet member for finance, waste and parks	28 Mar 2014		Mr William Jacobs Tel: 01491 823326 william.jacobs@southandvale.gov.uk	Cabinet report

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<p><b>Didcot town centre development</b> Purpose: to authorise a variation to proposals</p> <p>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</p>	Yes	Cabinet <b>9 October 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
<p><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.</p>	Yes	Mr Bill Service, Cabinet member for community safety, leisure and grants <b>March 2015</b>	Mr Bill Service, Cabinet member for community safety, leisure and grants	11 Jun 2013		Kate Arnold Tel: 01491 823091 Kate.Arnold@southandvale.gov.uk	Cabinet delegated decision form