

Cabinet Work Programme

PUBLICATION DATE: 28 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)
- [Ms A Badcock \(Deputy Leader\)](#)
Health and housing
- [Mr D W Dodds](#)
Finance, waste and parks
- [Ms L Lloyd](#)
IT and technical services
- [Mrs J Nimmo-Smith](#)
Economic development and property
- [Reverend A Paterson](#)
Planning (including building control)
- [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 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. 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

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
New homes bonus policy 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 May 2014	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 form
Playing pitch needs assessment 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 May 2014	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
South Oxfordshire Local Plan Sustainability Scoping Report Purpose – to approve the sustainability scoping report	Yes	Reverend Angie Paterson, Cabinet Member for planning (incl. building control) May 2014	Reverend Angie Paterson, Cabinet Member for planning (incl. building control)	16 Apr 2014		Sophie Horsley Tel: 01491 823724 sophie.horsley@southandvale.gov.uk	Cabinet delegated decision form
Science Vale area action plan 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) May 2014	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)	16 Apr 2014		Sophie Horsley Tel: 01491 823724 sophie.horsley@southandvale.gov.uk	Cabinet delegated decision form
South Oxfordshire Local Plan - Issues and scoping consultation Purpose – to approve the issues and options paper for consultation	Yes	Reverend Angie Paterson, Cabinet Member for planning (incl. building control) 21 May 2014	Reverend Angie Paterson, Cabinet Member for planning (incl. building control)	16 Apr 2014		Sophie Horsley Tel: 01491 823724 sophie.horsley@southandvale.gov.uk	Cabinet delegated decision form

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Protocol on parish council engagement Purpose – to approve a protocol on parish council engagement on planning applications	No	Reverend Angie Paterson, Cabinet Member for planning (incl. building control) June 2014	Reverend Angie Paterson, Cabinet Member for planning (incl. building control)	28 Mar 2014		Mr Adrian Duffield Tel: 01491 823729 adrian.duffield@southandvale.gov.uk	Cabinet delegated decision form
New IT infrastructure Purpose: to transfer capital from the provisional programme to the approved capital programme for the purpose of investing in new IT infrastructure	No	Ms Lynn Lloyd, Cabinet member for IT and technical services June 2014	Ms Lynn Lloyd, Cabinet member for IT and technical services	9 Jan 2014		Mr Andrew Down Tel: 01491 823939 andrew.down@southandvale.gov.uk	Cabinet delegated decision form
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	Ms Lynn Lloyd, Cabinet member for IT and technical services June 2014	Ms Lynn Lloyd, Cabinet member for IT and technical services	4 Feb 2013		Mr Jon Dawson Tel: 01491 823503 Jon.Dawson@southandvale.gov.uk	Cabinet delegated decision form
Mobile home policy on fees Purpose: to approve fees for mobile home parks	Yes	Mrs Anna Badcock, (Deputy Leader) Cabinet member for health and housing June 2014	Mrs Anna Badcock, (Deputy Leader) Cabinet member for health and housing	7 May 2014		Simon Hill Tel: 01491 823223 simon.hill@southandvale.gov.uk	Cabinet delegated decision form
Broadband Purpose: to consider broadband provision in South Oxfordshire.	Yes	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property June 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property	30 Aug 2013		Suzanne Malcolm Tel: 01491 823126 suzanne.malcolm@southandvale.gov.uk	Cabinet delegated decision form

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Wallingford Sports Trust - grant towards lease costs Purpose - to consider the level of grant to apply until the next rent review	Yes	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property June 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property	16 Apr 2014		Mr Chris Tyson Tel: 01491 823125 chris.tyson@southandvale.gov.uk	Cabinet delegated decision form
North Wessex Downs Area of Outstanding Natural Beauty - management plan Purpose: to consider the adoption of the North Wessex Downs Area of Outstanding Natural Beauty (AONB) Management Plan (2014 – 2019).	No	Reverend Angie Paterson, Cabinet Member for planning (incl. building control) July 2014	Reverend Angie Paterson, Cabinet Member for planning (incl. building control)			Dominic Lamb Tel: 01491 823133 dominic.lamb@southandvale.gov.uk	Cabinet delegated decision form
Communities capital grant scheme Purpose: to determine applications received for the over £15,000 scheme	Yes	Mr Bill Service, Cabinet member for community safety, leisure and grants July 2014	Mr Bill Service, Cabinet member for community safety, leisure and grants	28 Mar 2014	Community Capital Grants Panel	Mrs Jayne Bolton Tel: 01491 823136 jayne.bolton@southandvale.gov.uk	Cabinet delegated decision form
Market Place Mews, Henley 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 10 July 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property	4 Feb 2013		Mr Graham Hawkins Tel: 01491 823763 graham.hawkins@southandvale.gov.uk	Cabinet report
Treasury management outturn 2013/14 Purpose: to monitor treasury management performance over 2013/14	Yes	Cabinet 10 July 2014	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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Didcot town centre development - 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 To consider the Didcot town centre development	Yes	Cabinet 10 July 2014	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)			Vicky Trietline Tel: 01235 547680 vicky.trietline@southandvale.gov.uk	Cabinet report
Civil parking enforcement Purpose: to investigate further the implications of civil parking enforcement.	No	Cabinet 11 September 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property	20 Dec 2013		Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet report
Car park pay and display machines Purpose: to award a contract to purchase new ticket machines for the pay and display car parks.	Yes	Cabinet 11 September 2014	Mrs Judith Nimmo-Smith, Cabinet member for economic development, property	28 Mar 2014		Mr John Backley Tel: 01491 823518 john.backley@southandvale.gov.uk	Cabinet report
Review of bring sites Purpose: to review the council's bring recycling sites.	Yes	Cabinet 9 October 2014	Mr David Dodds, Cabinet member for finance, waste and parks			Mr Ian Matten Tel: 01235 540373 ian.matten@southandvale.gov.uk	Cabinet report
Didcot town centre development 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 9 October 2014	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		Vicky Trietline Tel: 01235 547680 vicky.trietline@southandvale.gov.uk	Cabinet report

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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 March 2015	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