

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 Cabinet members?

Mr John Cotton - Leader Responsible for Corporate Strategy, Economic Development and Wallingford	Mr Will Hall Responsible for Finance and Henley
Reverend Angie Paterson - Deputy Leader Responsible for Planning Policy and Customer Services	Ms Lynn Lloyd Responsible for IT, HR, Legal and Democratic Services
Ms Anna Badcock Responsible for Housing	Mrs Judith Nimmo-Smith Responsible for Health, Community Safety and Central Parishes
Mr David Dodds Responsible for Waste and Thame	Mr Bill Service Responsible for Leisure and Didcot
Mrs Elizabeth Gillespie Responsible for Development/Building Control, Grants and Northern Parishes	Mr Robert Simister Responsible for Property, Technical Services and Southern Parishes

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 01235 520202.

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, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540306, 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, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540306, e-mail: steve.culliford@southandvale.gov.uk.

Cabinet Work Programme

DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE)	KEY DECISION ?	DECISION MAKER AND EARLIEST DECISION DATE	CABINET MEMBER	DATE FIRST ON WORK PROGRAM ME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS
March decisions							
Standing item: Property decisions Purpose: to consider any property sales or purchases or any property management decisions. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes March 2015 Head of Economy, Leisure and Property March 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	28 Jul 2014		Mr Chris Tyson chris.tyson@southandvale.gov.uk	Cabinet member decision form
Local Plan refined options consultation	Yes	Reverend Angie Paterson, Deputy Leader, planning policy and customer services March 2015	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	30 Jan 2015		Mike Cryan mike.cryan@southandvale.gov.uk	Cabinet member decision form
Acquisition of land in Science Vale Purpose: to consider acquiring land This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes March 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	29 Sep 2014		Vicky Trietline vicky.trietline@southandvale.gov.uk	Cabinet member decision form

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Office accommodation - procurement of refurbishment works	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes March 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	11 Mar 2015		Mr Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Office accommodation - procurement of office furniture	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes March 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	11 Mar 2015		Mr Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Homelessness strategy Purpose: to approve the strategy for consultation	No	Anna Badcock, Cabinet member for housing March 2015	Anna Badcock, Cabinet member for housing	6 Aug 2014		Mr Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
Improvements to public conveniences at Henley Station	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes Not before 26 March 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	26 Feb 2015		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
June decisions							
Gas and electricity supply to council premises Purpose: to consider the future supply of gas and electricity to council premises. Delayed due to office accommodation changes.	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes June 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	8 Dec 2014		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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Public conveniences cleaning contract - to award the contract	Yes	Robert Simister, Cabinet member for property, technical services and southern parishes June 2015	Robert Simister, Cabinet member for property, technical services and southern parishes			John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Neighbourhood planning funding Purpose – to look at restructuring the current funding offered to Town and parish Councils to assist with the preparation of neighbourhood plans	Yes	Cabinet 18 June 2015	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	19 Nov 2014		Hannah Guest hannah.guest@southandvale.gov.uk	Cabinet report
Didcot Gateway Purpose - to consider a development proposal. This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet 18 June 2015	John Cotton, Leader of the council, corporate strategy, economic development and Wallingford	19 Nov 2014		Vicky Trietline vicky.trietline@southandvale.gov.uk	Cabinet report
July decisions							

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<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. This has been delayed due to ongoing property negotiations. 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 30 July 2015	Robert Simister, Cabinet member for property, technical services and southern parishes	4 Feb 2013		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	Cabinet report
<p>Playing pitch needs assessment Purpose: to consult on the findings of a needs assessment report on playing pitches within South Oxfordshire. This has been delayed due to the length of time needed to conduct the survey and due to a change in requirements from Sport England.</p>	No	Bill Service, Cabinet member for leisure and Didcot July 2015	Bill Service, Cabinet member for leisure and Didcot	4 Feb 2013		Kate Arnold kate.arnold@southandvale.gov.uk	Cabinet member decision form
September 2015							
Community infrastructure levy	Yes	Cabinet September 2015 Council October 2015	Reverend Angie Paterson, Deputy Leader, planning policy and customer services	13 Feb 2015		Heike Wetzstein heike.wetzstein@southandvale.gov.uk	Cabinet report