

# Cabinet work programme

PUBLICATION DATE: 10 AUGUST 2015

DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE)	KEY DECISION?	DECISION MAKER AND EARLIEST DECISION DATE	CABINET MEMBER	DATE FIRST ON WORK PROGRAMME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS
<b>Standing item: Property decisions</b> 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	Cabinet member for property, economic development and technical services <b>August 2015</b>  Head of Economy, Leisure and Property <b>August 2015</b>	Robert Simister	28 Jul 2014		Chris Tyson <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Cabinet member decision form
<b>Local Plan refined options consultation</b>	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>August 2015</b>	John Cotton	30 Jan 2015		Sophie Horsley <a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Section 106 supplementary planning document</b> Purpose: to approve the supplementary planning document	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>August 2015</b>	John Cotton	1 Jun 2015		Sophie Horsley <a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>	Cabinet member decision form
<b>South essential leisure centre capital works</b>	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>August 2015</b>	Anna Badcock	29 Apr 2015		Kate Arnold <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Contribute towards the provision of an artificial turf pitch in Didcot</b>	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>August 2015</b>	Anna Badcock	29 Apr 2015		Chris Webb <a href="mailto:Chris.Webb@southandvale.gov.uk">Chris.Webb@southandvale.gov.uk</a>	Cabinet member decision form
<b>Purchase of replacement gym equipment at Park Sports Centre, Wheatley</b>	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>August 2015</b>	Anna Badcock	29 Apr 2015		Kate Arnold <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form
<b>Scheme to alleviate flooding at Moulsoford</b>	Yes	Cabinet member for property, economic development and technical services <b>August 2015</b>	Robert Simister	18 Jun 2015		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Market research</b> Purpose: to award a contract	No	Leader of the council <b>August 2015</b>	John Cotton	10 Aug 2015		Sally Truman <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet member decision form
<b>Parish street cleansing</b> Purpose: to review grants to parish councils to provide enhanced street cleansing	No	Cabinet member for waste, grounds maintenance, food safety and environmental health <b>August 2015</b>	Tony Harbour	21 Jul 2015		Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet member decision form
<b>Homelessness strategy</b> Purpose: to approve the strategy.	Yes	Cabinet member for development, building control, and housing <b>August 2015</b>	Elizabeth Gillespie	18 Jun 2015		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Chilterns Area of Outstanding Natural Beauty Management Plan</b>	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>September 2015</b>	John Cotton	18 Jun 2015		Dominic Lamb <a href="mailto:dominic.lamb@southandvale.gov.uk">dominic.lamb@southandvale.gov.uk</a>	Cabinet member decision form
<b>Management of countryside sites</b>	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>September 2015</b>	John Cotton	18 Jun 2015		Dominic Lamb <a href="mailto:dominic.lamb@southandvale.gov.uk">dominic.lamb@southandvale.gov.uk</a>	Cabinet member decision form
<b>Contract review - This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (paragraph 3)</b>	Yes	Cabinet member for waste, grounds maintenance, food safety and environmental health <b>September 2015</b>	Tony Harbour	6 Jul 2015		Clare Kingston <a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a>	Cabinet member decision form
<b>Public conveniences cleaning contract - to award the contract</b>	Yes	Cabinet member for property, economic development and technical services <b>October 2015</b>	Robert Simister	19 Mar 2015		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Community grants</b> Purpose: to review the community grants scheme	Yes	Cabinet <b>1 October 2015</b>	John Cotton	21 Jul 2015		Carole Cumming <a href="mailto:carole.cumming@southandvale.gov.uk">carole.cumming@southandvale.gov.uk</a>	Cabinet report
<b>Community infrastructure levy</b>	Yes	Cabinet <b>1 October 2015</b>  Council <b>15 October 2015</b>	John Cotton	13 Feb 2015		Heike Wetzstein <a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management outturn 2014/15</b>	No	Cabinet <b>1 October 2015</b>	Cabinet member for finance, legal and democratic services, and licensing			Bob Watson <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report

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<b>Procuring stray dog and pest control services</b>	No	Cabinet member for waste, grounds maintenance, food safety and environmental health <b>December 2015</b>	Tony Harbour	21 Jul 2015		Paul Holland <a href="mailto:Paul.Holland@southandvale.gov.uk">Paul.Holland@southandvale.gov.uk</a>	Cabinet member decision form
<b>Car park fees and charges</b>	Yes	Cabinet <b>3 December 2015</b>	Robert Simister	1 Jun 2015		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Review of market town support</b>	No	Cabinet <b>3 December 2015</b>	Robert Simister	21 Jul 2015		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>Council tax base</b> Purpose: to recommend the Council Tax base to Council.	Yes	Cabinet <b>3 December 2015</b>  Council <b>18 February 2016</b>	Jane Murphy	21 Jul 2015		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Council tax reduction scheme grant</b>	Yes	Cabinet <b>3 December 2015</b>	Jane Murphy	21 Jul 2015		Paul Howden <a href="mailto:paul.howden@southandvale.gov.uk">paul.howden@southandvale.gov.uk</a>	Cabinet report
<b>Corporate service contract</b> Purpose: to award the contract	Yes	Cabinet <b>4 February 2016</b>	Cabinet member for IT, HR, customer services and the corporate services contract	10 Aug 2015		Steve Bishop <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Cabinet report
<b>Corporate plan review</b> Purpose: to review the corporate plan and recommend its adoption to Council	Yes	Cabinet <b>4 February 2016</b>  Council <b>18 February 2016</b>	John Cotton	21 Jul 2015		Sally Truman <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report

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<b>Treasury management mid-year monitoring 2015/16</b> Purpose: to monitor mid-year performance	Yes	Joint Audit and Governance Committee <b>25 January 2016</b> Cabinet <b>4 February 2016</b> Council <b>18 February 2016</b>	Jane Murphy	21 Jul 2015		Bob Watson <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management and investment strategy 2016/17 to 2018/19</b> Purpose: to consider the draft strategy and recommend its adoption to Council	Yes	Joint Audit and Governance Committee <b>25 January 2016</b> Cabinet <b>4 February 2016</b> Council <b>18 February 2016</b>	Jane Murphy	21 Jul 2015		Bob Watson <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Medium term financial strategy</b> Purpose: to consider the draft strategy and recommend its adoption to Council	Yes	Cabinet <b>4 February 2016</b> Council <b>18 February 2016</b>	Jane Murphy	21 Jul 2015		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Budget 2016/17</b> Purpose: to prepare a draft budget and recommend its adoption to Council	Yes	Cabinet <b>4 February 2016</b> Council <b>18 February 2016</b>	Jane Murphy	21 Jul 2015		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report

# **Cabinet Work Programme**

## **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.

## **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.

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## Who are the Cabinet members?

- [John Cotton - Leader](#) - Responsible for corporate strategy, and strategic policy (including the Local Plan)
- [Jane Murphy - Deputy Leader](#) - Responsible for finance, legal and democratic services, and licensing
- [Anna Badcock](#) - Responsible for leisure, arts, communications, health and well-being, and community safety
- [Elizabeth Gillespie](#) - Responsible for development, building control and housing
- [Tony Harbour](#) – Responsible for waste, food safety and environmental health
- [Lynn Lloyd](#) - Responsible for IT, HR, customer services and the corporate services project
- [Robert Simister](#) - Responsible for property, economic development, and technical services

## 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](http://www.southoxon.gov.uk). Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 540306, 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, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 540306, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).