

# Cabinet work programme

PUBLICATION DATE: 21 OCTOBER 2015

| DECISION AND PURPOSE<br>(AND REASON FOR<br>CONFIDENTIALITY WHERE<br>APPROPRIATE)   | KEY<br>DECISION? | DECISION MAKER<br>AND EARLIEST<br>DECISION DATE  | CABINET MEMBER  | DATE FIRST<br>ON WORK<br>PROGRAMME | PRINCIPAL<br>CONSULTEES<br>(including Committees) | CONTACT OFFICER  | DOCUMENTS<br>TO BE USED BY<br>THE DECISION<br>MAKER AND<br>OTHER<br>RELEVANT<br>DOCUMENTS |
|--|------------------|--|-----------------|------------------------------------|---|--|---|
| <p><b>Standing item: Property decisions</b><br/>Purpose: to consider any property sales or purchases or any property management decisions.<br/>This decision is likely to be an exempt decision – paragraph 1, 2, 3 to Schedule 12A of the Local Government Act 1972</p> | Yes              | <p>Cabinet member for property, economic development and technical services<br/><b>October 2015</b></p> <p>Head of Economy, Leisure and Property<br/><b>October 2015</b></p> | Robert Simister | 28 Jul 2014                        |   | <p>Chris Tyson<br/><a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a></p>    | Cabinet member decision form  |
| <p><b>Artificial turf pitch in Didcot</b><br/>Purpose: to contribute towards the provision of an artificial turf pitch</p>   | Yes              | <p>Cabinet member for leisure, arts, communications, health and well-being, and community safety<br/><b>October 2015</b></p>   | Anna Badcock    | 29 Apr 2015                        |   | <p>Chris Webb<br/><a href="mailto:Chris.Webb@southandvale.gov.uk">Chris.Webb@southandvale.gov.uk</a></p>       | Cabinet member decision form  |
| <p><b>Flood alleviation in Moulsoford</b><br/>Purpose: to approve a scheme to alleviate flooding</p>   | Yes              | <p>Cabinet member for property, economic development and technical services<br/><b>October 2015</b></p>  | Robert Simister | 18 Jun 2015                        |   | <p>John Backley<br/><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a></p> | Cabinet member decision form  |
| <p><b>Thame small pool re-design project</b><br/>Purpose: to award the contract to provide building works to re-design Thame small pool</p>  | Yes              | <p>Cabinet member for leisure, arts, communications, health and well-being, and community safety<br/><b>October 2015</b></p>   | Anna Badcock    | 19 Aug 2015                        |   | <p>Chris Webb<br/><a href="mailto:Chris.Webb@southandvale.gov.uk">Chris.Webb@southandvale.gov.uk</a></p>       | Cabinet member decision form  |

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| <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<br><b>October 2015</b>     | Tony Harbour    | 6 Jul 2015                   |   | Clare Kingston<br><a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a> | Cabinet member decision form  |
| <b>Public conveniences cleaning contract</b><br>Purpose: to award the contract  | Yes           | Cabinet member for property, economic development and technical services<br><b>October 2015</b>                | Robert Simister | 19 Mar 2015                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>       | Cabinet member decision form  |
| <b>Henley and Harpsden Neighbourhood Plan</b><br>Purpose: to approve a decision Statement on the examiner's report  | No            | Cabinet member for corporate strategy, and strategic policy (including the local plan)<br><b>October 2015</b>  | John Cotton     | 19 Aug 2015                  |   | Beryl Guiver<br><a href="mailto:beryl.guiver@southandvale.gov.uk">beryl.guiver@southandvale.gov.uk</a>       | Cabinet member decision form  |
| <b>Section 157 restrictions policy</b><br>Purpose - to review the policy  | Yes           | Cabinet member for property, economic development and technical services<br><b>Not before 14 October 2015</b>  | Robert Simister | 16 Sep 2015                  |   | Chris Tyson<br><a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>          | Cabinet member decision form  |
| <b>Management of countryside sites</b><br>Purpose: to procure a contract  | No            | Cabinet member for corporate strategy, and strategic policy (including the local plan)<br><b>November 2015</b> | John Cotton     | 18 Jun 2015                  |   | Dominic Lamb<br><a href="mailto:dominic.lamb@southandvale.gov.uk">dominic.lamb@southandvale.gov.uk</a>       | Cabinet member decision form  |
| <b>Cash receipting software</b><br>Purpose: to enter into a contract  | Yes           | Cabinet member for property, economic development and technical services<br><b>November 2015</b>               | Robert Simister | 21 Oct 2015                  |   | Andrew Down<br><a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>          | Cabinet member decision form  |
| <b>Devolution deal</b><br>Purpose: to agree a devolution deal for Oxfordshire   | Yes           | Cabinet<br><b>November 2015</b>  | John Cotton     | 29 Sep 2015                  |   | David Buckle<br><a href="mailto:david.buckle@southandvale.gov.uk">david.buckle@southandvale.gov.uk</a>       | Cabinet report  |

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| <b>Section 106 agreements</b><br>Purpose: to monitor section 106 agreements   | Yes           | Cabinet<br><b>November 2015</b>   | Cabinet member for corporate strategy, and strategic policy (including the local plan) | 29 Sep 2015                  |   | Cathie Scotting<br><a href="mailto:cathie.scotting@southandvale.gov.uk">cathie.scotting@southandvale.gov.uk</a> | Cabinet report  |
| <b>Stray dog and pest control services</b><br>Purposes: to procure services   | No            | Cabinet member for waste, grounds maintenance, food safety and environmental health<br><b>December 2015</b> | Tony Harbour   | 21 Jul 2015                  |   | Paul Holland<br><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><br>Purpose: to approve fees and charges  | Yes           | Cabinet<br><b>3 December 2015</b>   | Robert Simister  | 1 Jun 2015                   |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet report  |
| <b>Market town support</b><br>Purpose: to review the council's support for market towns   | No            | Cabinet<br><b>3 December 2015</b>   | Robert Simister  | 21 Jul 2015                  |   | Suzanne Malcolm<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a> | Cabinet report  |
| <b>Council tax base</b><br>Purpose: to recommend the Council Tax base to Council.   | Yes           | Cabinet<br><b>3 December 2015</b><br><br>Council<br><b>17 December 2015</b>                                 | Jane Murphy  | 21 Jul 2015                  |   | William Jacobs<br><a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>    | Cabinet report  |
| <b>Council tax reduction scheme grant</b><br>Purpose: to agree distribution of grant to towns and parishes                          | Yes           | Cabinet<br><b>3 December 2015</b><br><br>Council<br><b>17 December 2015</b>                                 | Jane Murphy  | 21 Jul 2015                  |   | Paul Howden<br><a href="mailto:paul.howden@southandvale.gov.uk">paul.howden@southandvale.gov.uk</a>             | Cabinet report  |
| <b>Section 106 planning obligations supplementary planning document</b><br>Purpose: to approve the supplementary planning document. | Yes           | Cabinet<br><b>January 2016</b>  | John Cotton  | 29 Sep 2015                  |   | Heike Wetzstein<br><a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a> | Cabinet report  |
| <b>Corporate service contract</b><br>Purpose: to award the contract   | Yes           | Cabinet<br><b>4 February 2016</b>   | Lynn Lloyd   | 10 Aug 2015                  |   | Steve Bishop<br><a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>          | Cabinet report  |

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| <b>Corporate plan review</b><br>Purpose: to review the corporate plan and recommend its adoption to Council  | Yes              | Cabinet<br><b>4 February 2016</b><br><br>Council<br><b>18 February 2016</b>   | John Cotton     | 21 Jul 2015                        |   | Sally Truman<br><a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>          | Cabinet report  |
| <b>Community infrastructure levy</b><br>Purpose: to recommend Council to adopt the charging schedule   | Yes              | Cabinet<br><b>4 February 2016</b><br><br>Council<br><b>18 February 2016</b>   | John Cotton     | 13 Feb 2015                        |   | Heike Wetzstein<br><a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a> | Cabinet report  |
| <b>Treasury management mid-year monitoring 2015/16</b><br>Purpose: to monitor mid-year performance   | Yes              | Joint Audit and Governance Committee<br><b>25 January 2016</b><br><br>Cabinet<br><b>4 February 2016</b><br><br>Council<br><b>18 February 2016</b> | Jane Murphy     | 21 Jul 2015                        |   | Bob Watson<br><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><br>Purpose: to consider the draft strategy and recommend its adoption to Council | Yes              | Joint Audit and Governance Committee<br><b>25 January 2016</b><br><br>Cabinet<br><b>4 February 2016</b><br><br>Council<br><b>18 February 2016</b> | Jane Murphy     | 21 Jul 2015                        |   | Bob Watson<br><a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>                | Cabinet report  |
| <b>Medium term financial strategy</b><br>Purpose: to consider the draft strategy and recommend its adoption to Council                                 | Yes              | Cabinet<br><b>4 February 2016</b><br><br>Council<br><b>18 February 2016</b>   | Jane Murphy     | 21 Jul 2015                        |   | William Jacobs<br><a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>    | Cabinet report  |

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| <b>Budget 2016/17</b><br>Purpose: to prepare a draft budget<br>and recommend its adoption to<br>Council       | Yes              | Cabinet<br><b>4 February 2016</b><br><br>Council<br><b>18 February 2016</b>  | Jane Murphy     | 21 Jul 2015                        |   | William Jacobs<br><a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a> | Cabinet report  |
| <b>Local Plan refined options</b><br>Purpose: to approve preferred<br>options                                 | Yes              | Cabinet member for<br>corporate strategy,<br>and strategic policy<br>(including the local<br>plan)<br><b>March 2016</b>            | John Cotton     | 30 Jan 2015                        |   | Sarah Barker<br><a href="mailto:sarah.barker@southandvale.gov.uk">sarah.barker@southandvale.gov.uk</a>       | Cabinet member<br>decision form   |
| <b>Thame Leisure Centre</b><br>Purpose: to carry out<br>refurbishment works to the wet<br>side changing room. | Yes              | Cabinet member for<br>leisure, arts,<br>communications,<br>health and well-<br>being, and<br>community safety<br><b>March 2016</b> | Anna Badcock    | 21 Oct 2015                        |   | Kate Arnold<br><a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>          | Cabinet member<br>decision form   |

# 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 work programme 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.

## 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, housing and grants
- [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).