

# Cabinet work programme

1 July 2016



Listening Learning Leading

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
<b>July decisions</b>							
<b>Standing item: Property decisions</b> Purpose: to approve any property sales or purchases or take 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>July 2016</b>  Head of HR, IT and Technical Services <b>July 2016</b>	Robert Simister	28 Jul 2014		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form
<b>Science Vale</b> Purpose: to appoint temporary staff to the Science Vale development team	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>July 2016</b>	John Cotton	8 Mar 2016		John Dobson <a href="mailto:john.dobson@southandvale.gov.uk">john.dobson@southandvale.gov.uk</a>	Cabinet member decision form
<b>Additional grants for neighbourhood plans</b> Purpose: to approve an additional funding protocol for fast tracking neighbourhood plans	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>July 2016</b>	John Cotton	17 Dec 2015		Charlotte Colver <a href="mailto:charlotte.colver@southandvale.gov.uk">charlotte.colver@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Sonning Common Neighbourhood Plan</b> Purpose: to issue a decision statement following the inspector's report	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>July 2016</b>	John Cotton	15 Mar 2016		Rona Knott <a href="mailto:rona.knott@southandvale.gov.uk">rona.knott@southandvale.gov.uk</a>	Cabinet member decision form
<b>Revenue grants policy</b> Purpose: to review the policy	Yes	Cabinet member for development management, building control, housing and grants <b>July 2016</b>	Elizabeth Gillespie	9 May 2016		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member decision form
<b>Artificial turf pitch in Didcot</b> Purpose: to contribute towards the provision of an artificial turf pitch	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2016</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>Henley Leisure Centre</b> Purpose: to replace the air handling unit	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2016</b>	Anna Badcock	26 Apr 2016		Kate Arnold <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form
<b>Abbey Sports Centre, Berinsfield</b> Purpose: to purchase replacement gym equipment	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2016</b>	Anna Badcock	25 Feb 2016		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>Thame small pool re-design project</b> Purpose: to award the contract to provide building works to re-design Thame small pool	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2016</b>	Anna Badcock	19 Aug 2015		Chris Webb <a href="mailto:chris.webb@southandvale.gov.uk">chris.webb@southandvale.gov.uk</a>	Cabinet member decision form
<b>Thame Leisure Centre</b> Purpose: to purchase replacement gym equipment	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2016</b>	Anna Badcock	25 Feb 2016		Kate Arnold <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form
<b>Thame Leisure Centre</b> Purpose: to carry out refurbishment works to the wet side changing room	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2016</b>	Anna Badcock	21 Oct 2015		Ian Burtenshaw <a href="mailto:ian.burtenshaw@southandvale.gov.uk">ian.burtenshaw@southandvale.gov.uk</a>	Cabinet member decision form
<b>Section 157 restrictions policy</b> Purpose - to review the policy	Yes	Cabinet member for property, economic development and technical services <b>July 2016</b>	Robert Simister	16 Sep 2015		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form
<b>Sewage treatment plant in Moulsoford</b> Purpose: to award a contract to refurbish the sewage treatment plant	Yes	Cabinet member for property, economic development and technical services <b>July 2016</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

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<b>Community grants</b> Purpose: to award community grants	Yes	Cabinet member for development management, building control, housing and grants <b>Not before 7 July 2016</b>	Elizabeth Gillespie	9 Jun 2016		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southand vale.gov.uk</a>	Cabinet member decision form
<b>Corporate services</b> Purpose: to review implementation of the contract	Yes	Cabinet member for IT, HR, customer services and the corporate services contract <b>Not before 18 July 2016</b>	Lynn Lloyd	20 Jun 2016		Steve Bishop <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southan dvale.gov.uk</a>	Cabinet member decision form
<b>August decisions</b>							
<b>Waste policy</b> Purpose: to review the policy	Yes	Cabinet <b>August 2016</b>	Tony Harbour	17 May 2016		Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandv ale.gov.uk</a>	Cabinet report
<b>Design guide</b> Purpose: to approve the design guide	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>August 2016</b>	John Cotton	31 May 2016		Marta Bou Fernandez <a href="mailto:marta.fernandez@southandvale.gov.uk">marta.fernandez@sout handvale.gov.uk</a>	Cabinet member decision form

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<b>September decisions</b>							
<b>Temporary housing accommodation</b> Purpose: to approve a temporary accommodation strategy	Yes	Cabinet <b>September 2016</b>	Elizabeth Gillespie	4 Mar 2016		Hamid Khan <a href="mailto:hamid.khan@southandvale.gov.uk">hamid.khan@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management outturn 2015/16</b> Purpose: to monitor performance in 2015/16	No	Cabinet <b>September 2016</b>  Council <b>13 October 2016</b>	Jane Murphy	9 Jun 2016		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>October decisions</b>							
<b>Grounds maintenance contract</b> Purpose: to procure services	Yes	Cabinet <b>6 October 2016</b>	Tony Harbour	9 May 2016		Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet report
<b>Community grants</b> Purpose: to award community grants	Yes	Cabinet member for development management, building control, housing and grants <b>Not before 11 October 2016</b>	Elizabeth Gillespie	9 Jun 2016		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member decision form

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<b>November decisions</b>							
<b>Leisure centre use</b> Purpose: to approve a lease with Oxfordshire County Council	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>November 2016</b>	Anna Badcock	4 Dec 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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## **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, make savings or to receive income of more than £75,000 or
- to award a revenue or capital grant of over £25,000 or
- to agree an action that, in the view of the relevant strategic director, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council

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
- [Will Hall](#) – Responsible for the corporate plan
- [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 422422.

## 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 422522, 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 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).