

Cabinet work programme

22 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 |
|---|------------------|---|-----------------|------------------------------------|--|---|---|
| July decisions | | | | | | | |
| Standing item: Property decisions 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 July 2016 Head of HR, IT and Technical Services July 2016 | Robert Simister | 28 Jul 2014 | | Andrew Down andrew.down@southandvale.gov.uk | Cabinet member decision form |
| Science Vale Purpose: to appoint temporary staff to the Science Vale development team | Yes | Cabinet member for corporate strategy, and strategic policy (including the local plan) July 2016 | John Cotton | 8 Mar 2016 | | John Dobson john.dobson@southandvale.gov.uk | Cabinet member decision form |
| Sonning Common Neighbourhood Plan Purpose: to issue a decision statement following the inspector's report | No | Cabinet member for corporate strategy, and strategic policy (including the local plan) July 2016 | John Cotton | 15 Mar 2016 | | Rona Knott rona.knott@southandvale.gov.uk | Cabinet member decision form |

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| Statement of community involvement Purpose: to approve the statement for public consultation | No | Cabinet member for corporate strategy, and strategic policy (including the local plan) July 2016 | John Cotton | 15 Jul 2016 | | Adrian Duffield adrian.duffield@southandvale.gov.uk | Cabinet member decision form |
| Corporate services Purpose: to review implementation of the contract | Yes | Cabinet member for IT, HR, customer services and the corporate services contract July 2016 | Lynn Lloyd | 20 Jun 2016 | | Steve Bishop steve.bishop@southandvale.gov.uk | Cabinet member decision form |
| Abbey Sports Centre, Berinsfield Purpose: to purchase replacement gym equipment | Yes | Cabinet member for leisure, arts, communications, health and well-being, and community safety July 2016 | Anna Badcock | 25 Feb 2016 | | Kate Arnold kate.arnold@southandvale.gov.uk | Cabinet member decision form |
| Thame small pool re-design project 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 July 2016 | Anna Badcock | 19 Aug 2015 | | Chris Webb chris.webb@southandvale.gov.uk | Cabinet member decision form |
| Thame Leisure Centre Purpose: to purchase replacement gym equipment | Yes | Cabinet member for leisure, arts, communications, health and well-being, and community safety July 2016 | Anna Badcock | 25 Feb 2016 | | Kate Arnold kate.arnold@southandvale.gov.uk | Cabinet member decision form |

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| Sewage treatment plant in Moulsoford Purpose: to award a contract to refurbish the sewage treatment plant | Yes | Cabinet member for property, economic development and technical services July 2016 | Robert Simister | 18 Jun 2015 | | John Backley john.backley@southandvale.gov.uk | Cabinet member decision form |
| Waste policy Purpose: to review the policy | Yes | Cabinet member for waste, grounds maintenance, food safety and environmental health July 2016 | Tony Harbour | 17 May 2016 | | Ian Matten ian.matten@southandvale.gov.uk | Cabinet member decision form |
| Grounds maintenance contract Purpose: to procure services | Yes | Cabinet member for waste, grounds maintenance, food safety and environmental health July 2016 | Tony Harbour | 9 May 2016 | | Ian Matten ian.matten@southandvale.gov.uk | Cabinet member decision form |
| September decisions | | | | | | | |
| Design guide Purpose: to approve the design guide | Yes | Cabinet member for corporate strategy, and strategic policy (including the local plan) September 2016 | John Cotton | 31 May 2016 | | Marta Bou Fernandez marta.fernandez@southandvale.gov.uk | Cabinet member decision form |

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| October decisions | | | | | | | |
| Community grants Purpose: to award community grants | Yes | Cabinet member for development management, building control, housing and grants October 2016 | Elizabeth Gillespie | 9 Jun 2016 | Grants panel 4 October 2016 | Jayne Bolton jayne.bolton@southandvale.gov.uk | Cabinet member decision form |
| Treasury management outturn 2015/16 Purpose: to monitor performance in 2015/16 | No | Cabinet 6 October 2016 Council 13 October 2016 | Jane Murphy | 9 Jun 2016 | | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |
| Temporary housing accommodation Purpose: to approve a temporary accommodation strategy | Yes | Cabinet 6 October 2016 | Elizabeth Gillespie | 4 Mar 2016 | | Gerry Brough gerry.brough@southandvale.gov.uk | Cabinet report |
| Section 157 restrictions policy Purpose - to review the policy | Yes | Cabinet 6 October 2016 | Robert Simister | 16 Sep 2015 | | Andrew Down andrew.down@southandvale.gov.uk | Cabinet report |

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| November decisions | | | | | | | |
| Leisure centre use Purpose: to approve a lease with Oxfordshire County Council | Yes | Cabinet member for leisure, arts, communications, health and well-being, and community safety November 2016 | Anna Badcock | 4 Dec 2015 | | Kate Arnold kate.arnold@southandvale.gov.uk | Cabinet member decision form |
| Forthcoming decisions in 2017 | | | | | | | |
| South Local Plan 2032 Purpose – to consider the strategic sites consultation results | Yes | Cabinet January 2017 | John Cotton | 15 Jul 2016 | | Simon Rowberry simon.rowberry@southandvale.gov.uk | Cabinet report |

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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. 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. 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.