

# Cabinet work programme

1 November 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>November 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>November 2016</b>  Head of HR, IT and Technical Services <b>November 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>Standing item: Neighbourhood planning</b> Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>November 2016</b>	John Cotton	23 Aug 2016		Simon Rowberry <a href="mailto:simon.rowberry@southandvale.gov.uk">simon.rowberry@southandvale.gov.uk</a>	Cabinet member decision form
<b>Polling station improvements</b> Purpose: to consider funding improvements to polling stations	Yes	Cabinet member for development management, building control, housing and grants <b>November 2016</b>	Elizabeth Gillespie	3 Oct 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>Corporate services</b> Purpose: to review implementation of contract and any contractual changes required	Yes	Cabinet member for IT, HR, customer services and the corporate services contract <b>November 2016</b>	Lynn Lloyd	20 Jun 2016		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form
<b>Five Councils' Partnership contractor performance reporting</b> Purpose: to approve the performance reporting format	No	Cabinet member for IT, HR, customer services and the corporate services contract <b>November 2016</b>	Lynn Lloyd	16 Sep 2016		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form
<b>Communications strategy</b> Purpose: to adopt the strategy	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>November 2016</b>	Anna Badcock	23 Sep 2016		Patsy Cusworth <a href="mailto:patsy.cusworth@southandvale.gov.uk">patsy.cusworth@southandvale.gov.uk</a>	Cabinet member decision form
<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
<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>November 2016</b>	Robert Simister	18 Jun 2015		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Market Place Mews, Henley</b> Purpose: to approve the sale of property. This decision is likely to be an exempt decision – paragraph 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet member for property, economic development and technical services <b>November 2016</b>	Robert Simister	23 Sep 2016		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southhandvale.gov.uk">suzanne.malcolm@southhandvale.gov.uk</a>	Cabinet member decision form
<b>Orchard Centre, Didcot</b> Purpose: to make any property 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>November 2016</b>	Robert Simister	23 Sep 2016		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southhandvale.gov.uk">suzanne.malcolm@southhandvale.gov.uk</a>	Cabinet member decision form
<b>Science Vale Enterprise Zone</b> Purpose: to agree a memorandum of understanding	Yes	Cabinet member for property, economic development and technical services <b>November 2016</b>	Robert Simister	29 Sep 2016		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet member decision form
<b>Great Western Park, Didcot</b> Purpose: to approve final arrangements for the maintenance of open space	Yes	Cabinet member for property, economic development and technical services <b>November 2016</b>	Robert Simister	14 Oct 2016		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet member decision form

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<b>December decisions</b>							
<b>Council chamber</b> Purpose: to approve the details of a new council chamber	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>December 2016</b>	John Cotton	16 Sep 2016		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form
<b>Amendment to current shared ownership equity purchase restrictions in designated protected areas</b>	Yes	Cabinet member for development management, building control, housing and grants <b>1 December 2016</b>	Elizabeth Gillespie	1 Nov 2016		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet member decision form
<b>Council tax base</b> Purpose: to recommend to Council to approve the council tax base	No	Cabinet <b>1 December 2016</b>	Jane Murphy	14 Oct 2016		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Section 157 restrictions policy</b> Purpose: to review the policy	Yes	Cabinet <b>1 December 2016</b>	Robert Simister	16 Sep 2015		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>Berinsfield improvement programme - A4074 pedestrian crossing</b> Purpose: to request a transfer of capital funds and authorise design and construction	Yes	Cabinet <b>1 December 2016</b>	John Cotton	14 Oct 2016		John Dobson <a href="mailto:john.dobson@southandvale.gov.uk">john.dobson@southandvale.gov.uk</a>	Cabinet report

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<b>Pension scheme arrangements for corporate services contract</b> Purpose: to approve the Local Government Pension Scheme admission agreements for Capita and Vinci	No	Cabinet <b>1 December 2016</b>	Lynn Lloyd	14 Oct 2016	Joint Audit and Governance Committee	Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<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>December 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>January 2017 decisions</b>							
<b>South Local Plan 2032</b> Purpose: to consider the strategic sites consultation results and agree the next steps	Yes	Cabinet <b>January 2017</b>  Council <b>16 February 2017</b>	John Cotton	15 Jul 2016	Scrutiny Committee	Simon Rowberry <a href="mailto:simon.rowberry@southandvale.gov.uk">simon.rowberry@southandvale.gov.uk</a>	Cabinet report
<b>Waste policy</b> Purpose: to review the waste policy	Yes	Cabinet member for waste, grounds maintenance, food safety and environmental health <b>January 2017</b>	Tony Harbour	8 Sep 2016		Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Temporary housing accommodation</b> Purpose: to approve a temporary accommodation strategy	Yes	Cabinet member for development management, building control, housing and grants <b>January 2017</b>	Elizabeth Gillespie	4 Mar 2016	Scrutiny Committee	Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet member decision form
<b>Community grants</b> Purpose: to award any community grants	Yes	Cabinet member for development management, building control, housing and grants <b>January 2017</b>	Elizabeth Gillespie	14 Oct 2016		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member decision form
<b>February decisions</b>							
<b>Citizens Advice Bureau</b> Purpose: to award any grant aid	Yes	Cabinet member for development management, building control, housing and grants <b>February 2017</b>	Elizabeth Gillespie	23 Sep 2016		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member decision form
<b>Treasury management mid-year monitoring 2016/17</b> Purpose: to consider the mid-year monitoring report and make any recommendations to Council	No	Joint Audit and Governance Committee <b>23 January 2017</b>  Cabinet <b>2 February 2017</b>  Council <b>16 February 2017</b>	Jane Murphy	14 Oct 2016		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report

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<b>Treasury management and investment strategy 2017/18 to 2019/20</b> Purpose: to recommend the strategy to Council	No	Joint Audit and Governance Committee <b>23 January 2017</b>  Cabinet <b>2 February 2017</b>  Council <b>16 February 2017</b>	Jane Murphy	14 Oct 2016		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>New grants scheme</b> Purpose: to approve a policy for a new grants scheme	Yes	Cabinet <b>2 February 2017</b>	Elizabeth Gillespie	21 Oct 2016		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Budget 2017/18</b> Purpose: to recommend to Council to approve the revenue budget for 2017/18, the capital programme and the medium term financial plan	No	Cabinet <b>2 February 2017</b>	Jane Murphy	14 Oct 2016		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Commuted sums and affordable housing</b>	Yes	Cabinet <b>2 February 2017</b>	Elizabeth Gillespie	21 Oct 2016	Scrutiny Committee	Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet report
<b>Statement of community involvement</b> Purpose: to approve the Statement of Community Involvement in planning matters	Yes	Cabinet <b>2 February 2017</b>	John Cotton	16 Sep 2016		Gary Palmer <a href="mailto:gary.palmer@southandvale.gov.uk">gary.palmer@southandvale.gov.uk</a>	Cabinet report

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<b>Article 4 direction, East Hagbourne</b> Purpose: proposal to deliver an Article 4 direction at Kingsholm Close in East Hagbourne	No	Cabinet <b>2 February 2017</b>	John Cotton	14 Oct 2016		Adrian Duffield <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet report
<b>March decisions</b>							
<b>Neighbourhood Planning district grant funding</b> Purpose: to review current grant funding for neighbourhood planning including community right to build and neighbourhood development orders	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>March 2017</b>	John Cotton	23 Aug 2016	Scrutiny Committee	Adrian Duffield <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@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).