

Cabinet work programme

1 September 2017



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
February decisions	No						
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	Chief Executive Head of HR, IT and Technical Services February 2017 February 2017	Robert Simister	28 Jul 2014		Administrator Andrew Down alex.brown@moderngov.co.uk andrew.down@southandvale.gov.uk	
Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) February 2017	John Cotton	23 Aug 2016		Ricardo Rios ricardo.rios@southandvale.gov.uk	
Neighbourhood Planning district grant funding Purpose: to review current grant funding for neighbourhood planning	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) February 2017	John Cotton	23 Aug 2016	Scrutiny Committee	Holly Jones holly.jones@southandvale.gov.uk	

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Local development scheme Purpose: to update the scheme	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) February 2017	John Cotton	12 Jan 2017		Adrian Duffield adrian.duffield@southandvale.gov.uk	
Amendment to current shared ownership equity purchase restrictions in designated protected areas	Yes	Cabinet member for development management, building control, housing and grants February 2017	Elizabeth Gillespie	1 Nov 2016		Gerry Brough gerry.brough@southandvale.gov.uk	
Community grants Purpose: to award any community grants	Yes	Cabinet member for development management, building control, housing and grants February 2017	Elizabeth Gillespie	14 Oct 2016		Jayne Bolton jayne.bolton@southandvale.gov.uk	
Thame Leisure Centre small pool Purpose: to award the contract to provide building works to re-design the learner pool	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety February 2017	Anna Badcock	19 Aug 2015		Chris Webb chris.webb@southandvale.gov.uk	
Great Western Park, Didcot Purpose: to approve final arrangements for the maintenance of open space	Yes	Cabinet member for property, economic development and technical services February 2017	Robert Simister	14 Oct 2016		Gerry Brough gerry.brough@southandvale.gov.uk	

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Market Place Mews, Henley 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 February 2017	Robert Simister	23 Sep 2016		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	
Thame Leisure Centre changing rooms Purpose: to award a contract to refurbish the changing rooms	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety Not before 14 February 2017	Anna Badcock	17 Jan 2017		Chris Webb chris.webb@southandvale.gov.uk	
March decisions	No						
Local government reorganisation in Oxfordshire Purpose: to make recommendations to Council on proposals for a unitary council for Oxfordshire	No	Cabinet Council March 2017 March 2017	John Cotton			David Hill david.hill@southandvale.gov.uk	
South Local Plan 2033 Purpose: to consider the response to the first Preferred Options consultation and to approve the second Preferred Options for consultation	Yes	Cabinet member for corporate strategy, and strategic policy (including the local plan) March 2017	John Cotton	15 Jul 2016	Scrutiny Committee	Holly Jones holly.jones@southandvale.gov.uk	

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Council chamber Purpose: to approve the details of a new council chamber	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) March 2017	John Cotton	16 Sep 2016		Andrew Down andrew.down@southan dvale.gov.uk	
Henley Leisure Centre Purpose: to approve the transfer of £150,000 from the provisional capital programme into the approved capital budget to refurbish changing accommodation	No	Cabinet member for leisure, arts, communications, health and well-being, and community safety March 2017	Anna Badcock	7 Feb 2017		Chris Webb chris.webb@southandv ale.gov.uk	
Sewage treatment plant in Moulsford Purpose: to approve commencement of procurement for a new sewage treatment plant	Yes	Cabinet member for property, economic development and technical services March 2017	Robert Simister	18 Jun 2015		Andrew Down andrew.down@southan dvale.gov.uk	
Orchard Centre, Didcot Purpose: to approve a deed of variation This decision is likely to be an exempt decision – paragraph 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet Not before 7 March 2017	John Cotton	7 Feb 2017		Pat Connell pat.connell@southandv ale.gov.uk	
April decisions	No						
Polling station improvements Purpose: to consider funding improvements to polling stations	Yes	Cabinet member for development management, building control, housing and grants April 2017	Elizabeth Gillespie	3 Oct 2016		Jayne Bolton jayne.bolton@southand vale.gov.uk	

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Waste services proposals Purpose: to consider changes to the service	Yes	Cabinet member for waste, grounds maintenance, food safety and environmental health April 2017	Tony Harbour	18 Nov 2016		Ian Matten ian.matten@southandvale.gov.uk	
Waste policy Purpose: to review the waste policy	Yes	Cabinet member for waste, grounds maintenance, food safety and environmental health April 2017	Tony Harbour	8 Sep 2016		Ian Matten ian.matten@southandvale.gov.uk	
Berinsfield improvement programme - A4074 pedestrian crossing Purpose: to request a transfer of capital funds and authorise design and construction	Yes	Cabinet 6 April 2017	John Cotton	14 Oct 2016		John Dobson john.dobson@southandvale.gov.uk	
Corporate development plan Purpose: to approve the plan	Yes	Cabinet 6 April 2017	John Cotton	18 Nov 2016		Sally Truman sally.truman@southandvale.gov.uk	
New grants scheme Purpose: to approve a policy for a new councillors' grants scheme	Yes	Cabinet 6 April 2017	Elizabeth Gillespie	21 Oct 2016		Jayne Bolton jayne.bolton@southandvale.gov.uk	
Burial provision policy Purpose: to approve a policy	Yes	Cabinet 6 April 2017	Robert Simister	2 Dec 2016		Ben Coleman ben.coleman@southandvale.gov.uk	
Commutated sums and affordable housing	Yes	Cabinet 6 April 2017	Elizabeth Gillespie	21 Oct 2016	Joint Scrutiny Committee	Gerry Brough gerry.brough@southandvale.gov.uk	

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Statement of community involvement Purpose: to approve the Statement of Community Involvement in planning matters	Yes	Cabinet 6 April 2017	John Cotton	16 Sep 2016		Gary Palmer gary.palmer@southandvale.gov.uk	
Community infrastructure levy spending strategy Purpose: to approve the strategy	Yes	Cabinet 6 April 2017	John Cotton	12 Jan 2017		Cathie Scotting cathie.scotting@southandvale.gov.uk	
Corporate services Purpose: to consider a deed of variation to the contract. (This is likely to be an exempt decision as it relates to the financial or business affairs of any person, including the authority.)	Yes	Cabinet 6 April 2017	Lynn Lloyd	20 Jun 2016		Andrew Down andrew.down@southandvale.gov.uk	
June decisions	No						
Temporary housing accommodation Purpose: to approve a temporary accommodation strategy and recommend Council to allocate capital funds	Yes	Cabinet 1 June 2017	Elizabeth Gillespie	4 Mar 2016	Scrutiny Committee	Gerry Brough gerry.brough@southandvale.gov.uk	
Engineering services Purpose: to determine the provision of engineering services	No	Cabinet 1 June 2017	Robert Simister			Ben Coleman ben.coleman@southandvale.gov.uk	
Article 4 direction, East Hagbourne Purpose: proposal to deliver an Article 4 direction at Kingsholme Close in East Hagbourne	No	Cabinet 1 June 2017	John Cotton	14 Oct 2016		Adrian Duffield adrian.duffield@southandvale.gov.uk	

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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
- award a revenue or capital grant of over £25,000 or
- agree an action that, in the view of the chief executive, a strategic director or the relevant head of service, 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.

Who are the Cabinet members?

- [John Cotton - Leader](#) - Responsible for corporate strategy, communications and strategic policy (including the Local Plan)
- [Jane Murphy - Deputy Leader](#) - Responsible for finance
- [Felix Bloomfield](#) – Responsible for development management and building control
- [Elizabeth Gillespie](#) - Responsible for community safety, legal, democratic services, electoral services, licensing and grants
- [Tony Harbour](#) – Responsible for technical services (including environmental health, grounds maintenance, waste, car parking, facilities and engineering services)
- [Lynn Lloyd](#) - Responsible for leisure services, arts and housing
- [David Nimmo-Smith](#) - Responsible for the Five Councils' Partnership and corporate services contracts, IT and HR
- [Robert Simister](#) - Responsible for development and regeneration (including property, economic development, Didcot Garden Town and Berinsfield)

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.