

# Cabinet work programme

10 May 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
<b>May 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>May 2017</b>  Head of HR, IT and Technical Services <b>May 2017</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>May 2017</b>	John Cotton	23 Aug 2016		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form

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<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>May 2017</b>	John Cotton	23 Aug 2016	Scrutiny Committee	Holly Jones <a href="mailto:holly.jones@southandvale.gov.uk">holly.jones@southandvale.gov.uk</a>	Cabinet member decision form
<b>Henley Leisure Centre</b> Purpose: to award a contract to refurbish the changing rooms	Yes	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>May 2017</b>	Anna Badcock	14 Mar 2017		Kate Arnold <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@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>May 2017</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
<b>Off-street parking</b> Purpose: to approve changes to the off-street car parking order for consultation	No	Cabinet member for property, economic development and technical services <b>May 2017</b>	Robert Simister	28 Apr 2017		Ben Coleman <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet member decision form

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<b>June decisions</b>							
<b>Community infrastructure levy Regulation 123 list and section 106 supplementary planning document</b> Purpose: to approve amendments for consultation	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>June 2017</b>	John Cotton	18 Apr 2017		Heike Wetzstein <a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a>	Cabinet member decision form
<b>Didcot Garden Town</b> Purpose: to approve the delivery plan for consultation	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>June 2017</b>	John Cotton	14 Mar 2017		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet member decision form
<b>Brightwell-cum-Sotwell Neighbourhood Plan</b> Purpose: to agree that the neighbourhood plan can proceed to a referendum	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>June 2017</b>	John Cotton	28 Apr 2017		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Chinnor Neighbourhood Plan</b> Purpose: to agree that the neighbourhood plan can proceed to a referendum	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>June 2017</b>	John Cotton	28 Apr 2017		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Long Wittenham Neighbourhood Plan</b> Purpose: to agree that the neighbourhood plan can proceed to a referendum	No	Cabinet member for corporate strategy, and strategic policy (including the local plan) <b>June 2017</b>	John Cotton	28 Apr 2017		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Community grants</b> Purpose: to award community grants	Yes	Cabinet member for development management, building control, housing and grants <b>June 2017</b>	Elizabeth Gillespie	13 Apr 2017		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member decision form
<b>Waste services proposals</b> Purpose: to consider changes to the service	Yes	Cabinet member for waste, grounds maintenance, food safety and environmental health <b>June 2017</b>	Tony Harbour	18 Nov 2016		Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet member decision form
<b>Waste policy review</b> Purpose: to review the waste policy	Yes	Cabinet <b>15 June 2017</b>	Tony Harbour	8 Sep 2016		Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet report
<b>Flexible homelessness support grant</b> Purpose: to approve proposals for spending grant allocations	Yes	Cabinet <b>15 June 2017</b>	Elizabeth Gillespie	3 Apr 2017		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@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>15 June 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>Science Vale marketing campaign</b> Purpose: to approve a marketing campaign	Yes	Cabinet <b>15 June 2017</b>	Robert Simister	28 Apr 2017		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet report
<b>Engineering services</b> Purpose: to seek authority to tender for the engineering services contract	No	Cabinet <b>15 June 2017</b>	Robert Simister	14 Mar 2017		Ben Coleman <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet report
<b>Sewage treatment plant in Moulsoford</b> Purpose: to approve commencement of procurement for a new sewage treatment plant	Yes	Cabinet <b>15 June 2017</b>	Robert Simister	18 Jun 2015		Ben Coleman <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet report
<b>Article 4 direction, East Hagbourne</b> Purpose: proposal to deliver an Article 4 direction at Kingsholme Close in East Hagbourne	No	Cabinet <b>15 June 2017</b>	Elizabeth Gillespie	14 Oct 2016		Adrian Duffield <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet report
<b>Corporate services</b> 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 <b>15 June 2017</b>	Lynn Lloyd	20 Jun 2016		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>Sewage treatment plant at Moulsoford</b> Purpose: to award a contract to supply and install a new plant	Yes	Cabinet member for property, economic development and technical services <b>Not before 15 June 2017</b>	Robert Simister	10 May 2017		Ben Coleman <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet member decision form

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<b>July decisions</b>							
<b>Thame Leisure Centre learner pool</b> 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 <b>July 2017</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 learner pool</b> Purpose: to transfer funds for works on the learner pool	No	Cabinet member for leisure, arts, communications, health and well-being, and community safety <b>July 2017</b>	Anna Badcock	3 Apr 2017		Chris Webb <a href="mailto:chris.webb@southandvale.gov.uk">chris.webb@southandvale.gov.uk</a>	Cabinet member decision form
<b>August decisions</b>							
<b>Corporate delivery plan</b> Purpose: to approve the plan	Yes	Cabinet <b>3 August 2017</b>	John Cotton	18 Nov 2016		Sally Truman <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report
<b>Community infrastructure levy spending strategy</b> Purpose: to approve the strategy	Yes	Cabinet <b>3 August 2017</b>	John Cotton	12 Jan 2017		Cathie Scotting <a href="mailto:cathie.scotting@southandvale.gov.uk">cathie.scotting@southandvale.gov.uk</a>	Cabinet report
<b>Housing strategy</b> Purpose: to approve the strategy	Yes	Cabinet <b>3 August 2017</b>	Elizabeth Gillespie	14 Mar 2017	Joint Scrutiny Committee	Helen Novelle <a href="mailto:helen.novelle@southandvale.gov.uk">helen.novelle@southandvale.gov.uk</a>	Cabinet report
<b>Temporary housing accommodation</b> Purpose: to approve a temporary accommodation strategy	Yes	Cabinet <b>3 August 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 report

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<b>Berinsfield Community Investment Scheme</b> Purpose: to receive an update on progress with the scheme and to allocate funds towards it	Yes	Cabinet <b>3 August 2017</b>	John Cotton	28 Apr 2017		Charlotte Colver <a href="mailto:charlotte.colver@southandvale.gov.uk">charlotte.colver@southandvale.gov.uk</a>	Cabinet report
<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 <b>3 August 2017</b>	Robert Simister	23 Sep 2016		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>October decisions</b>							
<b>Didcot Garden Town delivery plan</b> Purpose: to consider consultation responses before approving a plan	Yes	Cabinet <b>5 October 2017</b>	John Cotton	14 Mar 2017		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet report
<b>November decisions</b>							
<b>Community grants</b> Purpose: to award community grants	Yes	Cabinet member for development management, building control, housing and grants <b>November 2017</b>	Elizabeth Gillespie	13 Apr 2017		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member 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, 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, 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).