

Cabinet work programme

1 December 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
December decisions							
Standing item: Property decisions Purpose: to approve any property sales or purchases or take any property management decisions. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet member for development and regeneration including property, economic development, Didcot Garden Town and Berinsfield December 2017 Head of Corporate Services December 2017	Robert Simister	28 Jul 2014		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet member decision form
Standing item: to create a budget and release section 106 funds	Yes	Cabinet member for development management and building control December 2017	Felix Bloomfield	15 Nov 2017		Adrian Duffield adrian.duffield@southandvale.gov.uk	Cabinet member decision form
Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for corporate strategy, communications and strategic policy (including the local plan) December 2017	John Cotton	23 Aug 2016		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form

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Capital community grant Purpose: to award a grant to Thame Sports Club	Yes	Cabinet member for community safety, legal, democratic services, electoral services, licensing and grants December 2017	Elizabeth Gillespie	14 Sep 2017		Jayne Bolton jayne.bolton@southandvare.gov.uk	Cabinet member decision form
Great Western Park, Didcot Purpose: to approve final arrangements for the maintenance of open space	Yes	Cabinet member for development and regeneration including property, economic development, Didcot Garden Town and Berinsfield December 2017	Robert Simister	14 Oct 2016		Gerry Brough gerry.brough@southandvare.gov.uk	Cabinet member decision form
Didcot Wave Purpose: to award a contract for essential maintenance - This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3)	Yes	Cabinet member for leisure services, arts and housing December 2017	Lynn Lloyd	9 Aug 2017		Chris Webb chris.webb@southandvare.gov.uk	Cabinet member decision form

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Thame Leisure Centre learner pool Purpose: to award the contract to provide building works to re-design the learner pool - This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3)	Yes	Cabinet member for leisure services, arts and housing December 2017	Lynn Lloyd	14 Jul 2017		Chris Webb chris.webb@southandvale.gov.uk	Cabinet member decision form
Sewage treatment plant at Moulsoford Purpose: to award a contract to supply and install a new plant	Yes	Cabinet member for technical services (including environmental health, grounds maintenance, waste, car parking, facilities and engineering services) December 2017	Tony Harbour	10 May 2017		Duncan Grainge duncan.grainge@southandvale.gov.uk	Cabinet member decision form
Housing delivery strategy Purpose: to approve the strategy	Yes	Cabinet 7 December 2017	Lynn Lloyd	14 Mar 2017	Joint Scrutiny Committee	Helen Novelle helen.novelle@southandvale.gov.uk	Cabinet report
Council tax base Purpose: to recommend Council to approve the council tax base	No	Cabinet 7 December 2017 Council 14 December 2017	Jane Murphy	10 Oct 2017		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report

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Restructuring Purpose: to agree a revised management structure and, if necessary, recommend to Council on budgetary implications - This is likely to be an exempt decision (Categories 1 to 4)	No	Cabinet Council 7 December 2017 14 December 2017	John Cotton	14 Jul 2017	Joint Scrutiny Committee 9 November 2017	Mark Stone mark.stone@southandvale.gov.uk	Cabinet report
Corporate services contracts Purpose: to review implementation of the contracts and any contractual changes required and to recommend Council on a revised inter-authority agreement and, if necessary, budgetary implications. This is likely to be an exempt decision as it relates to the financial or business affairs of any person, including the authority. (Category 3)	Yes	Cabinet 7 December 2017 Council 14 December 2017	David Nimmo-Smith	11 May 2017	Joint Scrutiny Committee 9 November 2017	Andrew Down andrew.down@southandvale.gov.uk	Cabinet report
February 2018 decisions							
Homelessness Reduction Act Purpose: to determine how the government grant should be spent to implement the Act	Yes	Cabinet member for leisure services, arts and housing December 2017	Lynn Lloyd	1 Dec 2017		Phil Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form

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Off-street parking Purpose: to approve changes to the off-street car parking order for consultation	No	Cabinet member for technical services (including environmental health, grounds maintenance, waste, car parking, facilities and engineering services) February 2018	Tony Harbour	28 Apr 2017		Ben Coleman ben.coleman@southandvale.gov.uk	Cabinet member decision form
Budget 2018/19 Purpose: to recommend Council to approve the budget for 2018/19	No	Cabinet 1 February 2018 Council 15 February 2018	Jane Murphy	26 Oct 2017	Scrutiny Committee 6 February 2018	William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report
Community Infrastructure Levy - revised Regulation 123 List and Section 106 Supplementary Planning Document Purpose: to approve the revised documents	Yes	Cabinet 1 February 2018	Felix Bloomfield	1 Aug 2017		Heike Wetzstein heike.wetzstein@southandvale.gov.uk	Cabinet report
Community infrastructure levy spending strategy Purpose: to approve the strategy	Yes	Cabinet 1 February 2018	John Cotton	12 Jan 2017	Scrutiny Committee	Cathie Scotting cathie.scotting@southandvale.gov.uk	Cabinet report
Berinsfield community investment scheme Purpose: to extend or renew the ESPO contract for the scheme	Yes	Cabinet 1 February 2018	Robert Simister	14 Sep 2017		Charlotte Colver charlotte.colver@southandvale.gov.uk	Cabinet report
Didcot Garden Town Purpose: to approve funding allocations	Yes	Cabinet 1 February 2018	Robert Simister	2 Oct 2017		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet report

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Didcot Garden Town, heat mapping and energy master-planning Purpose: to consider an update on the study to date, recommendations, and proposals to take the project forward	Yes	Cabinet 1 February 2018	Robert Simister	14 Sep 2017		Sally Truman sally.truman@southandvale.gov.uk	Cabinet report
Didcot Gateway Purpose: to approve funding towards the relocation of the Lydalls Road nursery	Yes	Cabinet 1 February 2018	Robert Simister	10 Oct 2017		Gerry Brough gerry.brough@southandvale.gov.uk	Cabinet report
Didcot leisure facilities Purpose: to agree arrangements	Yes	Cabinet 1 February 2018	Lynn Lloyd	10 Oct 2017		Dylan Evans dylan.evans@southandvale.gov.uk	Cabinet report
Engineering services Purpose: to appoint a contractor	Yes	Cabinet 1 February 2018	Tony Harbour	26 Oct 2017		Ben Coleman ben.coleman@southandvale.gov.uk	Cabinet report
Corporate Plan 2016-20 - performance report Purpose: to consider performance against actions in the Corporate Development Plan	No	Cabinet 1 February 2018	John Cotton	14 Sep 2017	Scrutiny Committee 28 November 2017	Sally Truman sally.truman@southandvale.gov.uk	Cabinet report
New office accommodation in Crowmarsh Gifford Purpose: to approve the design	Yes	Cabinet 1 February 2018	Robert Simister	15 Nov 2017		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet report

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.