

Cabinet work programme

2 January 2018



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 |
|---|------------------|--|------------------|------------------------------------|--|--|---|
| January 2018 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 January 2018 Head of Corporate Services January 2018 | 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 January 2018 | 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) January 2018 | 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 January 2018 | Elizabeth Gillespie | 14 Sep 2017 | | Jayne Bolton jayne.bolton@southandvale.gov.uk | Cabinet member decision form |
| CCTV Purpose: to review camera provision | Yes | Cabinet member for community safety, legal, democratic services, electoral services, licensing and grants January 2018 | Elizabeth Gillespie | 15 Dec 2017 | | Karen Brown karen.brown@southandvale.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 January 2018 | Robert Simister | 14 Oct 2016 | | Gerry Brough gerry.brough@southandvale.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 January 2018 | Lynn Lloyd | 9 Aug 2017 | | Chris Webb chris.webb@southandvale.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 January 2018 | 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) January 2018 | Tony Harbour | 10 May 2017 | | Duncan Grainge duncan.grainge@southandvale.gov.uk | Cabinet member decision form |
| February decisions | | | | | | | |
| Benson Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum | Yes | Cabinet member for corporate strategy, communications and strategic policy (including the local plan) February 2018 | John Cotton | 15 Dec 2017 | | Ricardo Rios ricardo.rios@southandvale.gov.uk | Cabinet member decision form |

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| Watlington Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum | No | Cabinet member for corporate strategy, communications and strategic policy (including the local plan) February 2018 | John Cotton | 15 Dec 2017 | | Ricardo Rios ricardo.rios@southandvale.gov.uk | Cabinet member decision form |
| Transport planning and engineering resource Purpose: to appoint a contractor | Yes | Cabinet member for corporate strategy, communications and strategic policy (including the local plan) February 2018 | John Cotton | 15 Dec 2017 | | James Gagg james.gagg@southandvale.gov.uk | Cabinet member decision form |
| 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 February 2018 | Lynn Lloyd | 1 Dec 2017 | | Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet member decision form |
| 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 |

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| Treasury management mid-year monitoring 2017/18 Purpose: to recommend Council to approve the report | No | Joint Audit and Governance Committee 29 January 2018 Cabinet 1 February 2018 Council 15 February 2018 | Jane Murphy | 2 Jan 2018 | | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |
| Treasury management strategy 2018/19 Purpose: to recommend Council to approve the strategy | No | Joint Audit and Governance Committee 29 January 2018 Cabinet 1 February 2018 Council 15 February 2018 | Jane Murphy | 2 Jan 2018 | | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |
| Housing and growth deal for Oxfordshire | No | Cabinet 1 February 2018 Council 15 February 2018 | Cabinet member for corporate strategy, communications and strategic policy (including the local plan) | 21 Dec 2017 | | Andrew Down andrew.down@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 |

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| 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 |
| 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 |
| 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 |
| April decisions | | | | | | | |
| Community infrastructure levy spending strategy Purpose: to approve the strategy | Yes | Cabinet 5 April 2018 | John Cotton | 12 Jan 2017 | Scrutiny Committee | Cathie Scotting cathie.scotting@southandvale.gov.uk | Cabinet report |
| Public space protection orders To approve public space protection orders for Henley and Thame | Yes | Cabinet 5 April 2018 | Elizabeth Gillespie | 15 Dec 2017 | | Karen Brown karen.brown@southandvale.gov.uk | Cabinet report |

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| Berinsfield community investment scheme Purpose: to extend or renew the ESPO contract for the scheme | Yes | Cabinet 5 April 2018 | Robert Simister | 14 Sep 2017 | | Charlotte Colver charlotte.colver@southandvale.gov.uk | Cabinet report |
| Didcot leisure facilities Purpose: to agree arrangements | Yes | Cabinet 5 April 2018 | Lynn Lloyd | 10 Oct 2017 | | Dylan Evans dylan.evans@southandvale.gov.uk | Cabinet report |
| Wallingford Conservation Area Purpose: to adopt the conservation area appraisal and boundary review | No | Cabinet 5 April 2018 | John Cotton | 15 Dec 2017 | | Samantha Allen samantha.allen@southandvale.gov.uk | Cabinet report |
| Engineering services Purpose: to appoint a contractor | Yes | Cabinet 5 April 2018 | Tony Harbour | 26 Oct 2017 | | Ben Coleman ben.coleman@southandvale.gov.uk | Cabinet report |
| New office accommodation in Crowmarsh Gifford Purpose: to approve the design | Yes | Cabinet 5 April 2018 | Robert Simister | 15 Nov 2017 | | Adrianna Partridge adrianna.partridge@southandvale.gov.uk | Cabinet report |
| Discretionary food safety charges Purpose: to introduce charges | Yes | Cabinet 5 April 2018 | Tony Harbour | 2 Jan 2018 | | Diane Foster diane.foster@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.