

# Cabinet work programme

19 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
<b>January 2018 decisions</b>							
<b>Standing item: Property decisions</b> 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 <b>January 2018</b>  Head of Corporate Services <b>January 2018</b>	Robert Simister	28 Jul 2014		Adrianna Partridge <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet member decision form
<b>Standing item: to create a budget and release section 106 funds</b>	Yes	Cabinet member for development management and building control <b>January 2018</b>	Felix Bloomfield	15 Nov 2017		Adrian Duffield <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@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, communications and strategic policy (including the local plan) <b>January 2018</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>Capital community grant</b> Purpose: to award a grant to Thame Sports Club	Yes	Cabinet member for community safety, legal, democratic services, electoral services, licensing and grants <b>January 2018</b>	Elizabeth Gillespie	14 Sep 2017		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southand vale.gov.uk</a>	Cabinet member decision form
<b>CCTV</b> Purpose: to review camera provision	Yes	Cabinet member for community safety, legal, democratic services, electoral services, licensing and grants <b>January 2018</b>	Elizabeth Gillespie	15 Dec 2017		Karen Brown <a href="mailto:karen.brown@southandvale.gov.uk">karen.brown@southand vale.gov.uk</a>	Cabinet member decision form
<b>February decisions</b>							
<b>Transport planning resource</b> Purpose: to appoint a contractor	Yes	Cabinet member for corporate strategy, communications and strategic policy (including the local plan) <b>February 2018</b>	John Cotton	15 Dec 2017		James Gagg <a href="mailto:james.gagg@southandvale.gov.uk">james.gagg@southand vale.gov.uk</a>	Cabinet member decision form
<b>Homelessness Reduction Act</b> Purpose: to determine how the government grant should be spent to implement the Act	Yes	Cabinet member for leisure services, arts and housing <b>February 2018</b>	Lynn Lloyd	1 Dec 2017		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandval e.gov.uk</a>	Cabinet member decision form

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<b>Off-street parking</b> 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) <b>February 2018</b>	Tony Harbour	28 Apr 2017		Ben Coleman <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet member decision form
<b>Housing and growth deal for Oxfordshire</b> Purpose: to recommend Council to consider the deal	No	Cabinet <b>1 February 2018</b> Council <b>15 February 2018</b>	John Cotton	21 Dec 2017		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Garden Town, heat mapping and energy master-planning</b> Purpose: to consider an update on the study to date, recommendations, and proposals to take the project forward	Yes	Cabinet <b>1 February 2018</b>	Robert Simister	14 Sep 2017		Sally Truman <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management mid-year monitoring 2017/18</b> Purpose: to recommend Council to approve the report	No	Joint Audit and Governance Committee <b>29 January 2018</b> Cabinet <b>1 February 2018</b> Council <b>15 February 2018</b>	Jane Murphy	2 Jan 2018		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report

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<b>Treasury management strategy 2018/19</b> Purpose: to recommend Council to approve the strategy	No	Joint Audit and Governance Committee <b>29 January 2018</b>  Cabinet <b>1 February 2018</b>  Council <b>15 February 2018</b>	Jane Murphy	2 Jan 2018		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Medium term financial strategy</b> Purpose: to recommend adoption of the strategy to Council.	No	Cabinet <b>1 February 2018</b>  Council <b>15 February 2018</b>	Jane Murphy	19 Jan 2018		William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Budget 2018/19</b> Purpose: to recommend Council to approve the budget for 2018/19	No	Cabinet <b>1 February 2018</b>  Council <b>15 February 2018</b>	Jane Murphy	26 Oct 2017	Scrutiny Committee 6 February 2018	William Jacobs <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>March decisions</b>							
<b>Benson Neighbourhood Plan</b> Purpose: to progress the neighbourhood plan to a referendum	Yes	Cabinet member for corporate strategy, communications and strategic policy (including the local plan) <b>March 2018</b>	John Cotton	15 Dec 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>Watlington Neighbourhood Plan</b> Purpose: to progress the neighbourhood plan to a referendum	No	Cabinet member for corporate strategy, communications and strategic policy (including the local plan) <b>March 2018</b>	John Cotton	15 Dec 2017		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Berinsfield community improvement scheme</b> Purpose: to agree the improvement scheme's funding and consultancy support arrangements	Yes	Cabinet <b>13 March 2018</b>	Robert Simister	14 Sep 2017		Charlotte Colver <a href="mailto:charlotte.colver@southandvale.gov.uk">charlotte.colver@southandvale.gov.uk</a>	Cabinet report
<b>April decisions</b>							
<b>Great Western Park, Didcot</b> 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 <b>April 2018</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>Sewage treatment plant at Moulsoford</b> 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) <b>April 2018</b>	Tony Harbour	10 May 2017		Duncan Grainge <a href="mailto:duncan.grainge@southandvale.gov.uk">duncan.grainge@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Community infrastructure levy spending strategy</b> Purpose: to approve the strategy	Yes	Cabinet <b>5 April 2018</b>	John Cotton	12 Jan 2017	Scrutiny Committee	Cathie Scotting <a href="mailto:cathie.scotting@southandvale.gov.uk">cathie.scotting@southandvale.gov.uk</a>	Cabinet report
<b>Community Infrastructure Levy - revised Regulation 123 List</b> Purpose: to approve the revised document	Yes	Cabinet <b>5 April 2018</b>	Felix Bloomfield	1 Aug 2017		Heike Wetzstein <a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a>	Cabinet report
<b>Section 106 supplementary planning document</b> Purpose: to approve the document	Yes	Cabinet <b>5 April 2018</b>	John Cotton	9 Jan 2018		Heike Wetzstein <a href="mailto:heike.wetzstein@southandvale.gov.uk">heike.wetzstein@southandvale.gov.uk</a>	Cabinet report
<b>Leisure facilities strategy</b> Purpose: to adopt the revised strategy	Yes	Cabinet <b>5 April 2018</b>	Lynn Lloyd	19 Jan 2018		Dylan Evans <a href="mailto:dylan.evans@southandvale.gov.uk">dylan.evans@southandvale.gov.uk</a>	Cabinet report
<b>Public space protection orders</b> To approve public space protection orders for Henley and Thame	Yes	Cabinet <b>5 April 2018</b>	Elizabeth Gillespie	15 Dec 2017		Karen Brown <a href="mailto:karen.brown@southandvale.gov.uk">karen.brown@southandvale.gov.uk</a>	Cabinet report
<b>Discretionary food safety charges</b> Purpose: to introduce charges	Yes	Cabinet <b>5 April 2018</b>	Tony Harbour	2 Jan 2018		Diane Foster <a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Garden Town</b> Purpose: to approve funding allocations	Yes	Cabinet <b>5 April 2018</b>	Robert Simister	2 Oct 2017		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet report
<b>Didcot leisure facilities</b> Purpose: to agree arrangements	Yes	Cabinet <b>5 April 2018</b>	Lynn Lloyd	10 Oct 2017		Dylan Evans <a href="mailto:dylan.evans@southandvale.gov.uk">dylan.evans@southandvale.gov.uk</a>	Cabinet report

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<b>Didcot Gateway</b> Purpose: to authorise the selection of a development partner and conclusion of relocation agreements for existing occupiers	Yes	Cabinet <b>5 April 2018</b>	Robert Simister	10 Oct 2017		Gerry Brough <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet report
<b>Wallingford Conservation Area</b> Purpose: to adopt the conservation area appraisal and boundary review	No	Cabinet <b>5 April 2018</b>	John Cotton	15 Dec 2017		Samantha Allen <a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a>	Cabinet report
<b>Pilot scheme - costs of volunteering</b> Purpose: to consider a pilot scheme to help residents fund the costs of becoming a volunteer	Yes	Cabinet <b>5 April 2018</b>	Elizabeth Gillespie	19 Jan 2018		Sally Truman <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report
<b>Engineering services</b> Purpose: to appoint a contractor	Yes	Cabinet <b>5 April 2018</b>	Tony Harbour	26 Oct 2017		Ben Coleman <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet report
<b>Office accommodation</b> Purpose: to agree arrangements	Yes	Cabinet <b>5 April 2018</b>	Robert Simister	15 Nov 2017		Adrianna Partridge <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	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](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).