

# Cabinet work programme

4 June 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>June 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 <b>June 2018</b>  Head of development and regeneration <b>June 2018</b>	Paul Harrison	28 Jul 2014		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet member decision form
<b>Standing item: Section 106 funds</b> Purpose: to create a budget and release funds	Yes	Cabinet member for planning <b>June 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 planning <b>June 2018</b>	Felix Bloomfield	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>Berinsfield community improvement project</b> Purpose: to consider the extension of the skate park	Yes	Cabinet member for development and regeneration <b>June 2018</b>	Paul Harrison	30 Apr 2018		Nicky Wyer <a href="mailto:nicola.wyer@southoxon.gov.uk">nicola.wyer@southoxon.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 housing and environment <b>June 2018</b>	Caroline Newton	10 May 2017		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>CCTV</b> Purpose: to enter into an agreement with Henley-on-Thames Town Council	Yes	Head of housing and environment <b>June 2018</b>	Caroline Newton	4 Apr 2018		Liz Hayden <a href="mailto:liz.hayden@southandvale.gov.uk">liz.hayden@southandvale.gov.uk</a>	Cabinet member decision form
<b>Office accommodation</b> Purpose: to agree arrangements. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet <b>June 2018</b>	Kevin Bulmer	15 Nov 2017		Adrianna Partridge <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet report
<b>Pilot grants scheme - costs of volunteering</b> Purpose: to consider a pilot scheme to help residents fund the costs of becoming a volunteer	Yes	Cabinet <b>7 June 2018</b>	Lynn Lloyd	19 Jan 2018		Shona Ware <a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>	Cabinet report
<b>Volunteering strategy and action plan</b> Purpose: to approve the strategy and action plan	Yes	Cabinet member for community services <b>Not before 14 June 2018</b>	Cabinet member for community services	17 May 2018		Shona Ware <a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Volunteering</b> Purpose: to approve the IT platform	Yes	Cabinet member for community services <b>Not before 14 June 2018</b>	Cabinet member for community services	17 May 2018		Shona Ware <a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>	Cabinet member decision form
<b>July decisions</b>							
<b>Housing allocations policy</b> Purpose: to approve a revised draft housing allocations policy for consultation	No	Cabinet member for housing and environment <b>July 2018</b>	Caroline Newton	2 Feb 2018	Joint Scrutiny Committee	Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form
<b>Housing and growth deal for Oxfordshire</b> Purpose: to agree arrangements, including approval of the statement of common ground	No	Cabinet <b>July 2018</b>	Bill Service	23 Mar 2018		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>Housing and growth deal for Oxfordshire</b> Purpose: to approve the scope of the joint statutory spatial plan	Yes	Cabinet <b>July 2018</b>	Bill Service	15 Feb 2018		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>Councillor grants scheme review</b> Purpose: to review and update the grants scheme	Yes	Cabinet member for community services <b>Not before 2 July 2018</b>	Lynn Lloyd	23 Feb 2018		Shona Ware <a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Benson Neighbourhood Development Plan</b> Purpose: to recommend Council on the outcome of the referendum and whether to make the neighbourhood plan part of the council's development plan	No	Cabinet <b>10 July 2018</b>  Council <b>19 July 2018</b>	Felix Bloomfield	1 Jun 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Watlington Neighbourhood Plan</b> Purpose: to recommend Council on the outcome of the referendum and whether to make the neighbourhood plan part of the council's development plan	No	Cabinet <b>10 July 2018</b>  Council <b>19 July 2018</b>	Felix Bloomfield	1 Jun 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>August decisions</b>							
<b>Community Infrastructure Levy review</b> Purpose: to approve the revised documents for consultation	No	Cabinet <b>2 August 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>Leisure strategy</b> Purpose: to adopt the revised strategy	Yes	Cabinet <b>2 August 2018</b>	Lynn Lloyd	19 Jan 2018	Scrutiny Committee	Dylan Evans <a href="mailto:dylan.evans@southandvale.gov.uk">dylan.evans@southandvale.gov.uk</a>	Cabinet report

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<b>October decisions</b>							
<b>Didcot Garden Town</b> Purpose: to approve funding allocations	Yes	Cabinet member for partnership and insight <b>October 2018</b>	Bill Service	2 Oct 2017		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet member decision form
<b>Community infrastructure levy review</b> Purpose: to recommend Council to adopt the revised charging schedule and supporting documents	No	Cabinet <b>4 October 2018</b>  Council <b>11 October 2018</b>	Felix Bloomfield	12 Mar 2018		Adrian Duffield <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet report
<b>Community infrastructure levy spending strategy</b> Purpose: to approve the strategy	Yes	Cabinet <b>4 October 2018</b>	Paul Harrison	12 Jan 2017	Scrutiny Committee	Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Great Western Park, Didcot</b> Purpose: to approve management arrangements for open space and community centres	Yes	Cabinet <b>4 October 2018</b>	Paul Harrison	14 Oct 2016		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Gateway</b> Purpose: to agree a development scheme. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet <b>4 October 2018</b>	Paul Harrison	10 Oct 2017		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report

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<b>Inter-authority agreement</b> Purpose: to recommend Council to agree arrangements	No	Cabinet <b>4 October 2018</b>  Council <b>11 October 2018</b>	Kevin Bulmer	12 Mar 2018		Adrianna Partridge <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet report
<b>December decisions</b>							
<b>Housing allocations policy</b> Purpose: to approve the policy	Yes	Cabinet <b>6 December 2018</b>	Caroline Newton	11 May 2018		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@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 that are likely to:

- incur expenditure, make savings or to receive income (except government grant) 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 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?

- [Jane Murphy](#) – Leader of the Council and responsible for communications
- [Felix Bloomfield](#) – Deputy Leader of the Council and responsible for planning
- [Anna Badcock](#) – Responsible for legal and democratic
- [Kevin Bulmer](#) - Responsible for corporate services
- [David Dodds](#) - Responsible for finance
- [Paul Harrison](#) - Responsible for development and regeneration
- [Lynn Lloyd](#) - Responsible for community services
- [Caroline Newton](#) - Responsible for housing and environment
- [Bill Service](#) - Responsible for partnership and insight

## 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, 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, 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).