

# Cabinet work programme

28 September 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>October 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>October 2018</b>  Head of development and regeneration <b>October 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>October 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>October 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>Chalgrove Neighbourhood Plan</b> Purpose: to agree that the Chalgrove Neighbourhood Plan Referendum progresses to referendum.	No	Cabinet member for planning <b>October 2018</b>	Felix Bloomfield	17 Aug 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Cholsey Neighbourhood Plan</b> Purpose: to agree that the Cholsey Neighbourhood Plan progresses to referendum.	No	Cabinet member for planning <b>October 2018</b>	Felix Bloomfield	17 Aug 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Goring Neighbourhood Plan</b> Purpose: to agree that the Goring Neighbourhood Plan progresses to referendum.	No	Cabinet member for planning <b>October 2018</b>	Felix Bloomfield	17 Aug 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Little Milton Neighbourhood Plan</b> Purpose: to agree that the Little Milton Neighbourhood Plan progresses to referendum.	No	Cabinet member for planning <b>October 2018</b>	Felix Bloomfield	17 Aug 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Housing allocations policy</b> Purpose: to approve a revised draft housing allocations policy for consultation	No	Cabinet member for housing and environment <b>October 2018</b>	Caroline Newton	2 Feb 2018		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form
<b>Science Vale marketing</b> Purpose: to appoint a contractor	Yes	Cabinet member for development and regeneration <b>October 2018</b>	Paul Harrison	2 Aug 2018		Melanie Smans <a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@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 member for development and regeneration <b>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 member decision form
<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>Housing and growth deal for Oxfordshire</b> Purpose: to agree arrangements, including approval of the statement of common ground	No	Cabinet <b>October 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>Treasury management outturn 2017/18</b> Purpose: to consider the report and make any recommendations to Council	No	Cabinet <b>4 October 2018</b>  Council <b>11 October 2018</b>	David Dodds	14 Jun 2018	Joint Audit and Governance Committee	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Five Councils Capita contract changes</b> Purpose – to agree changes to the contract	No	Cabinet <b>4 October 2018</b>	Bill Service	5 Sep 2018		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>Technology strategy</b> Purpose – to agree a technology strategy for the council	Yes	Cabinet <b>4 October 2018</b>	Kevin Bulmer	5 Sep 2018		Adrianna Partridge <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet report

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<b>The Baldons Neighbourhood Plan</b> Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet <b>9 October 2018</b>  Council <b>11 October 2018</b>	Felix Bloomfield	4 Sep 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Warborough and Shillingford Neighbourhood Plan</b> Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet <b>9 October 2018</b>  Council <b>11 October 2018</b>	Felix Bloomfield	4 Sep 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Outreach contract</b> Purpose: to award a contract	Yes	Cabinet member for housing and environment <b>Not before 26 October 2018</b>	Caroline Newton	28 Sept 2018		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form
<b>December decisions</b>							
<b>Pyrton conservation area</b> Purpose: to consider adoption of the conservation area boundary revision and appraisal	No	Cabinet <b>6 December 2018</b>	Felix Bloomfield	2 Jul 2018		Samantha Allen <a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a>	Cabinet report
<b>Local Plan</b> Purpose: to recommend Council to approve the Local Plan	No	Cabinet <b>6 December 2018</b>  Council <b>13 December 2018</b>	Felix Bloomfield	4 Sep 2018	Scrutiny Committee	Holly Jones <a href="mailto:holly.jones@southandvale.gov.uk">holly.jones@southandvale.gov.uk</a>	Cabinet report

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<b>Chalgrove Neighbourhood Plan</b> Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet <b>6 December 2018</b>  Council <b>20 December 2018</b>	Felix Bloomfield	4 Sep 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Cholsey Neighbourhood Plan</b> Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet <b>6 December 2018</b>  Council <b>20 December 2018</b>	Felix Bloomfield	4 Sep 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Goring Neighbourhood Plan</b> Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet <b>6 December 2018</b>  Council <b>20 December 2018</b>	Felix Bloomfield	4 Sep 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Little Milton Neighbourhood Plan</b> Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet <b>6 December 2018</b>  Council <b>20 December 2018</b>	Felix Bloomfield	4 Sep 2018		Ricardo Rios <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet report
<b>Inter-authority agreement</b> Purpose: to recommend Council to agree arrangements	No	Cabinet <b>6 December 2018</b>  Council <b>13 December 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>Leisure strategy</b> Purpose: to adopt the revised strategy	Yes	Cabinet <b>6 December 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>Gambling Act 2005</b> Purpose: to recommend Council to approve the statement of gambling principles	No	Licensing Acts Committee <b>30 November 2018</b>  Cabinet <b>6 December 2018</b>  Council <b>13 December 2018</b>	Caroline Newton	28 Sept 2018		Diane Foster <a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southandvale.gov.uk</a>	Cabinet report
<b>Car parking</b> Purpose: to review the fees and charges	No	Cabinet <b>6 December 2018</b>	Caroline Newton	28 Sept 2018		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Council tax base</b> Purpose: to recommend the council tax base to Council	No	Cabinet <b>6 December 2018</b>  Council <b>13 December 2018</b>	David Dodds	14 Jun 2018		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Oxfordshire Joint Spatial Plan - statement of community involvement</b> Purpose: to approve the statement of community involvement	Yes	Cabinet <b>6 December 2018</b>	Felix Bloomfield	28 Sept 2018		Holly Jones <a href="mailto:holly.jones@southandvale.gov.uk">holly.jones@southandvale.gov.uk</a>	Cabinet report
<b>January 2019 decisions</b>							
<b>Community grants</b> Purpose: to award community grants	Yes	Cabinet member for community services <b>Not before 21 January 2019</b>	Lynn Lloyd	28 Sept 2018		Carole Cumming <a href="mailto:carole.cumming@southandvale.gov.uk">carole.cumming@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Housing allocations policy</b> Purpose: to approve the policy	Yes	Cabinet <b>31 January 2019</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 the relevant people to contact about that particular item. The contact details for the Cabinet members are available on the Council's website [www.southoxon.gov.uk](http://www.southoxon.gov.uk) or by clicking on the Cabinet members' names above, 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, Legal and Democratic, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, 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 5pm on the day before the meeting. Please contact Steve Culliford, Democratic Services, Legal and Democratic, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).