

Cabinet work programme

13 November 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
November 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 November 2018 Head of development and regeneration November 2018	Paul Harrison	28 Jul 2014		Suzanne Malcolm suzanne.malcolm@southhandvale.gov.uk	Cabinet member decision form
Standing item: Section 106 funds Purpose: to create a budget and release funds	Yes	Cabinet member for planning November 2018	Felix Bloomfield	15 Nov 2017		Adrian Duffield adrian.duffield@southhandvale.gov.uk	Cabinet member decision form
Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for planning November 2018	Felix Bloomfield	23 Aug 2016		Ricardo Rios ricardo.rios@southhandvale.gov.uk	Cabinet member decision form

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Cholsey Neighbourhood Plan Purpose: to agree that the Cholsey Neighbourhood Plan progresses to referendum.	No	Cabinet member for planning November 2018	Felix Bloomfield	17 Aug 2018		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Goring Neighbourhood Plan Purpose: to agree that the Goring Neighbourhood Plan progresses to referendum.	No	Cabinet member for planning November 2018	Felix Bloomfield	17 Aug 2018		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Didcot Garden Town Purpose: to approve funding allocations	Yes	Cabinet member for partnership and insight November 2018	Bill Service	2 Oct 2017		Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
Outreach contract Purpose: to award a housing advice outreach contract	Yes	Cabinet member for housing and environment November 2018	Caroline Newton	28 Sep 2018		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
Housing and growth deal for Oxfordshire Purpose: to agree arrangements, including approval of the statement of common ground	No	Cabinet November 2018	Bill Service	23 Mar 2018		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report

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Office redevelopment at Crowmarsh Gifford Purpose: to determine arrangements to progress the office redevelopment. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet Not before 17 November 2018	Kevin Bulmer	19 Oct 2018		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet report
Thame Leisure Centre Purpose: to appoint a contractor to replace the main boilers	Yes	Cabinet member for community services Not before 17 November 2018	Lynn Lloyd	19 Oct 2018		Dylan Evans dylan.evans@southandvale.gov.uk	Cabinet member decision form
December decisions							
Street nameplates Purpose: to award a contract for their provision and installation	Yes	Cabinet member for corporate services December 2018	Kevin Bulmer	1 Nov 2018		Sally-Anne Worsley sally-anne.worsley@southandvale.gov.uk	Cabinet member decision form
Local Plan Purpose: to recommend Council to publish the Local Plan under Regulation 19 for submission for independent examination.	No	Cabinet 18 December 2018 Council 20 December 2018	Felix Bloomfield	4 Sep 2018	Scrutiny Committee 13 December 2018	Holly Jones holly.jones@southandvale.gov.uk	Cabinet report
Chalgrove Neighbourhood Plan Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet 18 December 2018 Council 20 December 2018	Felix Bloomfield	4 Sep 2018		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet report

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Little Milton Neighbourhood Plan Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet 18 December 2018 Council 20 December 2018	Felix Bloomfield	4 Sep 2018		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet report
Pyrton conservation area Purpose: to consider adoption of the conservation area boundary revision and appraisal	No	Cabinet 18 December 2018	Felix Bloomfield	2 Jul 2018		Samantha Allen samantha.allen@southandvale.gov.uk	Cabinet report
Henley and Thame Leisure Centres Purpose: to consider a virement of capital funds to a new budget to undertake maintenance works	Yes	Cabinet 18 December 2018	Lynn Lloyd	19 Oct 2018		Dylan Evans dylan.evans@southandvale.gov.uk	Cabinet report
Gambling Act 2005 Purpose: to recommend Council to approve the statement of gambling principles	No	Licensing Acts Committee 30 November 2018 Cabinet 18 December 2018 Council 20 December 2018	Caroline Newton	28 Sep 2018		Diane Foster diane.foster@southandvale.gov.uk	Cabinet report
Council tax base Purpose: to recommend the council tax base to Council	No	Cabinet 18 December 2018 Council 20 December 2018	David Dodds	14 Jun 2018		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report

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Budget setting 2019/20 Purpose: to receive an update on budget preparations for 2019/20.	No	Cabinet 18 December 2018	David Dodds	13 Nov 2018		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
January 2019 decisions							
Home Improvement Agency contract Purpose: to award a contract	Yes	Cabinet member for housing and environment January 2019	Caroline Newton	1 Nov 2018		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
Community grants Purpose: to award community grants	Yes	Cabinet member for community services Not before 21 January 2019	Lynn Lloyd	28 Sep 2018	Community Grants Panel 21 January 2019	Carole Cumming carole.cumming@southandvale.gov.uk	Cabinet member decision form
Cholsey Neighbourhood Plan Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet 31 January 2019 Council 14 February 2019	Felix Bloomfield	4 Sep 2018		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet report
Goring Neighbourhood Plan Purpose: to consider making the neighbourhood plan part of this council's development plan	No	Cabinet 31 January 2019 Council 14 February 2019	Felix Bloomfield	4 Sep 2018		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet report
Housing allocations policy Purpose: to approve the policy	Yes	Cabinet 31 January 2019	Caroline Newton	11 May 2018		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet report

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Car parking Purpose: to review the fees and charges	No	Cabinet 31 January 2019	Caroline Newton	28 Sep 2018		John Backley john.backley@southandvale.gov.uk	Cabinet report
Science Vale marketing Purpose: to make a decision about the delivery of the current marketing strategy. This is likely to be an exempt decision due to its commercially sensitive nature (Category 3)	Yes	Cabinet 31 January 2019	Paul Harrison	2 Aug 2018		Melanie Smans melanie.smans@southandvale.gov.uk	Cabinet report
Inter-authority agreement Purpose: to recommend Council to agree arrangements	No	Cabinet 31 January 2019 Council 14 February 2019	Kevin Bulmer	12 Mar 2018		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet report
Later decisions for 2019							
Grounds maintenance contract Purpose: to award a new contract	Yes	Cabinet August 2019	Caroline Newton	1 Nov 2018		John Backley john.backley@southandvale.gov.uk	Cabinet report

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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.

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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 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. 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. 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.