

Cabinet work programme

12 November 2019



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: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet November 2019	Relevant Cabinet member	18 Oct 2019		Steve Culliford steve.culliford@southan.gov.uk	Cabinet report
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 economic development and regeneration November 2019 Head of development and regeneration November 2019	Robin Bennett	28 Jul 2014		Suzanne Malcolm suzanne.malcolm@southhandvale.gov.uk	Cabinet member decision form or officer key decision form
Standing item: Section 106 funds Purpose: to create a budget and release funds	Yes	Cabinet member for economic development and regeneration November 2019	Robin Bennett	15 Nov 2017		Suzanne Malcolm suzanne.malcolm@southhandvale.gov.uk	Cabinet member decision form

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Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans	No	Cabinet member for planning November 2019	Leigh Rawlins	23 Aug 2016		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Long Wittenham Neighbourhood Plan Purpose: to agree that the neighbourhood plan progresses to referendum	No	Cabinet member for planning November 2019	Leigh Rawlins	9 Jan 2019		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Digital Infrastructure Delivery Partnership Purpose: to approve a memorandum of understanding	Yes	Cabinet member for economic development and regeneration November 2019	Robin Bennett	15 Jul 2019		Melanie Smans melanie.smans@southandvale.gov.uk	Cabinet member decision form
Grounds maintenance contract. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3). Purpose: to award a new contract	Yes	Cabinet member for housing and environment November 2019	David Rouane	1 Nov 2018		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Support for people at risk of homelessness Purpose: to award a contract to provide this service	Yes	Cabinet member for housing and environment November 2019	David Rouane	5 Feb 2019		Jaffa Holland jaffa.holland@southandvale.gov.uk	Cabinet member decision form

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December decisions							
Berrick Salome Neighbourhood Plan Purpose: to recommend Council to make the neighbourhood plan part of this council's development plan	No	Cabinet 5 December 2019 Council 19 December 2019	Leigh Rawlins	15 Jul 2019		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet report
Council tax base 2020/21 Purpose: to recommend Council to approve the council tax base	No	Cabinet 5 December 2019 Council 19 December 2019	David Turner	13 Aug 2019		William Jacobs william.jacobs@southandvale.gov.uk	Cabinet report
Budget monitoring Purpose: to monitor expenditure and income against budgets	No	Cabinet 5 December 2019	David Turner	12 Nov 2019		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Treasury management outturn 2018/19 Purpose: to review treasury management activity in 2018/19	No	Cabinet 5 December 2019 Council 19 December 2019	David Turner	12 Nov 2019		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Corporate services contract Purpose: to agree a variation to the contract. This decision is likely to be considered in exempt session due to the confidential nature of contract negotiations (Category 3).	Yes	Cabinet 5 December 2019	Pieter-Paul Barker	7 Nov 2019		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report

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January 2020 decisions							
Homelessness and rough sleeping strategy Purpose: to approve the strategy	Yes	Cabinet 30 January 2020	David Rouane	10 May 2019		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet report
Housing assistance, disabled adaptations and grants policy Purpose: to approve a new policy	Yes	Cabinet 30 January 2020	David Rouane	18 Oct 2019		Shaun Berry shaun.berry@southandvale.gov.uk	Cabinet report
Stairlift contract Purpose: to award a contract to provide stairlifts - funded by the Disabled Facilities Grant	Yes	Cabinet 30 January 2020	David Rouane	1 Mar 2019		Shaun Berry shaun.berry@southandvale.gov.uk	Cabinet report
Civil parking enforcement Purpose: to consider introducing this scheme	Yes	Cabinet 30 January 2020	David Rouane	1 Jul 2019		John Backley john.backley@southandvale.gov.uk	Cabinet report
Review of electric vehicle charging points'	Yes	Cabinet 30 January 2020	David Rouane	18 Sep 2019		John Backley john.backley@southandvale.gov.uk	Cabinet report
Car parking fees and charges Purpose: to review the fees and charges	Yes	Cabinet 30 January 2020	David Rouane	1 Jul 2019		John Backley john.backley@southandvale.gov.uk	Cabinet report
Berinsfield community improvement project Purpose: to receive a report on the Berinsfield community improvement project	Yes	Cabinet 30 January 2020	Robin Bennett	10 May 2019		Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Cabinet report

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Didcot Garden Town Purpose: to approve a revised governance structure and recommend Council to allocate capacity funding	Yes	Cabinet 30 January 2020 Council 13 February 2020	Pieter-Paul Barker	20 Mar 2019		Marybeth Harasz marybeth.harasz@southhandvale.gov.uk	Cabinet report
Orchard Centre, Didcot Purpose: to review the asset position. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet 30 January 2020	Robin Bennett	18 Sep 2019		Suzanne Malcolm suzanne.malcolm@southhandvale.gov.uk	Cabinet report
Didcot Gateway Purpose: to consider an update on the site's redevelopment. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet 30 January 2020	Robin Bennett	18 Sep 2019		Suzanne Malcolm suzanne.malcolm@southhandvale.gov.uk	Cabinet report
Cornerstone, Didcot. This is likely to be an exempt decision due to the confidential nature of contract negotiations (Category 3).	Yes	Cabinet 30 January 2020	Andrea Powell	28 Oct 2019		Shona Ware shona.ware@southandvale.gov.uk	Cabinet report
Great Western Park, Didcot - public art strategy Purpose: to update the strategy	Yes	Cabinet 30 January 2020	Maggie Filipova-Rivers	15 Jul 2019		Cheryl Reeves cheryl.reeves@southandvale.gov.uk	Cabinet report

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North Street, Thame Purpose: to review the current position and future options. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet 30 January 2020	Robin Bennett	18 Sep 2019		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	Cabinet report
Grounds maintenance and public convenience contract Purpose: to appoint a contractor	Yes	Cabinet 30 January 2020	David Rouane	28 Oct 2019		John Backley john.backley@southandvale.gov.uk	Cabinet report
Treasury management mid-year monitoring Purpose: to recommend Council to note the report	No	Cabinet 30 January 2020 Council 13 February 2020	David Turner	13 Aug 2019		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Treasury management and investment strategy 2020/21 Purpose: to recommend Council to approve the strategy	No	Cabinet 30 January 2020 Council 13 February 2020	David Turner	13 Aug 2019		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Capital strategy Purpose: to review the strategy and recommend any update to Council	No	Cabinet 30 January 2020 Council 13 February 2020	David Turner	18 Sep 2019		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report

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Revenue budget 2020/21 and capital programme to 2024/25 Purpose: to recommend Council to approve the budget	No	Cabinet 30 January 2020 Council 13 February 2020	David Turner	13 Aug 2019		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Inter-authority agreement Purpose: to recommend Council to agree arrangements with Vale of White Horse District Council	No	Cabinet 30 January 2020 Council 13 February 2020	Andrea Powell	3 Dec 2018		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet report
April decisions							
Corporate plan 2020 to 2024 Purpose: to approve a draft plan for consultation	Yes	Cabinet 2 April 2020	Andrea Powell, Pieter-Paul Barker	12 Nov 2019		Michelle Wells michelle.wells@southandvale.gov.uk	Cabinet report
July decisions							
Corporate plan 2020 to 2024 Purpose: to recommend Council to adopt the plan	No	Cabinet July 2020	Pieter-Paul Barker, Andrea Powell	12 Nov 2019		Michelle Wells michelle.wells@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?

Cabinet is made up of the Leader of the Council and eight further members and has allocated portfolios to them as follows:

- Councillor Sue Cooper - Leader, legal and democratic, and Didcot Garden Town
- Councillor David Turner – Deputy Leader and finance
- Councillor Pieter-Paul Barker - Partnership and insight
- Councillor Robin Bennett - Economic development and regeneration
- Councillor Maggie Filipova-Rivers - Community services
- Councillor Andrea Powell - Corporate services and communications
- Councillor Leigh Rawlins - Planning
- Councillor David Rouane - Housing and environment

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.