

# Cabinet work programme

19 June 2020



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 economic development and regeneration <b>June 2020</b>  Head of development and regeneration <b>June 2020</b>	Robin Bennett	28 Jul 2014		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet member decision form or officer key decision form
<b>Standing item: Section 106 funds</b> Purpose: to create a budget and release funds	Yes	Cabinet member for economic development and regeneration <b>June 2020</b>	Robin Bennett	15 Nov 2017		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@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 2020</b>	Anne-Marie Simpson	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>Covid-19 hardship fund for council taxpayers</b> Purpose: to implement the government's scheme	Yes	Cabinet member for finance <b>June 2020</b>	Leigh Rawlins	8 Jun 2020		Paul Howden <a href="mailto:paul.howden@southandvale.gov.uk">paul.howden@southandvale.gov.uk</a>	Cabinet member decision form
<b>Didcot Garden Town</b> Purpose: to accept government funding	No	Cabinet member for housing and environment, and Didcot Garden Town <b>June 2020</b>	David Rouane	27 May 2020		Marybeth Harasz <a href="mailto:marybeth.harasz@southandvale.gov.uk">marybeth.harasz@southandvale.gov.uk</a>	Cabinet member decision form
<b>North East Didcot Leisure Facility</b> Purpose: to determine the delivery of a new leisure facility at North East Didcot	Yes	Cabinet member for community services <b>June 2020</b>	Maggie Filipova-Rivers	10 Mar 2020		Melanie Smans <a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a>	Cabinet member decision form
<b>July decisions</b>							
<b>Local Plan Statement of Community Involvement</b> Purpose: to update the current statement	Yes	Cabinet member for planning <b>July 2020</b>	Anne-Marie Simpson	8 Jun 2020		Adrian Duffield <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet member decision form
<b>Reopening of the high street safely</b> Purpose: to administer funds	Yes	Cabinet member for economic development and regeneration <b>Not before 8 July 2020</b>	Robin Bennett	10 Jun 2020		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>Standing item: Recommendations from other committees</b> Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet <b>9 July 2020</b>	Relevant Cabinet member	18 Oct 2019		Steve Culliford <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>	Cabinet report
<b>Corporate plan 2020 to 2024</b> Purpose: to consider a draft plan for consultation	No	Cabinet <b>9 July 2020</b>	Andrea Powell	12 Nov 2019		Michelle Wells <a href="mailto:michelle.wells@southandvale.gov.uk">michelle.wells@southandvale.gov.uk</a>	Cabinet report
<b>Homelessness and rough sleeping strategy</b> Purpose: to approve the strategy	Yes	Cabinet <b>9 July 2020</b>	David Rouane	10 May 2019		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet report
<b>Housing assistance, disabled adaptations and grants policy</b> Purpose: to approve a new policy	Yes	Cabinet <b>9 July 2020</b>	David Rouane	18 Oct 2019		Shaun Berry <a href="mailto:shaun.berry@southandvale.gov.uk">shaun.berry@southandvale.gov.uk</a>	Cabinet report
<b>Revenue grants scheme</b> Purpose: to consider extending the scheme	Yes	Cabinet <b>9 July 2020</b>	Cabinet member for community services	27 May 2020		Cheryl Reeves <a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Office accommodation</b> Purpose: to review options for shared office accommodation and recommend a preferred approach for delivery, and to recommend Council to agree arrangements with Vale of White Horse District Council on approach to shared council office accommodation. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3).	Yes	Cabinet <b>9 July 2020</b>  Council <b>16 July 2020</b>	Andrea Powell	3 Dec 2018		Adrianna Partridge <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet report
<b>Oxfordshire Growth Board</b> Purpose: to approve revised terms of reference, including the updated memorandum of understanding between the Growth Board and Oxfordshire County Council	Yes	Cabinet <b>9 July 2020</b>	Sue Cooper	8 Jun 2020		Andrew Down <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>August decisions</b>							
<b>Mental health support with accommodation</b> Purpose: to award a contract	Yes	Cabinet member for housing and environment, and Didcot Garden Town <b>August 2020</b>	David Rouane	10 Mar 2020		Jaffa Holland <a href="mailto:jaffa.holland@southandvale.gov.uk">jaffa.holland@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Public conveniences at Greys Road, Henley</b> Purpose: to award a building contract	Yes	Cabinet member for housing and environment, and Didcot Garden Town <b>August 2020</b>	David Rouane	27 May 2020		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Moulsford Sewage Treatment Works</b> Purpose: to award the contract	Yes	Cabinet member for housing and environment, and Didcot Garden Town <b>August 2020</b>	David Rouane	27 May 2020		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Affordable housing delivery</b> Purpose: to consider options for delivery of affordable housing	No	Cabinet <b>6 August 2020</b>	Robin Bennett	9 Jan 2020		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Car parking fees and charges</b> Purpose: to review the fees and charges	Yes	Cabinet <b>6 August 2020</b>	David Rouane	1 Jul 2019		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>September decisions</b>							
<b>Flood investigation agency agreement</b> Purpose: to approve the agency agreement and charges with Oxfordshire County Council	Yes	Head of housing and environment <b>September 2020</b>	David Rouane	2 Jan 2020		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Officer key decision form
<b>Stairlift contract</b> Purpose: to award a contract to provide stairlifts - funded by the Disabled Facilities Grant	Yes	Cabinet member for housing and environment, and Didcot Garden Town <b>September 2020</b>	David Rouane	1 Mar 2019		Shaun Berry <a href="mailto:shaun.berry@southandvale.gov.uk">shaun.berry@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Chalgrove flood alleviation scheme</b> Purpose: to award a contract	Yes	Cabinet member for housing and environment, and Didcot Garden Town <b>September 2020</b>	David Rouane	27 May 2020		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Review of electric vehicle charging points</b>	Yes	Cabinet <b>September 2020</b>	David Rouane	18 Sep 2019		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>October decisions</b>							
<b>Civil parking enforcement</b> Purpose: to consider introducing this scheme	Yes	Cabinet <b>1 October 2020</b>  Council <b>8 October 2020</b>	David Rouane	1 Jul 2019		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Great Western Park, Didcot - public art commissioning strategy</b> Purpose: to update the strategy	Yes	Cabinet <b>1 October 2020</b>	Maggie Filipova-Rivers	15 Jul 2019		Louise Birt <a href="mailto:louise.birt@southandvale.gov.uk">louise.birt@southandvale.gov.uk</a>	Cabinet report
<b>December decisions</b>							
<b>Cornerstone, Didcot. This is likely to be an exempt decision due to the confidential nature of contract negotiations (Category 3).</b> Purpose: to consider a report on the centre and agree the next steps	Yes	Cabinet <b>3 December 2020</b>	Maggie Filipova-Rivers	28 Oct 2019		Shona Ware <a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>	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
- Councillor Pieter-Paul Barker: Partnership and insight, including Five Councils' Partnership
- Councillor Robin Bennett: Economic development and regeneration, and deputy leader (statutory deputy leader during the following months: May, July, September, November, January and March)
- Councillor Maggie Filipova-Rivers: Community services, and deputy leader (statutory deputy leader during the following months: April, June, August, October, December and February)
- Councillor Andrea Powell: Corporate services and communications
- Councillor Leigh Rawlins: Finance
- Councillor David Rouane: Housing and environment, and Didcot Garden Town
- Councillor Anne-Marie Simpson: Planning

## 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).

## 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).

## How to make representations to Cabinet

Members of the public make representations to a meeting of the Cabinet on an issue on the Cabinet agenda by submitting a written statement or question by 5pm on the day before the meeting. Please send any written representation to Steve Culliford in Democratic Services by e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).

The dates listed for each forthcoming decision are the earliest dates for items to come forward; these dates may be affected by the council's Covid-19 response.