

# Cabinet work programme

9 October 2020



Listening Learning Leading

| DECISION AND PURPOSE<br>(AND REASON FOR<br>CONFIDENTIALITY WHERE<br>APPROPRIATE)  | KEY<br>DECISION? | DECISION MAKER AND<br>EARLIEST DECISION<br>DATE  | CABINET MEMBER | DATE FIRST<br>ON WORK<br>PROGRAMME | PRINCIPAL<br>CONSULTEES<br>(including<br>Committees) | CONTACT OFFICER  | DOCUMENTS<br>TO BE USED BY<br>THE DECISION<br>MAKER       |
|---|------------------|--|----------------|------------------------------------|--|--|---|
| <b>October decisions</b>  |                  |  |                |                                    |  |  |   |
| <b>Standing item: Property decisions</b><br>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<br><b>October 2020</b><br><br>Head of development and regeneration<br><b>October 2020</b> | Robin Bennett  | 28 Jul 2014                        |  | Catrin Mathias<br><a href="mailto:catrin.mathias@southandvale.gov.uk">catrin.mathias@southandvale.gov.uk</a> | Cabinet member decision form or officer key decision form |
| <b>Standing item: Section 106 funds</b><br>Purpose: to create a budget and release funds  | Yes              | Cabinet member for economic development and regeneration<br><b>October 2020</b>  | Robin Bennett  | 15 Nov 2017                        |  | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>       | Cabinet member decision form                              |

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|---|---------------|---|------------------------------|------------------------------|---|---|--|
| <p><b>Standing item: Grounds maintenance and public conveniences</b><br/>           Purpose: take decisions relating to the provision and delivery of the new insourced service for grounds maintenance and public convenience and to determine all associated matters in relation to the existing contracts. These are likely to be exempt decisions due to the confidential nature contract negotiations with 3<sup>rd</sup> parties (Category 3)</p> | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>October 2020</b>                   | David Rouane                 | 2 Sep 2020                   |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>    | Cabinet member decision form               |
| <p><b>Re-opening the High Street Safely</b><br/>           Purpose: to approve the funding agreement</p>  | Yes           | Cabinet member for economic development and regeneration, Cabinet member for finance<br><b>October 2020</b> | Robin Bennett, Leigh Rawlins | 20 Aug 2020                  |   | Melanie Smans<br><a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a> | Cabinet member decision form               |
| <p><b>Stairlift contract</b><br/>           Purpose: to award a contract to provide stairlifts - funded by the Disabled Facilities Grant</p>  | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>October 2020</b>                   | David Rouane                 | 1 Mar 2019                   |   | Shaun Berry<br><a href="mailto:shaun.berry@southandvale.gov.uk">shaun.berry@southandvale.gov.uk</a>       | Cabinet member decision form               |
| <p><b>Chalgrove flood alleviation scheme</b><br/>           Purpose: to award a contract</p>  | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>October 2020</b>                   | David Rouane                 | 27 May 2020                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>    | Cabinet member decision form               |

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| <b>Public conveniences at Greys Road, Henley</b><br>Purpose: to award a building contract  | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>October 2020</b>  | David Rouane           | 27 May 2020                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet member decision form               |
| <b>Waste management contract</b><br>Purpose: to review the contractor's performance  | No            | Cabinet member for housing and environment, and Didcot Garden Town<br><b>October 2020</b>  | David Rouane           | 20 Aug 2020                  |   | Ian Matten<br><a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>                | Cabinet member decision form               |
| <b>November decisions</b>  |               |  |                        |                              |   |   |  |
| <b>Global settlement scheme</b><br>Purpose: to award a contract. This is likely to be a confidential decision under Category 3     | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>November 2020</b> | David Rouane           | 17 Jul 2020                  |   | Jaffa Holland<br><a href="mailto:jaffa.holland@southandvale.gov.uk">jaffa.holland@southandvale.gov.uk</a>       | Cabinet member decision form               |
| <b>Review of electric vehicle charging points</b><br>Purpose: to award a contract to provide facilities in council-owned car parks | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>November 2020</b> | David Rouane           | 18 Sep 2019                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet member decision form               |
| <b>Electoral registration printing contract</b><br>Purpose: to award the contract for printing services for electoral registration | Yes           | Cabinet member for legal and democratic<br><b>November 2020</b>                            | Sue Cooper             | 9 Oct 2020                   |   | Steven Corrigan<br><a href="mailto:steven.corrigan@southandvale.gov.uk">steven.corrigan@southandvale.gov.uk</a> | Cabinet member decision form               |
| <b>Cornerstone, Didcot</b> This is likely to be an exempt decision under Category 3  | Yes           | Cabinet<br><b>November 2020</b><br><br>Council<br><b>10 December 2020</b>                  | Maggie Filipova-Rivers | 20 Aug 2020                  |   | Melanie Smans<br><a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a>       | Cabinet report                             |

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| <b>Impact of Covid-19 on leisure facilities</b><br>Purpose: to make a recommendation to Council - This decision is likely to be confidential under Category 3 | No            | Cabinet<br><b>November 2020</b><br><br>Council<br><b>November 2020</b>                     | Maggie Filipova-Rivers  | 9 Oct 2020                   | Scrutiny Committee                          | Melanie Smans<br><a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a>       | Cabinet report                             |
| <b>December decisions</b>   |               |  |                         |                              |   |   |  |
| <b>Car parks management contract</b><br>Purpose: to review the contractor's performance   | No            | Cabinet member for housing and environment, and Didcot Garden Town<br><b>December 2020</b> | David Rouane            | 20 Aug 2020                  | Scrutiny Committee                          | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet member decision form               |
| <b>Standing item: Recommendations from other committees</b><br>Purpose: to consider and determine action on any recommendations from other committees         | Yes           | Cabinet<br><b>3 December 2020</b>  | Relevant Cabinet member | 18 Oct 2019                  |   | Steve Culliford<br><a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a> | Cabinet report                             |
| <b>Oxfordshire Plan 2050</b><br>Purpose: to approve the Regulation 18 Oxfordshire Plan 2050 for consultation  | Yes           | Cabinet<br><b>3 December 2020</b>  | Anne-Marie Simpson      | 1 Jul 2020                   | Joint Scrutiny Committee                    | Lucy Murfett<br><a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>          | Cabinet report                             |
| <b>Community infrastructure levy spending strategy</b><br>Purpose: to review the strategy   | Yes           | Cabinet<br><b>3 December 2020</b>  | Robin Bennett           | 17 Jul 2020                  | Scrutiny Committee                          | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>          | Cabinet report                             |
| <b>Civil parking enforcement</b><br>Purpose: to consider introducing this scheme  | Yes           | Cabinet<br><b>3 December 2020</b>  | David Rouane            | 1 Jul 2019                   | Scrutiny Committee                          | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet report                             |

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|--|------------------|---|----------------------------|------------------------------------|--|---|---|
| <b>SO Community Lottery<br/>Award Policy</b><br>Purpose: to approve the<br>new SO Community Lottery<br>Award Policy                              | Yes              | Cabinet<br><b>3 December 2020</b>   | Maggie Filipova-<br>Rivers | 2 Sep 2020                         |  | Cheryl Reeves<br><a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>       | Cabinet report                                      |
| <b>Great Western Park,<br/>Didcot - public art<br/>commissioning strategy</b><br>Purpose: to update the<br>strategy                              | Yes              | Cabinet<br><b>3 December 2020</b>   | Maggie Filipova-<br>Rivers | 15 Jul 2019                        |  | Louise Birt<br><a href="mailto:louise.birt@southandvale.gov.uk">louise.birt@southandvale.gov.uk</a>             | Cabinet report                                      |
| <b>Local Plan 2035</b><br>Purpose: to consider the<br>Inspector's report and make<br>recommendations to<br>Council                               | No               | Cabinet<br><b>7 December 2020</b><br><br>Council<br><b>10 December 2020</b> | Anne-Marie<br>Simpson      | 17 Jul 2020                        | Scrutiny Committee                                   | Adrian Duffield<br><a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a> | Cabinet report                                      |
| <b>2021 decisions</b>  |                  |   |                            |                                    |  |   |   |
| <b>Local Plan Statement of<br/>Community Involvement</b><br>Purpose: to update the<br>current statement  | Yes              | Cabinet member for<br>planning<br><b>January 2021</b>                       | Anne-Marie<br>Simpson      | 8 Jun 2020                         |  | Adrian Duffield<br><a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a> | Cabinet<br>member<br>decision form                  |
| <b>Flood investigation<br/>agency agreement</b><br>Purpose: to approve the<br>agency agreement and<br>charges with Oxfordshire<br>County Council | Yes              | Head of housing and<br>environment<br><b>January 2021</b>                   | David Rouane               | 2 Jan 2020                         |  | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Officer key<br>decision form                        |

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|---|------------------|---|----------------|------------------------------------|--|--|---|
| <b>Car parks fees and charges</b><br>Purpose: to consider the outcome of statutory consultation on the revised car park order | Yes              | Cabinet<br><b>4 February 2021</b>               | David Rouane   | 20 Aug 2020                        |  | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@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 the Cabinet

Members of the public may make a statement or ask a question at a Cabinet meeting on an issue on the Cabinet agenda. To do so, the public must register their intention to speak by 5pm on the day before the meeting. To register please contact Democratic Services by e-mail: [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk).

## This work programme is subject to change

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.