Cabinet work programme

1 April 2021

South Oxfordshire District Council

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
April 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 under Category 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	Cabinet member for economic development and regeneration **April 2021** Interim head of development and regeneration **April 2021**	Robin Bennett	28 Jul 2014		Catrin Mathias catrin.mathias@southandvale.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 **April 2021**	Robin Bennett	15 Nov 2017		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form

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New energy contracts for properties and sites managed by South Oxfordshire Purpose: to award the contracts. This decision is likely to be considered in exempt session under Category 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	Cabinet member for economic development and regeneration **April 2021**	Robin Bennett	19 Oct 2020		Ben Border ben.border@southandvale.gov.uk	Cabinet member decision form
Local Plan Statement of Community Involvement Purpose: to update the current statement	Yes	Cabinet member for planning **April 2021**	Anne-Marie Simpson	8 Jun 2020		Adrian Duffield adrian.duffield@southandvale.gov.uk	Cabinet member decision form
Oxfordshire's Homelessness and Rough Sleeping Strategy 2021-26 Purpose: to approve the strategy	Yes	Cabinet member for housing and environment, and Didcot Garden Town **April 2021**	David Rouane	8 Feb 2021		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
Stairlift contract 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 **April 2021**	David Rouane	1 Mar 2019		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
Car parks management contract Purpose: to review the contractor's performance	No	Cabinet member for housing and environment, and Didcot Garden Town **April 2021**	David Rouane	20 Aug 2020	Joint Scrutiny Committee	John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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Electric vehicle park and charge project Purpose: to review provision in council owned car parks	Yes	Cabinet member for housing and environment, and Didcot Garden Town **April 2021**	David Rouane	18 Sep 2019		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Grounds maintenance and public toilet cleaning services Purpose: to provide vehicles for this service	Yes	Cabinet member for housing and environment, and Didcot Garden Town **April 2021**	David Rouane	27 Jan 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Chalgrove flood alleviation scheme Purpose: to award a contract	Yes	Cabinet member for housing and environment, and Didcot Garden Town **April 2021**	David Rouane	27 May 2020		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Standing item: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet **8 April 2021**	Relevant Cabinet members	18 Oct 2019		Steve Culliford steve.culliford@southandvale.gov.uk	Cabinet report
Strategic vision for Oxfordshire Purpose: to adopt the strategic vision	Yes	Cabinet **8 April 2021**	Sue Cooper	4 Mar 2021		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report
Oxfordshire Electric Vehicle Infrastructure Strategy Purpose: to approve the strategy	Yes	Cabinet **8 April 2021**	Sue Cooper	4 Mar 2021		Andy Egan andy.egan@southandvale.gov.uk	Cabinet report

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Proposal to establish an Environment Advisory Sub-Group of the Oxfordshire Growth Board	Yes	Cabinet **8 April 2021**	Sue Cooper	4 Mar 2021		Andrew Down andrew.down@southandvale.gov.uk	Cabinet report
May decisions							
Public conveniences at Greys Road, Henley Purpose: to award a building contract	Yes	Cabinet member for housing and environment, and Didcot Garden Town **May 2021**	David Rouane	27 May 2020		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Neighbourhood plans Purpose: to recommend Council to adopt neighbourhood plans for Chinnor, Cuddesdon and Denton, Ewelme, Sydenham, Tetsworth, Wallingford and Wheatley.	Yes	Cabinet member for planning **Not before 10 May 2021**	Anne-Marie Simpson	1 Apr 2021		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Electric vehicle park and charge project Purpose: to obtain approval to enter into a contract with a charging operator	Yes	Cabinet member for housing and environment, and Didcot Garden Town **Not before 10 May 2021**	David Rouane	1 Apr 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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June decisions							
Oxfordshire Plan 2050 Purpose: to approve the Regulation 18 Oxfordshire Plan 2050 for consultation	Yes	Cabinet **10 June 2021**	Anne-Marie Simpson	1 Jul 2020	Joint Scrutiny Committee	Lucy Murfett Lucy.Murfett@southandvale.gov.uk	Cabinet report
Council support for social issues commemorative days and events Purpose: to approve a new policy	No	Cabinet **10 June 2021**	Andrea Powell	17 Feb 2021		Andy Roberts andy.roberts@southandvale.gov.uk	Cabinet report
SO Community Lottery Award Policy Purpose: to approve the new SO Community Lottery Award Policy	Yes	Cabinet **10 June 2021**	Maggie Filipova-Rivers	2 Sep 2020		Cheryl Reeves cheryl.reeves@southandvale.gov.uk	Cabinet report
Didcot Growth Accelerator Enterprise Zone Purpose: to approve the Memorandum of Understanding for the retention and distribution of business rates growth income	Yes	Cabinet **10 June 2021**	Pieter-Paul Barker	8 Feb 2021		Susan Harbour susan.harbour@southandvale.gov.uk	Cabinet report
Performance management framework Purpose: to approve the framework	No	Cabinet **10 June 2021**	Andrea Powell	15 Mar 2021		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet report

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July decisions							
Procurement strategy Purpose: to approve the strategy	Yes	Cabinet **July 2021** Council **15 July 2021**	Leigh Rawlins	19 Oct 2020		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
August decisions							
Office accommodation and inter-authority agreement Purpose: to approve the agreement	Yes	Cabinet **5 August 2021**	Robin Bennett, Andrea Powell	15 Mar 2021		Adrianna Partridge and Suzanne Malcolm adrianna.partridge@southandvale.gov.uk suzanne.malcolm@southandvale.gov.uk	Cabinet report
September decisions							
Flood investigation agency agreement Purpose: to approve the agency agreement and charges with Oxfordshire County Council	Yes	Cabinet **30 September 2021** Council **7 October 2021**	David Rouane	2 Jan 2020		John Backley john.backley@southandvale.gov.uk	Cabinet report

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Global settlement scheme Purpose: to award a contract. This is likely to be a confidential decision under Category 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	Cabinet member for housing and environment, and Didcot Garden Town **30 September 2021**	David Rouane	17 Jul 2020		Jaffa Holland jaffa.holland@southandvale.gov.uk	Cabinet member decision form

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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.

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.

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 12 noon on the working day before the meeting. To register please contact Democratic Services by e-mail: 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.