

# Cabinet work programme

20 July 2021



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>July 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 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<br><b>July 2021</b><br><br>Interim head of development and regeneration<br><b>July 2021</b> | Robin Bennett  | 28 Jul 2014                        |  | Catrin Mathias<br><a href="mailto:catrin.mathias@southoxfordshire.gov.uk">catrin.mathias@southoxfordshire.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>July 2021</b>   | Robin Bennett  | 15 Nov 2017                        |  | Jayne Bolton<br><a href="mailto:jayne.bolton@southoxfordshire.gov.uk">jayne.bolton@southoxfordshire.gov.uk</a>       | Cabinet member decision form                              |

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|--|---------------|--|----------------|------------------------------|---|---|--|
| <p><b>New energy contracts for properties and sites managed by South Oxfordshire</b></p> <p>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))</p> | Yes           | Cabinet member for economic development and regeneration<br><b>July 2021</b>           | Robin Bennett  | 19 Oct 2020                  |   | Ben Border<br><a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>          | Cabinet member decision form               |
| <p><b>Welcome Back Fund grant funding</b></p> <p>Purpose: to accept the funding and sign the agreement</p>   | Yes           | Cabinet member for economic development and regeneration<br><b>July 2021</b>           | Robin Bennett  | 26 May 2021                  |   | Melanie Smans<br><a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a> | Cabinet member decision form               |
| <p><b>Grounds maintenance and public toilet cleaning services</b></p> <p>Purpose: to provide vehicles for this service</p>   | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>July 2021</b> | David Rouane   | 27 Jan 2021                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>    | Cabinet member decision form               |
| <p><b>Stairlift contract</b></p> <p>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>July 2021</b> | David Rouane   | 1 Mar 2019                   |   | Philip Ealey<br><a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>        | Cabinet member decision form               |
| <p><b>Great Western Park, Didcot</b></p> <p>Purpose: to agree management arrangements for public open space</p>  | Yes           | Leader of the council<br><b>July 2021</b><br><br>Council<br><b>7 October 2021</b>      | Sue Cooper     | 2 Jul 2021                   |   | 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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|---|---------------|--|-------------------------|------------------------------|---|---|--|
| <b>Joint statement of community involvement</b><br>Purpose: to approve the statement for consultation   | No            | Cabinet member for planning<br><b>July 2021</b>  | Anne-Marie Simpson      | 20 Jul 2021                  |   | Lucy Murfett<br><a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@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>22 July 2021</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>22 July 2021</b>   | Anne-Marie Simpson      | 1 Jul 2020                   | Joint Scrutiny Committee members            | Lucy Murfett<br><a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>          | Cabinet report                             |
| <b>August decisions</b>   |               |  |                         |                              |   |   |  |
| <b>Electric vehicle park and charge project</b><br>Purpose: to obtain approval to enter into a contract with a charging operator                      | Yes           | Cabinet member for housing and environment, and Didcot Garden Town<br><b>August 2021</b> | David Rouane            | 1 Apr 2021                   |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet member decision form               |
| <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>August 2021</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>Women's Cycle Race 2021</b>  | No            | Cabinet<br><b>5 August 2021</b>  | Maggie Filipova-Rivers  | 26 May 2021                  |   | Melanie Smans<br><a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a>       | Cabinet report                             |

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| <b>Revenue grants scheme</b><br>Purpose: to consider future options for the scheme  | Yes           | Cabinet<br><b>5 August 2021</b>   | Maggie Filipova-Rivers | 12 Apr 2021                  |   | Cheryl Reeves<br><a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>    | Cabinet report                             |
| <b>September decisions</b>  |               |   |                        |                              |   |  |  |
| <b>Strategic property review</b><br>Purpose: to approve the necessary changes to improve the council's property management and to make any recommendations to Council to effect these changes | Yes           | Cabinet<br><b>30 September 2021</b><br>Council<br><b>7 October 2021</b> | Robin Bennett          | 20 Jul 2021                  |   | Catrin Mathias<br><a href="mailto:catrin.mathias@southandvale.gov.uk">catrin.mathias@southandvale.gov.uk</a> | Cabinet report                             |
| <b>Flood investigation agency agreement</b><br>Purpose: to approve the agency agreement and charges with Oxfordshire County Council   | Yes           | Cabinet<br><b>30 September 2021</b><br>Council<br><b>7 October 2021</b> | David Rouane           | 2 Jan 2020                   |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>       | Cabinet report                             |
| <b>Community infrastructure levy</b><br>Purpose: to approve the charging schedule for consultation  | Yes           | Cabinet<br><b>30 September 2021</b>                                     | Anne-Marie Simpson     | 20 Jul 2021                  |   | Lucy Murfett<br><a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>       | Cabinet report                             |
| <b>Developer contributions supplementary planning document</b><br>Purpose: to approve the document for consultation   | Yes           | Cabinet<br><b>30 September 2021</b>                                     | Anne-Marie Simpson     | 20 Jul 2021                  |   | Lucy Murfett<br><a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>       | Cabinet report                             |

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| <b>SO Community Lottery Award Policy</b><br>Purpose: to approve the new SO Community Lottery Award Policy   | Yes           | Cabinet<br><b>30 September 2021</b>   | Maggie Filipova-Rivers          | 2 Sep 2020                   |   | Cheryl Reeves<br><a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>   | Cabinet report                             |
| <b>Procurement strategy</b><br>Purpose: to approve the strategy   | Yes           | Cabinet<br><b>30 September 2021</b>   | Leigh Rawlins                   | 19 Oct 2020                  |   | Simon Hewings<br><a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>   | Cabinet report                             |
| <b>Office accommodation concept design</b><br>Purpose: to approve the concept design  | Yes           | Cabinet<br><b>30 September 2021</b>   | Robin Bennett,<br>Andrea Powell | 20 Jul 2021                  |   | Adrianna Partridge and<br>Suzanne Malcolm<br><a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a><br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a> | Cabinet report                             |
| <b>Office accommodation inter-authority agreement</b><br>Purpose: to approve the agreement  | Yes           | Cabinet<br><b>30 September 2021</b><br><br>Council<br><b>7 October 2021</b> | Andrea Powell,<br>Robin Bennett | 15 Mar 2021                  |   | Adrianna Partridge and<br>Suzanne Malcolm<br><a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a><br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a> | Cabinet report                             |
| <b>December decisions</b>   |               |   |                                 |                              |   |   |  |
| <b>Joint statement of community involvement</b><br>Purpose: to approve a joint statement of community involvement with Vale of White Horse District Council | Yes           | Cabinet<br><b>2 December 2021</b>   | Anne-Marie Simpson              | 24 May 2021                  | Joint Scrutiny Committee                    | Emma Baker<br><a href="mailto:emma.baker@southandvale.gov.uk">emma.baker@southandvale.gov.uk</a>  | Cabinet report                             |

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|--|------------------|--|----------------|------------------------------------|--|--|---|
| <b>Statement of gambling principles</b>  | No               | Cabinet<br><b>2 December 2021</b><br><br>Council<br><b>9 December 2021</b> | David Rouane   | 5 May 2021                         |  | Diane Foster<br><a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southandvale.gov.uk</a> | Cabinet report                                      |

# 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.

## 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, climate change and nature recovery
- Councillor Pieter-Paul Barker: Partnership and insight, including Five Councils' Partnership, and legal and democratic
- 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 wellbeing, and deputy leader (statutory deputy leader during the following months: April, June, August, October, December and February)
- Councillor Andrea Powell: Corporate services, policy and programmes
- 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 12 noon on the working 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.