

Cabinet work programme

12 August 2021



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 |
|--|------------------|--|----------------|------------------------------------|--|--|---|
| August 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 August 2021 Interim head of development and regeneration August 2021 | Robin Bennett | 28 Jul 2014 | | Catrin Mathias catrin.mathias@southoxfordshire.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 August 2021 | Robin Bennett | 15 Nov 2017 | | Jayne Bolton jayne.bolton@southoxfordshire.gov.uk | Cabinet member decision form |

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| <p>New energy contracts for properties and sites managed by South Oxfordshire</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 August 2021 | Robin Bennett | 19 Oct 2020 | | Ben Border ben.border@southandvale.gov.uk | Cabinet member decision form |
| <p>Welcome Back Fund grant funding</p> <p>Purpose: to accept the funding and sign the agreement</p> | Yes | Cabinet member for economic development and regeneration August 2021 | Robin Bennett | 26 May 2021 | | Melanie Smans melanie.smans@southandvale.gov.uk | Cabinet member decision form |
| <p>Great Western Park, Didcot</p> <p>Purpose: to agree management arrangements for public open space</p> | Yes | Leader of the council August 2021 Council 7 October 2021 | Sue Cooper | 2 Jul 2021 | | Jayne Bolton jayne.bolton@southandvale.gov.uk | Cabinet member decision form |
| <p>Joint statement of community involvement</p> <p>Purpose: to approve the statement for consultation</p> | No | Cabinet member for planning August 2021 | Anne-Marie Simpson | 20 Jul 2021 | | Lucy Murfett Lucy.Murfett@southandvale.gov.uk | Cabinet member decision form |
| <p>Electric vehicle park and charge project</p> <p>Purpose: to obtain approval to enter into a contract with a charging operator</p> | Yes | Cabinet member for housing and environment, and Didcot Garden Town August 2021 | David Rouane | 1 Apr 2021 | | John Backley john.backley@southandvale.gov.uk | Cabinet member decision form |

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| 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 August 2021 | David Rouane | 27 Jan 2021 | | John Backley john.backley@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 August 2021 | David Rouane | 1 Mar 2019 | | Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet member decision form |
| UK Resettlement Scheme Purpose: to award a contract | Yes | Cabinet member for housing and environment, and Didcot Garden Town Not before 23 August 2021 | David Rouane | 26 Jul 2021 | | Jaffa Holland jaffa.holland@southandvale.gov.uk | Cabinet member decision form |
| September decisions | | | | | | | |
| Civil parking enforcement Purpose: to appoint an outside body representative to PATROL, the civil parking regulator | No | Leader of the council September 2021 | Sue Cooper | 26 Jul 2021 | | John Backley john.backley@southandvale.gov.uk | Cabinet member decision form |
| Insurance services Purpose: to award a contract for the provision of insurance services | Yes | Cabinet member for finance Not before 3 September 2021 | Leigh Rawlins | 6 Aug 2021 | | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet member decision form |
| Revenue grants scheme policy Purpose: to revise the policy | Yes | Cabinet member for community wellbeing Not before 9 September 2021 | Maggie Filipova- Rivers | 12 Aug 2021 | | Suzi Wild suzi.wild@southandvale.gov.uk | Cabinet member decision form |

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| Standing item: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees | Yes | Cabinet 30 September 2021 | Relevant Cabinet member | 18 Oct 2019 | | Steve Culliford steve.culliford@southandvale.gov.uk | Cabinet report |
| Strategic property review Purpose: to note the strategic property review and approve the disposals policy | Yes | Cabinet 30 September 2021 | Robin Bennett | 20 Jul 2021 | | Catrin Mathias catrin.mathias@southandvale.gov.uk | Cabinet report |
| SO Community Lottery Award Policy Purpose: to approve the new SO Community Lottery Award Policy | Yes | Cabinet 30 September 2021 | Maggie Filipova-Rivers | 2 Sep 2020 | | Cheryl Reeves cheryl.reeves@southandvale.gov.uk | Cabinet report |
| Berinsfield Garden Village Purpose: to approve the community investment scheme | Yes | Cabinet 30 September 2021 Council 7 October 2021 | Robin Bennett | 4 Aug 2021 | | Marybeth Harasz marybeth.harasz@southandvale.gov.uk | Cabinet report |
| Crowmarsh Neighbourhood Plan Purpose: to recommend Council to make the neighbourhood plan part of this council's development plan | No | Cabinet 30 September 2021 Council 7 October 2021 | Anne-Marie Simpson | 12 Aug 2021 | | Robyn Tobutt robyn.tobutt@southandvale.gov.uk | Cabinet report |
| Procurement strategy Purpose: to approve the strategy | Yes | Cabinet 30 September 2021 | Leigh Rawlins | 19 Oct 2020 | | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |

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| Office accommodation concept design Purpose: to approve the concept design | Yes | Cabinet 30 September 2021 | Robin Bennett, Andrea Powell | 20 Jul 2021 | | Adrianna Partridge adrianna.partridge@southandvale.gov.uk | Cabinet report |
| Office accommodation inter-authority agreement Purpose: to approve the agreement | Yes | Cabinet 30 September 2021 Council 7 October 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 |
| Affordable housing project - Henley and District Housing Trust Purpose: to consider an application for funding | Yes | Cabinet 30 September 2021 | David Rouane | 12 Aug 2021 | | Steve May steve.may@southandvale.gov.uk | Cabinet report |
| November decisions | | | | | | | |
| IT Strategy Purpose: to approve the IT strategy | Yes | Cabinet 4 November 2021 | Andrea Powell | 26 Jul 2021 | | James Carpenter james.carpenter@southandvale.gov.uk | Cabinet report |
| December decisions | | | | | | | |
| Joint statement of community involvement Purpose: to approve a joint statement of community involvement with Vale of White Horse District Council | Yes | Cabinet 2 December 2021 | Anne-Marie Simpson | 24 May 2021 | Joint Scrutiny Committee | Emma Baker emma.baker@southandvale.gov.uk | Cabinet report |

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| Community infrastructure levy Purpose: to approve the charging schedule for consultation | Yes | Cabinet 2 December 2021 | Anne-Marie Simpson | 20 Jul 2021 | | Lucy Murfett Lucy.Murfett@southand vale.gov.uk | Cabinet report |
| Developer contributions supplementary planning document Purpose: to approve the document for consultation | Yes | Cabinet 2 December 2021 | Anne-Marie Simpson | 20 Jul 2021 | | Lucy Murfett Lucy.Murfett@southand vale.gov.uk | Cabinet report |
| Statement of gambling principles | No | Cabinet 2 December 2021 Council 9 December 2021 | David Rouane | 5 May 2021 | | Diane Foster diane.foster@southand vale.gov.uk | Cabinet report |
| Customer services' provision Purpose: to review and approve the customer services transformation programme | Yes | Cabinet 2 December 2021 | Andrea Powell | 26 Jul 2021 | | James Carpenter james.carpenter@south andvale.gov.uk | Cabinet report |
| April 2022 decisions | | | | | | | |
| Flood investigation agency agreement Purpose: to approve the agency agreement and charges with Oxfordshire County Council | Yes | Cabinet 7 April 2022 Council 12 May 2022 | David Rouane | 2 Jan 2020 | | John Backley john.backley@southand vale.gov.uk | 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.

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.