

Cabinet work programme

22 September 2021



Listening Learning Leading

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.

Cabinet work programme

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
SEPTEMBER 2021 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 September 2021 Interim head of development and regeneration September 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 September 2021	Robin Bennett	15 Nov 2017		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form

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Civil Parking Enforcement	Yes	Leader of the council 1 September 2021	Sue Cooper	26 Jul 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
Revenue grants scheme policy Purpose: to revise the policy	Yes	Cabinet member for community wellbeing September 2021	Maggie Filipova-Rivers	12 Aug 2021		Suzi Wild suzi.wild@southandvale.gov.uk	Cabinet member decision form
Berinsfield Garden Village Purpose: to accept the award of government funding	No	Cabinet member for economic development and regeneration 14 October 2021	Robin Bennett	22 Sep 2021		Mark Yates mark.yates@southandvale.gov.uk	Cabinet member decision form
Didcot Garden Town Purpose: to accept the award of government funding	No	Cabinet member for housing and environment, and Didcot Garden Town September 2021	David Rouane	22 Sep 2021		Nicky Wyer nicola.wyer@southoxon.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 September 2021	David Rouane	1 Apr 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Sunday car parking Purpose: to approve an amendment to allow enforcement	Yes	Cabinet member for housing and environment, and Didcot Garden Town September 2021	David Rouane	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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Car parks management contract variation This is likely to be an exempt decision under Category 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information) Purpose: to approve a contract variation	Yes	Cabinet member for housing and environment, and Didcot Garden Town September 2021	David Rouane	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
On-street parking in Wallingford Purpose: to cancel the agency agreement with Oxfordshire County Council	Yes	Cabinet member for housing and environment, and Didcot Garden Town September 2021	David Rouane	17 Aug 2021		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 September 2021	David Rouane	27 Jan 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Crowmarsh Neighbourhood Plan Purpose: to recommend Council to make the neighbourhood plan part of this council's development plan	No	Cabinet member for planning September 2021 Council 7 October 2021	Anne-Marie Simpson	12 Aug 2021		Robyn Tobutt robyn.tobutt@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	Joint Scrutiny Committee	Catrin Mathias catrin.mathias@southandvale.gov.uk	Cabinet report
Tree planting policy Purpose: to adopt the policy	No	Cabinet 30 September 2021	Sue Cooper	22 Sep 2021		Michelle Wells michelle.wells@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
Capital programme Purpose: to consider a revision to the capital programme and to recommend Council to approve any changes	No	Cabinet 30 September 2021 Council 7 October 2021	Leigh Rawlins	17 Aug 2021		Simon Hewings simon.hewings@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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Performance management Quarter 1 2021/22	Yes	Cabinet 30 September 2021	Andrea Powell	17 Aug 2021		Harry Barrington-Mountford harry.barrington-mountford@southandvale.gov.uk	Cabinet report
Office accommodation inter-authority agreement Purpose: to approve the inter-authority agreement for the new office accommodation.	Yes	Cabinet 30 September 2021 Council 7 October 2021	Andrea Powell, Robin Bennett	15 Mar 2021	Scrutiny Committee	Simon Hewings and Suzanne Malcolm simon.hewings@southandvale.gov.uk suzanne.malcolm@southandvale.gov.uk	Cabinet report
Office accommodation concept design Purpose: to approve the concept design, to authorise a variation to the design contract, and to recommend Council to approve a variation to the budget if appropriate	Yes	Cabinet 30 September 2021	Robin Bennett, Andrea Powell	20 Jul 2021	Scrutiny Committee	Adrianna Partridge adrianna.partridge@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	Robin Bennett	12 Aug 2021		Steve May stephen.may@southandvale.gov.uk	Cabinet report
Development at 116-120 Broadway, Didcot - phase one budget setting Purpose: to approve the development budget	Yes	Cabinet 30 September 2021 Council 7 October 2021	Robin Bennett	22 Sep 2021		Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Cabinet report

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OCTOBER DECISIONS

<p>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))</p>	Yes	Cabinet member for economic development and regeneration October 2021	Robin Bennett	19 Oct 2020		Angela Baker angela.baker@southandvale.gov.uk	Cabinet member decision form
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NOVEMBER DECISIONS

<p>Stairlift contract 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 November 2021	David Rouane	1 Mar 2019		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
<p>IT Strategy Purpose: to approve the IT strategy</p>	Yes	Cabinet 4 November 2021	Andrea Powell	26 Jul 2021		James Carpenter james.carpenter@southandvale.gov.uk	Cabinet report

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DECEMBER DECISIONS							
Statement of gambling principles	No	Cabinet 2 December 2021 Council 9 December 2021	David Rouane	5 May 2021		Diane Foster diane.foster@southandvale.gov.uk	Cabinet report
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
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@southandvale.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@southandvale.gov.uk	Cabinet report
SO Community Lottery Award Policy Purpose: to approve the new SO Community Lottery Award Policy	Yes	Cabinet 2 December 2021	Maggie Filipova-Rivers	2 Sep 2020		Cheryl Reeves cheryl.reeves@southandvale.gov.uk	Cabinet report
Car park fees and charges Purpose: to review the fees and charges	Yes	Cabinet 2 December 2021	David Rouane	22 Sep 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report

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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@southandvale.gov.uk	Cabinet report
Future waste services Purpose: to consider and determine future provision of the council's waste collection and street cleansing service	Yes	Cabinet 2 December 2021	David Rouane	27 Aug 2021		William Maxwell william.maxwell@southandvale.gov.uk	Cabinet report
FEBRUARY 2022 DECISIONS							
Joint Local Plan sustainability appraisal Purpose: to approve for consultation the sustainability appraisal screening and scoping reports	No	Cabinet member for planning February 2022	Anne-Marie Simpson	22 Sep 2021		Tom Rice tom.rice@southandvale.gov.uk	Cabinet member decision form
Car park order and policy Purpose: to approve changes to the car park order and car parking policy	Yes	Cabinet 3 February 2022	David Rouane	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report

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APRIL 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
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