

# Cabinet work programme

29 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](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.

# Cabinet work programme

| DECISION AND PURPOSE<br>(AND REASON FOR<br>CONFIDENTIALITY<br>WHERE APPROPRIATE)   | KEY<br>DECISION<br>? | DECISION MAKER<br>AND EARLIEST<br>DECISION DATE  | CABINET<br>MEMBER | DATE FIRST<br>ON WORK<br>PROGRAM<br>ME | PRINCIPAL<br>CONSULTEES<br>(including<br>Committees) | CONTACT OFFICER                                      | DOCUMENTS<br>TO BE USED<br>BY THE<br>DECISION<br>MAKER                      |
|--|----------------------|--|-------------------|--|--|--|---|
| <b>SEPTEMBER 2021 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><br>Interim head of development and regeneration<br>September 2021<br><br>September 2021 | Robin Bennett     | 28 Jul 2014                            |  | Catrin Mathias<br>catrin.mathias@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Civil Parking Enforcement</b>   | Yes                  | Leader of the council<br>1 September 2021  | Sue Cooper        | 22 Sep 2021                            |  | John Backley<br>john.backley@southandvale.gov.uk     | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Berinsfield Garden Village</b><br>Purpose: to accept the award of government funding  | No                   | Cabinet member for economic development and regeneration<br>14 October 2021  | Robin Bennett     | 22 Sep 2021                            |  | Mark Yates<br>mark.yates@southandvale.gov.uk         | Cabinet member decision form or officer key decision form<br>Cabinet report |

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| <b>Didcot Garden Town</b><br>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<br>nicola.wyer@southoxon.gov.uk       | Cabinet member decision form or officer key decision form Cabinet report |
| <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 September 2021 | David Rouane | 1 Apr 2021  |  | John Backley<br>john.backley@southandvale.gov.uk | Cabinet member decision form or officer key decision form Cabinet report |
| <b>Sunday car parking</b><br>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<br>john.backley@southandvale.gov.uk | Cabinet member decision form or officer key decision form Cabinet report |
| <b>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)</b><br>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<br>john.backley@southandvale.gov.uk | Cabinet member decision form or officer key decision form Cabinet report |

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| <b>On-street parking in Wallingford</b><br>Purpose: to cancel the agency agreement with Oxfordshire County Council                                    | Yes | Cabinet member for housing and environment, and Didcot Garden Town<br>September 2021 | David Rouane  | 17 Aug 2021 |                          | John Backley<br>john.backley@southandvale.gov.uk       | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Grounds maintenance and public toilet cleaning services</b><br>Purpose: to provide vehicles for this service                                       | Yes | Cabinet member for housing and environment, and Didcot Garden Town<br>September 2021 | David Rouane  | 27 Jan 2021 |                          | John Backley<br>john.backley@southandvale.gov.uk       | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Standing item: Recommendations from other committees</b><br>Purpose: to consider and determine action on any recommendations from other committees | Yes | Cabinet<br>30 September 2021   |               | 18 Oct 2019 |                          | Steve Culliford<br>steve.culliford@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Strategic property review</b><br>Purpose: to note the strategic property review and approve the disposals policy                                   | Yes | Cabinet<br>30 September 2021   | Robin Bennett | 20 Jul 2021 | Joint Scrutiny Committee | Catrin Mathias<br>catrin.mathias@southandvale.gov.uk   | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Tree planting policy</b><br>Purpose: to adopt the policy   | Yes | Cabinet<br>30 September 2021   | Sue Cooper    | 22 Sep 2021 |                          | Michelle Wells<br>michelle.wells@southandvale.gov.uk   | Cabinet member decision form or officer key decision form<br>Cabinet report |

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| <b>Berinsfield Garden Village</b><br>Purpose: to approve the community investment scheme   | Yes | Cabinet<br>Council<br>30 September 2021<br>7 October 2021 | Robin Bennett                   | 4 Aug 2021  |                    | Marybeth Harasz<br>marybeth.harasz@southandvale.gov.uk   | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Capital programme</b><br>Purpose: to consider a revision to the capital programme and to recommend Council to approve any changes         | No  | Cabinet<br>Council<br>30 September 2021<br>7 October 2021 | Leigh Rawlins                   | 17 Aug 2021 |                    | Simon Hewings<br>simon.hewings@southandvale.gov.uk   | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Procurement strategy</b><br>Purpose: to approve the strategy  | Yes | Cabinet<br>30 September 2021                              | Leigh Rawlins                   | 19 Oct 2020 |                    | Simon Hewings<br>simon.hewings@southandvale.gov.uk   | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Performance management Quarter 1 2021/22</b>  | Yes | Cabinet<br>30 September 2021                              | Andrea Powell                   | 17 Aug 2021 |                    | Harry Barrington-Mountford<br>harry.barrington-mountford@southandvale.gov.uk                                   | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Office accommodation inter-authority agreement</b><br>Purpose: to approve the inter-authority agreement for the new office accommodation. | Yes | Cabinet<br>Council<br>30 September 2021<br>7 October 2021 | Andrea Powell,<br>Robin Bennett | 15 Mar 2021 | Scrutiny Committee | Simon Hewings,<br>Suzanne Malcolm<br>simon.hewings@southandvale.gov.uk,<br>suzanne.malcolm@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |

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| <b>Office accommodation concept design</b><br>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<br>30 September 2021                                      | Robin Bennett,<br>Andrea Powell | 20 Jul 2021 | Scrutiny Committee | Adrianna Partridge<br>adrianna.partridge@southandvale.gov.uk     | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Affordable housing project - Henley and District Housing Trust</b><br>Purpose: to consider an application for funding  | Yes | Cabinet<br>30 September 2021                                      | Robin Bennett                   | 12 Aug 2021 |                    | Steve May<br>stephen.may@southandvale.gov.uk                     | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Development at 116-120 Broadway, Didcot - phase one budget setting</b><br>Purpose: to approve the development budget   | Yes | Cabinet<br><br>Council<br>30 September 2021<br><br>7 October 2021 | Robin Bennett                   | 22 Sep 2021 |                    | Charlotte Cottingham<br>charlotte.cottingham@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |

## OCTOBER DECISIONS

| DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE) | KEY DECISION ? | DECISION MAKER AND EARLIEST DECISION DATE | CABINET MEMBER | DATE FIRST ON WORK PROGRAM ME | PRINCIPAL CONSULTEES (including Committees) | CONTACT OFFICER | DOCUMENTS TO BE USED BY THE DECISION MAKER |
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| <p><b>New energy contracts for properties and sites managed by South Oxfordshire</b><br/>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>October 2021 | Robin Bennett | 19 Oct 2020 |  | Angela Baker<br>angela.baker@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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| <p><b>Design guide</b><br/>Purpose: to approve the draft joint design guide for consultation</p> | No | Cabinet member for planning<br>October 2021 | Anne-Marie Simpson |  |  | Dominic Lamb<br>dominic.lamb@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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**NOVEMBER DECISIONS**

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| <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>November 2021 | David Rouane | 1 Mar 2019 |  | Philip Ealey<br>phil.ealey@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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| <p><b>IT Strategy</b><br/>Purpose: to approve the IT strategy</p> | Yes | Cabinet<br>4 November 2021 | Andrea Powell | 26 Jul 2021 |  | James Carpenter<br>james.carpenter@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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| <b>IT solution - property management</b><br>Purpose: to approve the system procurement  | Yes | Cabinet<br>4 November 2021                               | Andrea Powell      |             |                          | James Carpenter<br>james.carpenter@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>IT solution - housing and homelessness</b><br>Purpose: to approve the system procurement   | Yes | Cabinet<br>4 November 2021                               | Andrea Powell      |             |                          | James Carpenter<br>james.carpenter@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>DECEMBER DECISIONS</b>   |     |  |                    |             |                          |  |   |
| <b>Statement of gambling principles</b>   | No  | Cabinet<br>Council<br>2 December 2021<br>9 December 2021 | David Rouane       | 5 May 2021  |                          | Diane Foster<br>diane.foster@southandvale.gov.uk       | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <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>2 December 2021                               | Anne-Marie Simpson | 24 May 2021 | Joint Scrutiny Committee | Emma Baker<br>emma.baker@southandvale.gov.uk           | Cabinet member decision form or officer key decision form<br>Cabinet report |

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| <b>Community infrastructure levy</b><br>Purpose: to approve the charging schedule for consultation                   | Yes | Cabinet<br>2 December 2021 | Anne-Marie Simpson     | 20 Jul 2021 |  | Lucy Murfett<br>Lucy.Murfett@southandvale.gov.uk       | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Developer contributions supplementary planning document</b><br>Purpose: to approve the document for consultation  | Yes | Cabinet<br>2 December 2021 | Anne-Marie Simpson     | 20 Jul 2021 |  | Lucy Murfett<br>Lucy.Murfett@southandvale.gov.uk       | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Customer services' provision</b><br>Purpose: to review and approve the customer services transformation programme | Yes | Cabinet<br>2 December 2021 | Andrea Powell          | 26 Jul 2021 |  | James Carpenter<br>james.carpenter@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>SO Community Lottery Award Policy</b><br>Purpose: to approve the new SO Community Lottery Award Policy            | Yes | Cabinet<br>2 December 2021 | Maggie Filipova-Rivers | 2 Sep 2020  |  | Cheryl Reeves<br>cheryl.reeves@southandvale.gov.uk     | Cabinet member decision form or officer key decision form<br>Cabinet report |
| <b>Car park fees and charges</b><br>Purpose: to review the fees and charges  | Yes | Cabinet<br>2 December 2021 | David Rouane           | 22 Sep 2021 |  | John Backley<br>john.backley@southandvale.gov.uk       | Cabinet member decision form or officer key decision form<br>Cabinet report |

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| <b>Future waste services</b><br>Purpose: to consider and determine future provision of the council's waste collection and street cleansing service | Yes | Cabinet<br>2 December 2021 | David Rouane | 27 Aug 2021 |  | William Maxwell<br>william.maxwell@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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### FEBRUARY 2022 DECISIONS

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| <b>Joint Local Plan sustainability appraisal</b><br>Purpose: to approve for consultation the sustainability appraisal screening and scoping reports | No | Cabinet member for planning<br>February 2022 | Anne-Marie Simpson | 22 Sep 2021 |  | Tom Rice<br>tom.rice@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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| <b>Car park order and policy</b><br>Purpose: to approve changes to the car park order and car parking policy | Yes | Cabinet<br>3 February 2022 | David Rouane | 17 Aug 2021 |  | John Backley<br>john.backley@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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| <b>Design guide</b><br>Purpose: to approve the joint design guide | Yes | Cabinet<br>3 February 2022 | Anne-Marie Simpson |  |  | Dominic Lamb<br>dominic.lamb@southandvale.gov.uk | Cabinet member decision form or officer key decision form<br>Cabinet report |
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### APRIL DECISIONS

| DECISION AND PURPOSE<br>(AND REASON FOR<br>CONFIDENTIALITY<br>WHERE APPROPRIATE) | KEY<br>DECISION<br>? | DECISION MAKER<br>AND EARLIEST<br>DECISION DATE | CABINET<br>MEMBER | DATE FIRST<br>ON WORK<br>PROGRAM<br>ME | PRINCIPAL<br>CONSULTEES<br>(including<br>Committees) | CONTACT OFFICER | DOCUMENTS<br>TO BE USED<br>BY THE<br>DECISION<br>MAKER |
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| <b>Flood investigation<br/>agency agreement</b><br>Purpose: to approve the agency<br>agreement and charges with<br>Oxfordshire County Council | Yes       | Cabinet<br>Council<br>7 April 2022<br><br>12 May 2022 | David Rouane      | 2 Jan 2020      |  | John Backley<br>john.backley@southand<br>vale.gov.uk | Cabinet<br>member<br>decision form<br>or officer key<br>decision form<br>Cabinet report |
| <b>FIELD_TITLE</b><br>FIELD_SUMMARY   | FIELD_KEY | FIELD_DMTITLE<br>FIELD_DUE_DATE                       | FIELD_LEAD_MEMBER | FIELD_FIRST_PUB | FIELD_CONSULT<br>EES<br>FIELD_CONSULT<br>ATION | FIELD_OFFICER_NAME<br>FIELD_OFFICER_EMAIL            | Cabinet<br>member<br>decision form<br>or officer key<br>decision form<br>Cabinet report |
| <b>FIELD_TITLE</b>  |           |   |                   |                 |  |  |   |