

# Cabinet work programme

15 October 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 David Rouane](#): Leader
- [Councillor Pieter-Paul Barker](#): Partnership, 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 Sue Cooper](#): Environment, climate change and nature recovery
- [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 and property assets
- [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 (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
<b>OCTOBER 2021 DECISIONS</b>							
<p><b>Standing item: Property decisions</b>            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))</p>	Yes	Cabinet member for economic development and regeneration October 2021  Interim head of development and regeneration October 2021	Robin Bennett	28 Jul 2014		Catrin Mathias <a href="mailto:catrin.mathias@southandvale.gov.uk">catrin.mathias@southandvale.gov.uk</a>	Cabinet member decision form or officer key decision form
<b>Civil Parking Enforcement</b>	Yes	Leader of the council 1 October 2021	David Rouane	22 Sep 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.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> 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 <a href="mailto:angela.baker@southandvale.gov.uk">angela.baker@southandvale.gov.uk</a>	Cabinet member decision form
<p><b>Didcot Garden Town</b> Purpose: to accept the award of government funding</p>	No	Cabinet member for environment, climate change and nature recovery October 2021	Sue Cooper	22 Sep 2021		Nicky Wyer <a href="mailto:nicola.wyer@southoxon.gov.uk">nicola.wyer@southoxon.gov.uk</a>	Cabinet member decision form
<p><b>Sunday car parking</b> Purpose: to approve an amendment to allow enforcement</p>	Yes	Cabinet member for environment, climate change and nature recovery October 2021	Sue Cooper	17 Aug 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Car parks management contract variation</b> 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 environment, climate change and nature recovery October 2021	Sue Cooper	17 Aug 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>On-street parking in Wallingford</b> Purpose: to cancel the agency agreement with Oxfordshire County Council	Yes	Cabinet member for environment, climate change and nature recovery October 2021	Sue Cooper	17 Aug 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Grounds maintenance and public toilet cleaning services</b> Purpose: to provide vehicles for this service	Yes	Cabinet member for environment, climate change and nature recovery, Cabinet member for finance and property assets October 2021	Sue Cooper, Leigh Rawlins	27 Jan 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Household support grant</b> Purpose: to receive the government grant and open the grants' scheme	No	Cabinet member for finance and property assets October 2021	Leigh Rawlins	15 Oct 2021		Louise Birt <a href="mailto:louise.birt@southandvale.gov.uk">louise.birt@southandvale.gov.uk</a>	Cabinet member decision form
<b>Development at 116-120 Broadway, Didcot</b> Purpose: to agree to go out to tender for the new development	Yes	Interim head of development and regeneration October 2021	Robin Bennett	22 Sep 2021		Charlotte Cottingham <a href="mailto:charlotte.cottingham@southandvale.gov.uk">charlotte.cottingham@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Berinsfield Garden Village</b> Purpose: to accept the award of government funding	No	Cabinet member for economic development and regeneration October 2021	Robin Bennett	22 Sep 2021		Mark Yates <a href="mailto:mark.yates@southandvale.gov.uk">mark.yates@southandvale.gov.uk</a>	Cabinet member decision form
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### NOVEMBER DECISIONS

<b>Additional restrictions grant - winter 2021</b> Purpose: to open the grants' scheme	Yes	Cabinet member for finance and property assets 13 November 2021	Leigh Rawlins			Melanie Smans <a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a>	Cabinet member decision form
<b>Stairlift contract</b> Purpose: to award a contract to provide stairlifts - funded by the Disabled Facilities Grant	Yes	Cabinet member for community wellbeing November 2021	Maggie Filipova-Rivers	1 Mar 2019		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form
<b>Standing item: Recommendations from other committees</b> Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 4 November 2021	Relevant Cabinet member	18 Oct 2019		Steve Culliford <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>	Cabinet report
<b>IT Strategy</b> Purpose: to approve the IT strategy	Yes	Cabinet 4 November 2021	Andrea Powell	26 Jul 2021		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a>	Cabinet report
<b>IT solution - property management</b> Purpose: to approve the system procurement	Yes	Cabinet 4 November 2021	Andrea Powell	29 Sep 2021		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a>	Cabinet report

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DECEMBER DECISIONS							
<b>Statement of gambling principles</b>	No	Cabinet 2 December 2021  Council 9 December 2021	Maggie Filipova-Rivers	5 May 2021		Diane Foster <a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southandvale.gov.uk</a>	Cabinet report
<b>Joint statement of community involvement</b> 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 <a href="mailto:emma.baker@southandvale.gov.uk">emma.baker@southandvale.gov.uk</a>	Cabinet report
<b>Community infrastructure levy</b> Purpose: to approve the charging schedule for consultation	Yes	Cabinet 2 December 2021	Anne-Marie Simpson	20 Jul 2021		Lucy Murfett <a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>	Cabinet report
<b>Developer contributions supplementary planning document</b> Purpose: to approve the document for consultation	Yes	Cabinet 2 December 2021	Anne-Marie Simpson	20 Jul 2021		Lucy Murfett <a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>	Cabinet report
<b>Customer services' provision</b> Purpose: to review and approve the customer services transformation programme	Yes	Cabinet 2 December 2021	Andrea Powell	26 Jul 2021		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a>	Cabinet report

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<b>SO Community Lottery Award Policy</b> Purpose: to approve the new SO Community Lottery Award Policy	Yes	Cabinet 2 December 2021	Maggie Filipova-Rivers	2 Sep 2020		Cheryl Reeves <a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>	Cabinet report
<b>Car park fees and charges</b> Purpose: to review the fees and charges	Yes	Cabinet 2 December 2021	Sue Cooper	22 Sep 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Future waste services</b> Purpose: to consider and determine future provision of the council's waste collection and street cleansing service	Yes	Cabinet 2 December 2021	Sue Cooper	27 Aug 2021		William Maxwell <a href="mailto:william.maxwell@southandvale.gov.uk">william.maxwell@southandvale.gov.uk</a>	Cabinet report
<b>IT solution - housing and homelessness</b> Purpose: to approve the system procurement	Yes	Cabinet 2 December 2021	Andrea Powell	29 Sep 2021		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a>	Cabinet report
<b>War and war widow(er)'s pension disregard top up in housing benefit</b> Purpose: to re-affirm the policy	Yes	Cabinet 2 December 2021	Leigh Rawlins	15 Oct 2021		Trevor Gaffney <a href="mailto:trevor.gaffney@southandvale.gov.uk">trevor.gaffney@southandvale.gov.uk</a>	Cabinet report
<b>Council tax base 2022/23</b> Purpose: to consider the report and make recommendations to Council	No	Cabinet 2 December 2021  Council 9 December 2021	Leigh Rawlins	15 Oct 2021		Trevor Gaffney <a href="mailto:trevor.gaffney@southandvale.gov.uk">trevor.gaffney@southandvale.gov.uk</a>	Cabinet report



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<b>Treasury management mid-year monitoring report 2021/22</b> Purpose: to consider the report and make recommendations to Council	No	Cabinet 2 December 2021  Council 9 December 2021	Leigh Rawlins	15 Oct 2021		Richard Spraggett <a href="mailto:richard.spraggett@southandvale.gov.uk">richard.spraggett@southandvale.gov.uk</a>	Cabinet report
<b>Budget monitoring 2021/22</b> Purpose: to monitor the budget	No	Cabinet 2 December 2021	Leigh Rawlins	15 Oct 2021		Richard Spraggett <a href="mailto:richard.spraggett@southandvale.gov.uk">richard.spraggett@southandvale.gov.uk</a>	Cabinet report

### FEBRUARY 2022 DECISIONS

<b>Joint Local Plan sustainability appraisal</b> 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 <a href="mailto:tom.rice@southandvale.gov.uk">tom.rice@southandvale.gov.uk</a>	Cabinet report
<b>Capital strategy 2022/23 - 2031/32</b> Purpose: to consider the report and make recommendations to Council	No	Cabinet 3 February 2022  Council 17 February 2022	Leigh Rawlins	15 Oct 2021		Richard Spraggett <a href="mailto:richard.spraggett@southandvale.gov.uk">richard.spraggett@southandvale.gov.uk</a>	Cabinet report

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<b>Revenue budget 2022/23 and capital programme 2022/23 - 2026/27</b> Purpose: to recommend the budget to Council	No	Cabinet 3 February 2022  Council 17 February 2022	Leigh Rawlins	15 Oct 2021		Richard Spraggett <a href="mailto:richard.spraggett@southandvale.gov.uk">richard.spraggett@southandvale.gov.uk</a>	Cabinet report
<b>Car park order and policy</b> Purpose: to approve changes to the car park order and car parking policy	Yes	Cabinet 3 February 2022	Sue Cooper	17 Aug 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Design guide</b> Purpose: to approve the joint design guide	Yes	Cabinet 3 February 2022	Anne-Marie Simpson	29 Sep 2021		Dominic Lamb <a href="mailto:dominic.lamb@southandvale.gov.uk">dominic.lamb@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Growth Accelerator Enterprise Zone (EZ2)</b> Purpose: to update the Memorandum of Understanding for the retention and distribution of business rates growth income	Yes	Cabinet 3 February 2022	Pieter-Paul Barker			Susan Harbour <a href="mailto:susan.harbour@southandvale.gov.uk">susan.harbour@southandvale.gov.uk</a>	Cabinet report

## MARCH 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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<b>Budget monitoring 2021/22</b> Purpose: to monitor the budget	No	Cabinet March 2022	Leigh Rawlins	15 Oct 2021		Richard Spraggett <a href="mailto:richard.spraggett@southoxfordshire.gov.uk">richard.spraggett@southoxfordshire.gov.uk</a>	Cabinet report
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**APRIL DECISIONS**

<b>Flood investigation agency agreement</b> Purpose: to approve the agency agreement and charges with Oxfordshire County Council	Yes	Cabinet 7 April 2022  Council 12 May 2022	Sue Cooper	2 Jan 2020		John Backley <a href="mailto:john.backley@southoxfordshire.gov.uk">john.backley@southoxfordshire.gov.uk</a>	Cabinet report
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