

Cabinet work programme

1 April 2022



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.

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
APRIL 2022 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 April 2022 Head of development and corporate landlord April 2022	Robin Bennett	28 Jul 2014		James Carpenter james.carpenter@southandvale.gov.uk	Cabinet member decision form or officer key decision form
Civil Parking Enforcement	Yes	Leader of the council 1 April 2022	David Rouane	22 Sep 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 community wellbeing April 2022	Maggie Filipova-Rivers	1 Mar 2019		Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form

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Capital grants Purpose: to award capital grants	Yes	Cabinet member for community wellbeing April 2022	Maggie Filipova-Rivers	15 Dec 2021	Community Grants Panel	Cheryl Reeves cheryl.reeves@southandvale.gov.uk	Cabinet member decision form
Customer relations management Purpose: to use the approved funds to procure a solution	Yes	Cabinet member for corporate services, policy and programmes April 2022	Andrea Powell	14 Jan 2022		Simon Turner simon.turner@southandvale.gov.uk	Cabinet member decision form
IT solution for housing and homelessness services Purpose: to procure the IT solution and authorise the award of the contract	Yes	Cabinet member for corporate services, policy and programmes, Cabinet member for community wellbeing April 2022	Andrea Powell, Maggie Filipova-Rivers	25 Feb 2022		Simon Turner simon.turner@southandvale.gov.uk	Cabinet member decision form
Sunday car parking Purpose: to approve an amendment to allow enforcement	Yes	Cabinet member for environment, climate change and nature recovery April 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
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 environment, climate change and nature recovery April 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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On-street parking in Wallingford Purpose: to cancel the agency agreement with Oxfordshire County Council	Yes	Cabinet member for environment, climate change and nature recovery April 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
New energy contracts for properties and sites managed by South Oxfordshire Purpose: to authorise the contract. 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))	Yes	Cabinet member for finance and property assets April 2022	Leigh Rawlins	19 Oct 2020		Angela Baker angela.baker@southandvale.gov.uk	Cabinet member decision form
Standing item: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 7 April 2022	Relevant Cabinet members	18 Oct 2019		Steve Culliford steve.culliford@southandvale.gov.uk	Cabinet report
Communications and engagement strategy Purpose: to approve the strategy	Yes	Cabinet 7 April 2022	Andrea Powell	25 Feb 2022	Scrutiny Committee	Shona Ware shona.ware@southandvale.gov.uk	Cabinet report

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Corporate plan performance monitoring report Q3 2021/22 Purpose: to review the report	No	Cabinet 7 April 2022	Andrea Powell	25 Feb 2022		Michelle Wells michelle.wells@southandvale.gov.uk	Cabinet report
Discretionary fuel payments scheme Purpose: to approve the scheme	Yes	Cabinet member for finance and property assets Not before 15 April 2022	Leigh Rawlins	18 Mar 2022		Trevor Gaffney trevor.gaffney@southandvale.gov.uk	Cabinet member decision form
MAY DECISIONS							
Joint Local Plan Purpose: to launch the consultation on issues and supporting documents	No	Cabinet member for planning May 2022	Anne-Marie Simpson	1 Apr 2022		Andrew Lane andrew.lane@southandvale.gov.uk	Cabinet member decision form
SUMMER 2022 DECISIONS							
Flood investigation agency agreement Purpose: to approve the agency agreement and charges with Oxfordshire County Council	Yes	Cabinet 23 June 2022 Council 14 July 2022	Sue Cooper	2 Jan 2020		John Backley john.backley@southandvale.gov.uk	Cabinet report
Active communities strategy Purpose: to approve the strategy	Yes	Cabinet 23 June 2022	Maggie Filipova- Rivers	1 Apr 2022	Scrutiny Committee	Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet report

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Design guide Purpose: to approve the joint design guide	Yes	Cabinet 23 June 2022	Anne-Marie Simpson	29 Sep 2021	Joint Scrutiny Committee	Dominic Lamb dominic.lamb@southandvale.gov.uk	Cabinet report
Car park order and policy Purpose: to approve changes to the car park order and car parking policy	Yes	Cabinet 23 June 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report
Grounds maintenance and public toilet cleaning services Purpose: to provide vehicles for this service	Yes	Cabinet 23 June 2022	Sue Cooper, Leigh Rawlins	27 Jan 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report
Didcot Garden Town Purpose: to accept the award of government funding and agree key priorities	Yes	Cabinet 23 June 2022	Robin Bennett	22 Sep 2021		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet report
Application for s106 funding - Thame and District Housing Association Purpose: to recommend Council to approve the funding application	No	Cabinet 23 June 2022 Council 14 July 2022	Maggie Filipova-Rivers	18 Mar 2022		Steve May stephen.may@southandvale.gov.uk	Cabinet report
Didcot Growth Accelerator Enterprise Zone (EZ2) Purpose: to update the Memorandum of Understanding for the retention and distribution of business rates growth income	Yes	Cabinet July 2022	Pieter-Paul Barker	15 Oct 2021		Susan Harbour susan.harbour@southandvale.gov.uk	Cabinet report

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Henley on Thames conservation area appraisal Purpose: to adopt the revised boundary and conservation area appraisal for Henley on Thames	No	Cabinet 11 August 2022	Anne-Marie Simpson	18 Mar 2022		Samantha Allen samantha.allen@south andvale.gov.uk	Cabinet report