

# Cabinet work programme

13 May 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](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 WHERE<br>APPROPRIATE)   | KEY<br>DECISION? | DECISION MAKER AND<br>EARLIEST DECISION<br>DATE  | CABINET MEMBER         | DATE FIRST<br>ON WORK<br>PROGRAMME | PRINCIPAL<br>CONSULTEES<br>(including<br>Committees) | CONTACT OFFICER   | DOCUMENTS<br>TO BE USED BY<br>THE DECISION<br>MAKER                         |
|--|------------------|--|------------------------|------------------------------------|--|---|---|
| <b>MAY 2022 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>Head of development and corporate landlord<br>May 2022<br><br>May 2022 | Robin Bennett          | 28 Jul 2014                        |  | James Carpenter<br><a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a> | Cabinet member decision form or officer key decision form                   |
| <b>Civil Parking Enforcement</b><br>Purpose: to appoint an outside body representative to PATROL, the civil parking regulator  | Yes              | Leader of the council<br>1 May 2022  | David Rouane           | 22 Sep 2021                        |  | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>          | Cabinet member decision form  |
| <b>Stairlift contract</b><br>Purpose: to award a contract to provide stairlifts - funded by the Disabled Facilities Grant  | Yes              | Cabinet member for community wellbeing<br>May 2022   | Maggie Filipova-Rivers | 1 Mar 2019                         |  | Philip Ealey<br><a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>              | Cabinet member decision form  |
| <b>Customer relations management</b><br>Purpose: to use the approved funds to procure a solution   | Yes              | Cabinet member for corporate services, policy and programmes<br>May 2022   | Andrea Powell          | 14 Jan 2022                        |  | Simon Turner<br><a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@southandvale.gov.uk</a>          | Cabinet member decision form or officer key decision form<br>Cabinet report |

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|--|---------------|---|---------------------------------------|------------------------------|---|--|--|
| <b>IT solution for housing and homelessness services</b><br>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 May 2022 | Andrea Powell, Maggie Filipova-Rivers | 25 Feb 2022                  |   | Simon Turner<br><a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@southandvale.gov.uk</a> | Cabinet member decision form               |
| <b>Sunday car parking</b><br>Purpose: to approve an amendment to allow enforcement   | Yes           | Cabinet member for environment, climate change and nature recovery May 2022                                   | Sue Cooper                            | 17 Aug 2021                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a> | Cabinet member decision form               |
| <b>Car parks management contract variation.</b><br>Purpose: to approve a contract variation<br>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 environment, climate change and nature recovery May 2022                                   | Sue Cooper                            | 17 Aug 2021                  |   | John Backley<br><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><br>Purpose: to cancel the agency agreement with Oxfordshire County Council   | Yes           | Cabinet member for environment, climate change and nature recovery May 2022                                   | Sue Cooper                            | 17 Aug 2021                  |   | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a> | Cabinet member decision form               |

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|--|------------------|--|--------------------|------------------------------------|--|--|---|
| <b>New energy contracts for properties and sites managed by South Oxfordshire</b><br>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<br>May 2022 | Leigh Rawlins      | 19 Oct 2020                        |  | Angela Baker<br><a href="mailto:angela.baker@southandvale.gov.uk">angela.baker@southandvale.gov.uk</a>   | Cabinet member decision form                        |
| <b>Discretionary fuel payments scheme</b><br>Purpose: to approve the scheme  | Yes              | Cabinet member for finance and property assets<br>May 2022 | Leigh Rawlins      | 18 Mar 2022                        |  | Trevor Gaffney<br><a href="mailto:trevor.gaffney@southandvale.gov.uk">trevor.gaffney@southandvale.gov.uk</a>   | Cabinet member decision form                        |
| <b>JUNE DECISIONS</b>  |                  |  |                    |                                    |  |  |   |
| <b>Standing item: Recommendations from other committees</b><br>Purpose: to consider and determine action on any recommendations from other committees  | Yes              | Cabinet<br>23 June 2022                                    |                    | 18 Oct 2019                        |  | Steve Culliford<br><a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>  | Cabinet report                                      |
| <b>Design guide</b><br>Purpose: to approve the joint design guide  | Yes              | Cabinet<br>23 June 2022                                    | Anne-Marie Simpson | 29 Sep 2021                        | Joint Scrutiny Committee                             | Marta Bou Fernandez,<br>Jake Bassett<br><a href="mailto:marta.fernandez@southandvale.gov.uk">marta.fernandez@southandvale.gov.uk</a><br><a href="mailto:jake.bassett@southandvale.gov.uk">jake.bassett@southandvale.gov.uk</a> | Cabinet report                                      |

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|--|------------------|---|------------------------|------------------------------------|--|--|---|
| <b>To approve submission of a three-year investment plan to secure the Council's allocation from the UK Shared Prosperity Fund (UKSPF)</b> | Yes              | Leader of the council<br>June 2022                  |                        | 13 May 2022                        |  | Nick King<br><a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>          | Cabinet member decision form                        |
| <b>IT solution for licensing services</b><br>- to procure the IT solution and authorise the award of the contract                          | Yes              | Cabinet member for community wellbeing<br>June 2022 | Maggie Filipova-Rivers | 13 May 2022                        |  | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Car park order and policy</b><br>Purpose: to approve changes to the car park order and car parking policy                               | Yes              | Cabinet<br>23 June 2022                             | Sue Cooper             | 17 Aug 2021                        |  | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a> | Cabinet report                                      |
| <b>Didcot Garden Town</b><br>Purpose: to accept the award of government funding and agree key priorities                                   | Yes              | Cabinet<br>23 June 2022                             | Robin Bennett          | 22 Sep 2021                        | Scrutiny committee                                   | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a> | Cabinet report                                      |
| <b>Didcot Northern Perimeter Road - Phase 3 (NPR3)</b><br>Purpose: to approve the transfer of government grant funding                     | Yes              | Cabinet<br>23 June 2022                             | Leigh Rawlins          | 4 May 2022                         |  | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a> | Cabinet report                                      |

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|--|---------------|---|------------------------|------------------------------|---|---|--|
| <p><b>Application for s106 funding - Thame and District Housing Association</b></p> <p>Purpose: to recommend Council to approve the funding application. 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> | No            | <p>Cabinet</p> <p>Council<br/>23 June 2022</p> <p>14 July 2022</p>                      | Maggie Filipova-Rivers | 18 Mar 2022                  |   | <p>Steve May</p> <p><a href="mailto:stephen.may@southandvale.gov.uk">stephen.may@southandvale.gov.uk</a></p>                              | Cabinet report                             |
| <p><b>Application for s106 funding - Soha</b></p> <p>Purpose: to recommend Council to approve the funding application. 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>                                   | No            | <p>Cabinet</p> <p>Council<br/>23 June 2022</p> <p>14 July 2022</p>                      | Maggie Filipova-Rivers | 4 May 2022                   |   | <p>Steve May</p> <p><a href="mailto:stephen.may@southandvale.gov.uk">stephen.may@southandvale.gov.uk</a></p>                              | Cabinet report                             |
| <b>JULY DECISIONS</b>  |               |   |                        |                              |   |   |  |
| <p><b>Wallingford accessible moorings</b></p> <p>Purpose: to award a contract to undertake works</p>   | Yes           | <p>Cabinet member for environment, climate change and nature recovery<br/>July 2022</p> | Sue Cooper             | 4 May 2022                   |   | <p>Charlotte Cottingham</p> <p><a href="mailto:charlotte.cottingham@southandvale.gov.uk">charlotte.cottingham@southandvale.gov.uk</a></p> | Cabinet member decision form               |
| <b>AUGUST DECISIONS</b>  |               |   |                        |                              |   |   |  |

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|---|---------------|---|----------------|------------------------------|---|-----------------|--|
|---|---------------|---|----------------|------------------------------|---|-----------------|--|

|  |     |                           |                              |             |                          |  |                |
|--|-----|---------------------------|------------------------------|-------------|--------------------------|--|----------------|
| <b>Active communities strategy</b><br>Purpose: to approve the strategy   | Yes | Cabinet<br>11 August 2022 | Maggie Filipova-Rivers       | 1 Apr 2022  | Scrutiny Committee       | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>       | Cabinet report |
| <b>Grounds maintenance and public toilet cleaning services</b><br>Purpose: to provide vehicles for this service                                    | Yes | Cabinet<br>11 August 2022 | Sue Cooper,<br>Leigh Rawlins | 27 Jan 2021 |                          | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>       | Cabinet report |
| <b>Corporate plan performance monitoring report quarter 4, 2021/22</b><br>Purpose: to review performance   | No  | Cabinet<br>11 August 2022 | Andrea Powell                | 4 May 2022  | Councillor Andrea Powell | Michelle Wells<br><a href="mailto:michelle.wells@southandvale.gov.uk">michelle.wells@southandvale.gov.uk</a> | Cabinet report |
| <b>Henley on Thames conservation area appraisal</b><br>Purpose: to adopt the revised boundary and conservation area appraisal for Henley on Thames | No  | Cabinet<br>11 August 2022 | Anne-Marie Simpson           | 18 Mar 2022 |                          | Samantha Allen<br><a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a> | Cabinet report |

### SEPTEMBER DECISIONS

|   |     |  |                    |             |  |   |                |
|---|-----|--|--------------------|-------------|--|---|----------------|
| <b>Flood and water management agreement</b><br>Purpose: to approve the agency agreement and charges with Oxfordshire County Council   | Yes | Cabinet<br>Council<br>29 September 2022<br>13 October 2022 | Sue Cooper         | 2 Jan 2020  |  | John Backley<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>    | Cabinet report |
| <b>Didcot Growth Accelerator Enterprise Zone (EZ2)</b><br>Purpose: to update the Memorandum of Understanding for the retention and distribution of business rates growth income | Yes | Cabinet<br>29 September 2022                               | Pieter-Paul Barker | 15 Oct 2021 |  | Susan Harbour<br><a href="mailto:susan.harbour@southandvale.gov.uk">susan.harbour@southandvale.gov.uk</a> | Cabinet report |