

# Cabinet work programme

6 July 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 (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
<b>JULY 2022 DECISIONS</b>							
<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))	Yes	Cabinet member for economic development and regeneration July 2022  Head of development and corporate landlord July 2022	Robin Bennett	28 Jul 2014		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a>	Cabinet member decision form or officer key decision form
<b>UK Shared Prosperity Fund</b> Purpose: to approve submission of a three-year investment plan to secure funding	Yes	Leader of the council July 2022	David Rouane	13 May 2022		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Civil Parking Enforcement</b> Purpose: to appoint an outside body representative to PATROL, the civil parking regulator	Yes	Leader of the council July 2022	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
<b>New grants policy to increase activity</b> Purpose: to approve a new grants policy	Yes	Cabinet member for community wellbeing July 2022	Maggie Filipova-Rivers	1 Jun 2022		Cheryl Reeves <a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>	Cabinet member decision form
<b>Customer relations management</b> Purpose: to use the approved funds to procure a solution	Yes	Cabinet member for corporate services, policy and programmes July 2022	Andrea Powell	14 Jan 2022		Simon Turner <a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@southandvale.gov.uk</a>	Cabinet member decision form
<b>Sunday car parking</b> Purpose: to approve an amendment to allow enforcement	Yes	Cabinet member for environment, climate change and nature recovery July 2022	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>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 July 2022	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>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 July 2022	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>Wallingford accessible moorings</b> Purpose: to award a contract to undertake works	Yes	Cabinet member for environment, climate change and nature recovery July 2022	Sue Cooper	4 May 2022		Charlotte Cottingham <a href="mailto:charlotte.cottingham@southandvale.gov.uk">charlotte.cottingham@southandvale.gov.uk</a>	Cabinet member decision form
<b>New energy contracts for properties and sites managed by South Oxfordshire</b> 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 July 2022	Leigh Rawlins	19 Oct 2020		Angela Baker <a href="mailto:angela.baker@southandvale.gov.uk">angela.baker@southandvale.gov.uk</a>	Cabinet member decision form
<b>Abbey Sports Centre</b> Purpose: to refurbish the wet side facilities	Yes	Head of development and corporate landlord July 2022	Leigh Rawlins	9 Jun 2022		Ian Burtenshaw <a href="mailto:ian.burtenshaw@southandvale.gov.uk">ian.burtenshaw@southandvale.gov.uk</a>	Officer key decision form
<b>Office accommodation</b> Purpose: to approve funds for changes to office accommodation	Yes	Cabinet member for finance and property assets Not before 18 July 2022	Leigh Rawlins	20 Jun 2022		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Abbey Sports Centre</b> Purpose: to refurbish the astro turf pitch	Yes	Cabinet member for finance and property assets Not before 19 July 2022	Leigh Rawlins	21 Jun 2022		Jan Smith <a href="mailto:jan.smith@southandvale.gov.uk">jan.smith@southandvale.gov.uk</a>	Cabinet member decision form
<b>CCTV in South Oxfordshire</b> Purpose: to approve procurement for upgrade of Wallingford cameras and circuit rentals in the district	Yes	Cabinet member for community wellbeing Not before 29 July 2022	Maggie Filipova- Rivers	29 Jun 2022		Katharine Doherty <a href="mailto:Katharine.Doherty@southandvale.gov.uk">Katharine.Doherty@southandvale.gov.uk</a>	Cabinet member decision form
<b>AUGUST DECISIONS</b>							
<b>Financial management system</b> Purpose: to approve contract arrangements	Yes	Cabinet member for finance and property assets August 2022	Leigh Rawlins	1 Jun 2022		Ben Watson <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@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 11 August 2022	Relevant Cabinet members	18 Oct 2019		Steve Culliford <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>	Cabinet report
<b>Active communities' strategy</b> Purpose: to approve the strategy	Yes	Cabinet 11 August 2022	Maggie Filipova- Rivers	1 Apr 2022	Scrutiny Committee	Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report

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<b>New car park order</b> Purpose: to approve changes to the car park order and car parking policy	Yes	Cabinet 11 August 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>Grounds maintenance and public toilet cleaning services</b> Purpose: to provide vehicles for this service	Yes	Cabinet 29 September 2022	Sue Cooper, Leigh Rawlins	27 Jan 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Application for grant funding - Soha</b> 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))	No	Cabinet 11 August 2022  Council 13 October 2022	Robin Bennett	4 May 2022		Steve May <a href="mailto:stephen.may@southandvale.gov.uk">stephen.may@southandvale.gov.uk</a>	Cabinet report
<b>SEPTEMBER DECISIONS</b>							
<b>Riverside splashpad, Wallingford</b> Purpose: to refurbish the splashpad	Yes	Cabinet member for finance and property assets September 2022	Leigh Rawlins	9 Jun 2022		Ian Burtenshaw <a href="mailto:ian.burtenshaw@southandvale.gov.uk">ian.burtenshaw@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Riverside campsite, Wallingford</b> Purpose: to refurbish the washrooms	Yes	Cabinet member for finance and property assets September 2022	Leigh Rawlins	9 Jun 2022		Ian Burtenshaw <a href="mailto:ian.burtenshaw@southandvale.gov.uk">ian.burtenshaw@southandvale.gov.uk</a>	Cabinet member decision form
<b>Flood and water management agreement</b> Purpose: to approve the agency agreement and charges with Oxfordshire County Council	Yes	Cabinet 29 September 2022  Council 13 October 2022	Sue Cooper	2 Jan 2020		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Taxi tariff</b> Purpose: to approve the implementation of a taxi tariff	Yes	Cabinet 29 September 2022	Maggie Filipova- Rivers	1 Jun 2022		Laura Driscoll <a href="mailto:laura.driscoll@southandvale.gov.uk">laura.driscoll@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 29 September 2022	Pieter-Paul Barker	15 Oct 2021		Susan Harbour <a href="mailto:susan.harbour@southandvale.gov.uk">susan.harbour@southandvale.gov.uk</a>	Cabinet report
<b>Henley on Thames conservation area appraisal</b> Purpose: to adopt the revised boundary and conservation area appraisal for Henley on Thames	No	Cabinet 29 September 2022	Anne-Marie Simpson	18 Mar 2022		Samantha Allen <a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a>	Cabinet report



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<b>Treasury management outturn report</b> Purpose: to review treasury management performance	No	Joint Audit and Governance Committee 27 September 2022  Cabinet 29 September 2022  Council 13 October 2022	Leigh Rawlins	6 Jul 2022		Donna Ross <a href="mailto:donna.ross@southandvale.gov.uk">donna.ross@southandvale.gov.uk</a>	Cabinet report
<b>NOVEMBER DECISIONS</b>							
<b>Community Infrastructure Levy Charging Schedule and Developer Contributions Supplementary Planning Document</b> Purpose: to consider the planning inspector's report and approve the final charging schedule and supplementary planning document	Yes	Cabinet 10 November 2022	Cabinet member for planning	1 Jun 2022		Vicky Aston <a href="mailto:vicky.aston@southandvale.gov.uk">vicky.aston@southandvale.gov.uk</a>	Cabinet report
<b>Council tax base</b> Purpose: to recommend the council tax base to Council	No	Cabinet 10 November 2022  Council 8 December 2022	Leigh Rawlins	6 Jul 2022		Trevor Gaffney <a href="mailto:trevor.gaffney@southandvale.gov.uk">trevor.gaffney@southandvale.gov.uk</a>	Cabinet report