

# Cabinet work programme

1 September 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>SEPTEMBER DECISIONS</b>							
<b>Standing item: Property decisions</b> Purpose: to approve any property sales or purchases or take any property management decisions	Yes	Cabinet member for economic development and regeneration September 2022  Head of development and corporate landlord September 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>Standing item: Section 106 and Community Infrastructure Levy funds</b> Purpose: to create a budget and release funds	Yes	Cabinet member for finance and property assets September 2022	Leigh Rawlins			Mark Hewer <a href="mailto:mark.hewer@southandvale.gov.uk">mark.hewer@southandvale.gov.uk</a>	Cabinet member decision form
<b>Civil Parking Enforcement</b> Purpose: to appoint an outside body representative to PATROL, the civil parking regulator	Yes	Leader of the council September 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>Riverside campsite, Wallingford</b> Purpose: to refurbish the washrooms	Yes	Cabinet member for community wellbeing September 2022	Maggie Filipova-Rivers	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>Sunday car parking</b> Purpose: to approve an amendment to allow enforcement	Yes	Cabinet member for environment, climate change and nature recovery September 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> Purpose: to approve a contract variation	Yes	Cabinet member for environment, climate change and nature recovery September 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>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 September 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 September 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>Play areas</b> Purpose: to provide the supply and installation of new play equipment	Yes	Cabinet member for environment, climate change and nature recovery September 2022	Sue Cooper	15 Jul 2022		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Play areas</b> Purpose: to provide a maintenance service for existing play areas	Yes	Cabinet member for environment, climate change and nature recovery September 2022	Sue Cooper	15 Jul 2022		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>New energy contracts for properties and sites managed by South Oxfordshire</b> Purpose: to authorise the contract	Yes	Cabinet member for finance and property assets September 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>Financial management system</b> Purpose: to approve contract arrangements	Yes	Cabinet member for finance and property assets September 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>Abbey Sports Centre, Berinsfield</b> Purpose: to agree to undertake procurement and to award a contract for the refurbishment of the wet side facilities	Yes	Head of development and corporate landlord September 2022  Cabinet member for community wellbeing September 2022	Maggie Filipova-Rivers	9 Jun 2022		Ian Burtenshaw <a href="mailto:ian.burtenshaw@southandvale.gov.uk">ian.burtenshaw@southandvale.gov.uk</a>	Cabinet member decision form or officer key decision form
<b>Standing item: Recommendations from other committees</b> Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 29 September 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>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

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<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>Update on Transformation and the Technology and Customer Roadmaps</b> Purpose: to receive updates and approve roadmaps	Yes	Cabinet 29 September 2022	Andrea Powell	1 Aug 2022		David Wilde, Sally Truman <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report
<b>Planning transformation</b> Purpose: to approve a business case	Yes	Cabinet 29 September 2022	Andrea Powell	1 Aug 2022		Sally Truman, David Wilde <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report
<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>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

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<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
<b>Applications for grant funding - Soha</b> Purpose: to recommend Council to approve the funding applications for schemes in Didcot and Wheatley	No	Cabinet 29 September 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>NOVEMBER DECISIONS</b>							
<b>Joint housing delivery strategy</b> Purpose: to approve the strategy	Yes	Cabinet 10 November 2022	Robin Bennett	1 Sep 2022		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>Food strategy</b> Purpose: to support the principles of the Oxfordshire Food Strategy and agree to develop an action plan	Yes	Cabinet 10 November 2022	Maggie Filipova-Rivers	15 Jul 2022		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Diversity and inclusion strategy</b> Purpose: to approve the strategy	Yes	Cabinet 10 November 2022	Maggie Filipova-Rivers	1 Sep 2022		David Fairall <a href="mailto:david.fairall@southandvale.gov.uk">david.fairall@southandvale.gov.uk</a>	Cabinet report

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<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	Anne-Marie Simpson	1 Jun 2022		Vicky Aston <a href="mailto:vicky.aston@southandvale.gov.uk">vicky.aston@southandvale.gov.uk</a>	Cabinet report
<b>Application for funding - Thame Community Land Trust</b> Purpose: to recommend Council to approve the funding application	No	Cabinet 10 November 2022	Robin Bennett	1 Aug 2022		Steve May <a href="mailto:stephen.may@southandvale.gov.uk">stephen.may@southandvale.gov.uk</a>	Cabinet report
<b>Grounds maintenance and public toilet cleaning services</b> Purpose: to provide vehicles for this service	Yes	Cabinet 10 November 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>DECEMBER DECISIONS</b>							
<b>Council tax base</b> Purpose: to recommend the council tax base to Council	No	Cabinet 1 December 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