

Cabinet work programme

3 October 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
OCTOBER 2022 DECISIONS							
Standing item: Property decisions Purpose: to approve any property sales or purchases or take any property management decisions	Yes	Cabinet member for economic development and regeneration October 2022 Head of development and corporate landlord October 2022	Robin Bennett	28 Jul 2014		James Carpenter james.carpenter@southandvale.gov.uk	Cabinet member decision form or officer key decision form
Standing item: Section 106 and Community Infrastructure Levy funds Purpose: to create a budget and release funds	Yes	Cabinet member for finance and property assets October 2022	Leigh Rawlins	1 Sep 2022		Mark Hewer mark.hewer@southandvale.gov.uk	Cabinet member decision form
UK Spared Prosperity Fund and Rural England Prosperity Fund Purpose: to accept government funding	No	Leader of the council October 2022	David Rouane	3 Oct 2022		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form
Civil Parking Enforcement Purpose: to appoint an outside body representative to PATROL, the civil parking regulator	Yes	Leader of the council October 2022	David Rouane	22 Sep 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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Riverside campsite, Wallingford Purpose: to refurbish the washrooms	Yes	Cabinet member for community wellbeing October 2022	Maggie Filipova-Rivers	9 Jun 2022		Ian Burtenshaw ian.burtenshaw@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 October 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Car parks management contract variation Purpose: to approve a contract variation	Yes	Cabinet member for environment, climate change and nature recovery October 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
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 October 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Wallingford accessible moorings Purpose: to award a contract to undertake works	Yes	Cabinet member for environment, climate change and nature recovery October 2022	Sue Cooper	4 May 2022		Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Cabinet member decision form
Play areas Purpose: to provide the supply and installation of new play equipment	Yes	Cabinet member for environment, climate change and nature recovery October 2022	Sue Cooper	15 Jul 2022		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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Play areas Purpose: to provide a maintenance service for existing play areas	Yes	Cabinet member for environment, climate change and nature recovery October 2022	Sue Cooper	15 Jul 2022		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	Yes	Cabinet member for finance and property assets October 2022	Leigh Rawlins	19 Oct 2020		Angela Baker angela.baker@southandvale.gov.uk	Cabinet member decision form
Financial management system Purpose: to approve contract arrangements	Yes	Cabinet member for finance and property assets October 2022	Leigh Rawlins	1 Jun 2022		Ben Watson ben.watson@southandvale.gov.uk	Cabinet member decision form
Abbey Sports Centre, Berinsfield 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 October 2022 Cabinet member for community wellbeing October 2022	Maggie Filipova-Rivers	9 Jun 2022		Ian Burtenshaw ian.burtenshaw@southandvale.gov.uk	Cabinet member decision form or officer key decision form
Berinsfield grants Purpose: to award revenue and capital grants under the council's Berinsfield grants policy	Yes	Deputy chief executive – transformation and operations October 2022	Maggie Filipova-Rivers	1 Sep 2022		Cheryl Reeves cheryl.reeves@southandvale.gov.uk	Officer key decision form
Invoice automation solution	Yes	Cabinet member for finance and property assets 31 October 2022	Leigh Rawlins	14 Sep 2022		Ben Watson ben.watson@southandvale.gov.uk	Cabinet member decision form

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NOVEMBER DECISIONS

Rural England Prosperity Fund	Yes	Leader of the council November 2022	David Rouane	14 Sep 2022		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form
Invoice automation solution Purpose: to award a contract	Yes	Cabinet member for finance and property assets November 2022	Leigh Rawlins	3 Oct 2022		Ben Watson ben.watson@southandvale.gov.uk	Cabinet member decision form
Thame Leisure Centre Purpose: to replace the combined heat and power unit	Yes	Cabinet member for finance and property assets November 2022	Leigh Rawlins	3 Oct 2022		Jan Smith jan.smith@southandvale.gov.uk	Cabinet member decision form
Joint Local Plan Purpose: approval to tender for landscape evidence	Yes	Head of Policy and Programmes November 2022	Anne-Marie Simpson	3 Oct 2022		Lucy Murfett Lucy.Murfett@southandvale.gov.uk	Officer key decision form
Standing item: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 10 November 2022	Relevant Cabinet members	18 Oct 2019		Steve Culliford steve.culliford@southandvale.gov.uk	Cabinet report
Joint housing delivery strategy Purpose: to approve the strategy	Yes	Cabinet 10 November 2022	Robin Bennett	1 Sep 2022		Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk	Cabinet report

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Community Infrastructure Levy Charging Schedule and Developer Contributions Supplementary Planning Document 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 vicky.aston@southandvale.gov.uk	Cabinet report
Five Councils Partnership Purpose: to authorise changes to the governance arrangements	Yes	Cabinet 10 November 2022	Pieter-Paul Barker	3 Oct 2022		Susan Harbour susan.harbour@southandvale.gov.uk	Cabinet report
Application for funding - Thame Community Land Trust Purpose: to recommend Council to approve the funding application	No	Cabinet 10 November 2022	Robin Bennett	1 Aug 2022		Steve May stephen.may@southandvale.gov.uk	Cabinet report

DECEMBER DECISIONS

Diversity and inclusion strategy Purpose: to approve the strategy	Yes	Cabinet 1 December 2022	Maggie Filipova-Rivers	1 Sep 2022		David Fairall david.fairall@southandvale.gov.uk	Cabinet report
Food strategy Purpose: to support the principles of the Oxfordshire Food Strategy and agree to develop an action plan	Yes	Cabinet 1 December 2022	Maggie Filipova-Rivers	15 Jul 2022		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet report
Council tax base 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 trevor.gaffney@southandvale.gov.uk	Cabinet report

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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 1 December 2022	Pieter-Paul Barker	15 Oct 2021		Susan Harbour susan.harbour@southandvale.gov.uk	Cabinet report
2023 DECISIONS							
Grounds maintenance and public toilet cleaning services Purpose: to provide vehicles for this service	Yes	Cabinet 2 February 2023	Sue Cooper, Leigh Rawlins	27 Jan 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report