

# Cabinet work programme

18 November 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>NOVEMBER 2022 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 November 2022  Head of development and corporate landlord November 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 November 2022	Leigh Rawlins	1 Sep 2022		Mark Hewer <a href="mailto:mark.hewer@southandvale.gov.uk">mark.hewer@southandvale.gov.uk</a>	Cabinet member decision form
<b>UK Shared Prosperity Fund and Rural England Prosperity Fund</b> Purpose: to accept government funding	No	Leader of the council November 2022	David Rouane	3 Oct 2022		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Cabinet member decision form
<b>Rural England Prosperity Fund</b>	Yes	Leader of the council November 2022	David Rouane	14 Sep 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 November 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 November 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
<b>Sunday car parking</b> Purpose: to approve an amendment to allow enforcement	Yes	Cabinet member for environment, climate change and nature recovery November 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 November 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 November 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 November 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

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<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 November 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 November 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>Invoice automation solution</b> Purpose: to award a contract	Yes	Cabinet member for finance and property assets November 2022	Leigh Rawlins	3 Oct 2022		Ben Watson <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@southandvale.gov.uk</a>	Cabinet member decision form
<b>Thame Leisure Centre</b> 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 <a href="mailto:jan.smith@southandvale.gov.uk">jan.smith@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 November 2022  Cabinet member for community wellbeing November 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>Joint Local Plan</b> Purpose: approval to tender for landscape evidence	Yes	Head of Policy and Programmes November 2022	Anne-Marie Simpson	3 Oct 2022		Lucy Murfett <a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>	Officer key decision form

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<b>Standing item: Recommendations from other committees</b> Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 10 November 2022	Relevant Cabinet member	18 Oct 2019		Steve Culliford <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>	Cabinet report
<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>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>Five Councils Partnership</b> Purpose: to authorise changes to the governance arrangements	Yes	Cabinet 10 November 2022	Pieter-Paul Barker	3 Oct 2022		Susan Harbour <a href="mailto:susan.harbour@southandvale.gov.uk">susan.harbour@southandvale.gov.uk</a>	Cabinet report

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DECEMBER DECISIONS							
<b>Diversity and inclusion strategy</b> Purpose: to approve the strategy	Yes	Cabinet 1 December 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
<b>Food strategy</b> 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 <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<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
<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 1 December 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>Budget monitoring</b> Purpose: to consider the budget monitoring report for the period April to August 2022.	No	Cabinet 1 December 2022	Leigh Rawlins	18 Nov 2022		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report

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<b>Oxfordshire Plan 2050 and the new Joint Local Plan Local Development Scheme</b>	Yes	Cabinet 1 December 2022	Anne-Marie Simpson	18 Nov 2022		Emma Baker <a href="mailto:emma.baker@southandvale.gov.uk">emma.baker@southand vale.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 1 December 2022	Robin Bennett	1 Aug 2022		Steve May <a href="mailto:stephen.may@southandvale.gov.uk">stephen.may@southan dvale.gov.uk</a>	Cabinet report
<b>Budget update</b>	No	Cabinet 19 December 2022	Leigh Rawlins	18 Nov 2022		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southa ndvale.gov.uk</a>	Cabinet report
<b>Car park fees and charges</b> Purpose: to review the fees and charges	Yes	Cabinet 19 December 2022	Sue Cooper	1 Nov 2022		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southand vale.gov.uk</a>	Cabinet report
<b>Corporate Plan and Climate Action Plan performance reports - quarter 2, 2022/23</b>	No	Cabinet 19 December 2022	Andrea Powell	18 Nov 2022		Harry Barrington- Mountford <a href="mailto:harry.barrington-mountford@southandvale.gov.uk">harry.barrington- mountford@southandva le.gov.uk</a>	Cabinet report
<b>2023 DECISIONS</b>							
<b>Commissioning of domestic abuse services</b> Purpose: to agree a partnering agreement for a pooled budget	Yes	Cabinet member for community wellbeing January 2023	Maggie Filipova- Rivers	18 Nov 2022		Diane Foster <a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southand vale.gov.uk</a>	Cabinet member decision form



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<b>Grounds maintenance and public toilet cleaning services</b> Purpose: to provide vehicles for this service	Yes	Cabinet 2 February 2023	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>Treasury mid-year monitoring 2022/23</b>	No	Joint Audit and Governance Committee 24 January 2023 Cabinet 2 February 2023 Council 16 February 2023	Leigh Rawlins	18 Nov 2022		Donna Ross <a href="mailto:donna.ross@southandvale.gov.uk">donna.ross@southandvale.gov.uk</a>	Cabinet report
<b>Treasury strategy</b> Purpose: to recommend Council to adopt the strategy	No	Cabinet 2 February 2023 Council 16 February 2023	Leigh Rawlins	18 Nov 2022		Donna Ross <a href="mailto:donna.ross@southandvale.gov.uk">donna.ross@southandvale.gov.uk</a>	Cabinet report
<b>Capital strategy</b> Purpose: to recommend Council to adopt the strategy	No	Cabinet 2 February 2023 Council 16 February 2023	Leigh Rawlins	18 Nov 2022		Richard Spraggett <a href="mailto:richard.spraggett@southandvale.gov.uk">richard.spraggett@southandvale.gov.uk</a>	Cabinet report
<b>Revenue budget 2023/24 and capital programme 2023/24 to 2027/28</b> Purpose: to recommend Council to approve the budget	No	Cabinet 2 February 2023	Leigh Rawlins	18 Nov 2022		Richard Spraggett <a href="mailto:richard.spraggett@southandvale.gov.uk">richard.spraggett@southandvale.gov.uk</a>	Cabinet report

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<b>Planning Enforcement Statement</b> Purpose: to approve the revised statement	No	Cabinet 9 March 2023	Anne-Marie Simpson	1 Nov 2022		Adrian Duffield <a href="mailto:adrian.duffield@southa&lt;br/&gt;ndvale.gov.uk">adrian.duffield@southa ndvale.gov.uk</a>	Cabinet report