

Cabinet work programme

8 December 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](#): Finance and property assets
- [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 Kate Gregory](#) : Legal and democratic
- [Councillor Andrea Powell](#): Corporate services, policy and programmes
- [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 |
|---|------------------|--|------------------------|------------------------------------|--|---|---|
| DECEMBER 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 December 2022 Head of development and corporate landlord December 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 December 2022 | Pieter-Paul Barker | 1 Sep 2022 | | Mark Hewer mark.hewer@southandvale.gov.uk | Cabinet member decision form |
| UK Shared Prosperity Fund and Rural England Prosperity Fund Purpose: to accept government funding | No | Leader of the council December 2022 | David Rouane | 3 Oct 2022 | | Nick King nick.king@southandvale.gov.uk | Cabinet member decision form |
| Riverside campsite, Wallingford Purpose: to refurbish the washrooms | Yes | Cabinet member for community wellbeing December 2022 | Maggie Filipova-Rivers | 9 Jun 2022 | | Ian Burtenshaw ian.burtenshaw@southandvale.gov.uk | Cabinet member decision form |

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| Sunday car parking Purpose: to approve an amendment to allow enforcement | Yes | Cabinet member for environment, climate change and nature recovery December 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 December 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 December 2022 | Sue Cooper | 4 May 2022 | | Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk | Cabinet member decision form |
| Play areas Purpose: to provide a maintenance service for existing play areas | Yes | Cabinet member for environment, climate change and nature recovery December 2022 | Sue Cooper | 15 Jul 2022 | | John Backley john.backley@southandvale.gov.uk | Cabinet member decision form |
| Invoice automation solution Purpose: to award a contract | Yes | Cabinet member for finance and property assets December 2022 | Pieter-Paul Barker | 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 December 2022 | Pieter-Paul Barker | 3 Oct 2022 | | Jan Smith jan.smith@southandvale.gov.uk | Cabinet member decision form |

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| Budget monitoring Purpose: to consider the budget monitoring report for the period April to August 2022 | No | Cabinet 19 December 2022 | Pieter-Paul Barker | 18 Nov 2022 | | Simon Hewings simon.hewings@southandvale.gov.uk | Cabinet report |
| Car park fees Purpose: to review the fees for 2023/24 | Yes | Cabinet 19 December 2022 | Sue Cooper | 1 Nov 2022 | | John Backley john.backley@southandvale.gov.uk | Cabinet report |
| Corporate Plan and Climate Action Plan performance reports - quarter 2, 2022/23 | No | Cabinet 19 December 2022 | Andrea Powell | 18 Nov 2022 | | Harry Barrington-Mountford harry.barrington-mountford@southandvale.gov.uk | Cabinet report |
| JANUARY 2023 DECISIONS | | | | | | | |
| UK Shared Prosperity Fund and Rural England Prosperity Fund Purpose: to approve a draft action plan to deliver the scheme | Yes | Leader of the council January 2023 | David Rouane | 8 Dec 2022 | | Nick King nick.king@southandvale.gov.uk | Cabinet member decision form |
| Commissioning of domestic abuse services Purpose: to agree a partnering agreement for a pooled budget | Yes | Cabinet member for legal and democratic January 2023 | Kate Gregory | 18 Nov 2022 | | Diane Foster diane.foster@southandvale.gov.uk | Cabinet member decision form |

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FEBRUARY DECISIONS

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| Standing item: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees | Yes | Cabinet 2 February 2023 | Relevant Cabinet members | 18 Oct 2019 | | Steve Culliford steve.culliford@southandvale.gov.uk | Cabinet report |
| Grounds maintenance and public toilet cleaning services Purpose: to provide vehicles for this service | Yes | Cabinet 2 February 2023 | Sue Cooper, Pieter-Paul Barker | 27 Jan 2021 | | John Backley john.backley@southandvale.gov.uk | Cabinet report |
| Treasury mid-year monitoring 2022/23 | No | Joint Audit and Governance Committee 24 January 2023 Cabinet 2 February 2023 Council 16 February 2023 | Pieter-Paul Barker | 18 Nov 2022 | | Donna Ross donna.ross@southandvale.gov.uk | Cabinet report |

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| Treasury strategy Purpose: to recommend Council to adopt the strategy | No | Joint Audit and Governance Committee 24 January 2023 Cabinet 2 February 2023 Council 16 February 2023 | Pieter-Paul Barker | 18 Nov 2022 | | Donna Ross donna.ross@southandvale.gov.uk | Cabinet report |
| Capital strategy Purpose: to recommend Council to adopt the strategy | No | Cabinet 2 February 2023 Council 16 February 2023 | Pieter-Paul Barker | 18 Nov 2022 | | Richard Spraggett richard.spraggett@southandvale.gov.uk | Cabinet report |
| Revenue budget 2023/24 and capital programme 2023/24 to 2027/28 Purpose: to recommend Council to approve the budget | No | Cabinet 2 February 2023 Council 16 February 2023 | Pieter-Paul Barker | 18 Nov 2022 | | Richard Spraggett richard.spraggett@southandvale.gov.uk | Cabinet report |
| MARCH DECISIONS | | | | | | | |
| Planning Enforcement Statement Purpose: to approve the revised statement | No | Cabinet 9 March 2023 | Anne-Marie Simpson | 1 Nov 2022 | | Adrian Duffield adrian.duffield@southandvale.gov.uk | Cabinet report |

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| Corporate Plan Performance Report, quarter 3 2022/23 | No | Cabinet 9 March 2023 | Andrea Powell | 8 Dec 2022 | | Harry Barrington- Mountford harry.barrington- mountford@southandva le.gov.uk | Cabinet report |
| Climate Action Plan Performance Report, quarter 3 2022/23 | No | Cabinet 9 March 2023 | Sue Cooper | 8 Dec 2022 | | Harry Barrington- Mountford harry.barrington- mountford@southandva le.gov.uk | Cabinet report |