

# Cabinet work programme

13 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](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>DECEMBER 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  Head of development and corporate landlord December 2022  December 2022	Robin Bennett	28 Jul 2014		James Carpenter james.carpenter@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<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 December 2022	Pieter-Paul Barker	1 Sep 2022		Mark Hewer mark.hewer@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<b>UK Shared Prosperity Fund and Rural England Prosperity Fund</b> 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 or officer key decision form Cabinet report

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>Riverside campsite, Wallingford</b> 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 or officer key decision form Cabinet report
<b>Sunday car parking</b> 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 or officer key decision form Cabinet report
<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 December 2022	Sue Cooper	17 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<b>Wallingford accessible moorings</b> 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 or officer key decision form Cabinet report
<b>Play areas</b> 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 or officer key decision form Cabinet report

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>Invoice automation solution</b> 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 or officer key decision form Cabinet report
<b>Thame Leisure Centre</b> 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 or officer key decision form Cabinet report
<b>Budget monitoring</b> 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 member decision form or officer key decision form Cabinet report
<b>Car park fees</b> 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 member decision form or officer key decision form 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 harry.barrington-mountford@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report

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
--	------------------	---	----------------	------------------------------------	--	-----------------	---

JANUARY 2023 DECISIONS							
<b>UK Shared Prosperity Fund and Rural England Prosperity Fund</b> 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 or officer key decision form Cabinet report
<b>Commissioning of domestic abuse services</b> 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 or officer key decision form Cabinet report
<b>Council tax hardship fund</b>	Yes	Cabinet member for finance and property assets Not before 10 January 2023	Pieter-Paul Barker			Trevor Gaffney trevor.gaffney@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
FEBRUARY DECISIONS							
<b>Standing item: Recommendations from other committees</b> Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 2 February 2023		18 Oct 2019		Steve Culliford steve.culliford@southandvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report

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>Grounds maintenance and public toilet cleaning services</b> Purpose: to provide vehicles for this service	Yes	Cabinet 2 February 2023	Sue Cooper, Pieter-Paul Barker	27 Jan 2021		John Backley john.backley@southandv vale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<b>Treasury mid-year monitoring 2022/23</b>	No	Joint Audit and Governance Committee  Cabinet  Council 24 January 2023  2 February 2023  16 February 2023	Pieter-Paul Barker	18 Nov 2022		Donna Ross donna.ross@southandv ale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<b>Treasury strategy</b> Purpose: to recommend Council to adopt the strategy	No	Joint Audit and Governance Committee  Cabinet  Council 24 January 2023  2 February 2023  16 February 2023	Pieter-Paul Barker	18 Nov 2022		Donna Ross donna.ross@southandv ale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report

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>Capital strategy</b> Purpose: to recommend Council to adopt the strategy	No	Cabinet Council 2 February 2023 16 February 2023	Pieter-Paul Barker	18 Nov 2022		Richard Spraggett richard.spraggett@south handvale.gov.uk	Cabinet member decision form or officer key decision form 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 Council 2 February 2023 16 February 2023	Pieter-Paul Barker	18 Nov 2022		Richard Spraggett richard.spraggett@south handvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<b>MARCH DECISIONS</b>							
<b>Planning Enforcement Statement</b> Purpose: to approve the revised statement	No	Cabinet 9 March 2023	Anne-Marie Simpson	1 Nov 2022		Adrian Duffield adrian.duffield@southa ndvale.gov.uk	Cabinet member decision form or officer key decision form Cabinet report
<b>Corporate Plan Performance Report, quarter 3 2022/23</b>	No	Cabinet 9 March 2023	Andrea Powell	8 Dec 2022		Harry Barrington- Mountford harry.barrington- mountford@southandva le.gov.uk	Cabinet member decision form or officer key decision form Cabinet report



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
--	------------------	---	----------------	------------------------------------	--	-----------------	---

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 member decision form or officer key decision form Cabinet report
<b>FIELD_TITLE</b> FIELD_SUMMARY	FIELD_KEY	FIELD_DMTITLE FIELD_DUE_DATE	FIELD_LEAD_M EMBER	FIELD_FIRS T_PUB	FIELD_CONSULT EES FIELD_CONSULT ATION	FIELD_OFFICER_NAM E FIELD_OFFICER_EMA IL	Cabinet member decision form or officer key decision form Cabinet report
<b>FIELD_TITLE</b>							