

Cabinet work programme

3 April 2023



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
APRIL 2023 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 April 2023 Head of development and corporate landlord April 2023	Robin Bennett	28 Jul 2014		Karen Lister karen.lister@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 April 2023	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 April 2023	David Rouane	3 Oct 2022		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form
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 April 2023	David Rouane	8 Dec 2022		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form

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Affordable homes project at 116-120 Broadway, Didcot Purpose: to award a contract for the design of this project	Yes	Cabinet member for community wellbeing April 2023	Maggie Filipova-Rivers	17 Feb 2023		Aileen David aileen.david@southandvale.gov.uk	Cabinet member decision form
Procurement of contact centre software Purpose: to agree funding for a new system	Yes	Cabinet member for corporate services, policy and programmes April 2023	Andrea Powell	6 Mar 2023		Sally Truman sally.truman@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 April 2023	Sue Cooper	4 May 2022		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Grounds maintenance and public toilet cleaning services Purpose: to provide vehicles for this service	Yes	Cabinet member for environment, climate change and nature recovery April 2023	Sue Cooper, Pieter-Paul Barker	27 Jan 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Car park refurbishment project Purpose: to draw funds from the provisional capital programme	No	Cabinet member for finance and property assets April 2023	Pieter-Paul Barker	24 Feb 2023		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

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MAY DECISIONS

Finance System application support services Purpose: to award a contract	Yes	Head of finance Not before 1 May 2023	Pieter-Paul Barker	3 Apr 2023		Ben Watson ben.watson@southandvale.gov.uk	Officer key decision form
Car park refurbishment project Purpose: to award a contract for refurbishments	Yes	Cabinet member for finance and property assets Not before 19 May 2023	Pieter-Paul Barker	24 Feb 2023		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form

JUNE DECISIONS

Thame Leisure Centre Purpose: to replace the combined heat and power unit	Yes	Cabinet member for finance and property assets June 2023	Pieter-Paul Barker	3 Oct 2022		Jan Smith jan.smith@southandvale.gov.uk	Cabinet member decision form
Standing item: Recommendations from other committees Purpose: to consider and determine action on any recommendations from other committees	Yes	Cabinet 22 June 2023	Relevant Cabinet members	18 Oct 2019		Steve Culliford steve.culliford@southandvale.gov.uk	Cabinet report

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Section 106 policy Purpose: to review and approve the policy and process to allocate funds to those developing affordable/social housing	Yes	Cabinet 22 June 2023	Maggie Filipova- Rivers, Robin Bennett	16 Jan 2023		Paul Fielding paul.fielding@southand vale.gov.uk	Cabinet report
Revenue grant scheme Purpose: to consider options for the scheme from April 2024	Yes	Cabinet 22 June 2023	Maggie Filipova- Rivers	6 Feb 2023		Cheryl Reeves cheryl.reeves@southan dvale.gov.uk	Cabinet report
Future Oxfordshire Partnership Purpose: to approve amended terms of reference and memorandum of association	Yes	Cabinet 22 June 2023	David Rouane	2 Mar 2023		Patrick Arran patrick.arran@southand vale.gov.uk	Cabinet report
BOB (Buckinghamshire, Oxfordshire and Berkshire West) Integrated Care Partnership's strategic priorities Purpose: to endorse the integrated care partnership's strategic priorities	No	Cabinet 22 June 2023	Maggie Filipova- Rivers	19 Jan 2023		Jayne Bolton jayne.bolton@southand vale.gov.uk	Cabinet report

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2024 DECISIONS

Play areas Purpose: to provide a maintenance service for existing play areas	Yes	Cabinet member for environment, climate change and nature recovery February 2024	Sue Cooper	15 Jul 2022		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
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