

# Cabinet work programme

23 October 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 up to nine further members. The leader has allocated portfolios to Cabinet members as follows:

- [Councillor David Rouane](#): Leader
- [Councillor Maggie Filipova-Rivers](#) : Community wellbeing, and statutory deputy leader
- [Councillor Robin Bennett](#): Economic development and regeneration, and deputy leader
- [Councillor Pieter-Paul Barker](#): Finance and property assets
- [Councillor Sue Cooper](#): Environment
- [Councillor Andrea Powell](#): Corporate services, policy and programmes
- [Councillor Anne-Marie Simpson](#): Planning
- [Councillor Freddie Van Mierlo](#): Climate change and nature recovery

## 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). Alternatively, documents are available at The Abbey House, Abbey Close, Abingdon, OX14 3JE.

## 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).

In advance of a decision being made, you may also submit documents to the decision-maker.

## This work programme is subject to change

The dates listed for each forthcoming decision are the earliest dates for items to come forward.

# Cabinet work programme

DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE)	KEY DECISION?	DECISION MAKER AND DECISION DATE	CABINET MEMBER	DATE FIRST ON WORK PROGRAMME	PRINCIPAL CONSULTEES (including Committees)	CONTACT OFFICER	DOCUMENTS TO BE USED BY THE DECISION MAKER
<b>OCTOBER 2023 DECISIONS</b>							
<b>Finance System application support services</b> Purpose: to award a contract	Yes	Head of finance 1 May 2023	Pieter-Paul Barker	3 Apr 2023		Ben Watson <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@southandvale.gov.uk</a>	Officer key decision form
<b>Wallingford accessible moorings</b> Purpose: to award a contract to undertake works	Yes	Cabinet member for the environment 1 June 2023	Sue Cooper	4 May 2022		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Local Authority Housing Fund and Service Family Accommodations housing schemes</b> Purpose: to enter into a credit agreement to furnish and equip properties	Yes	Head of finance 2 August 2023	Pieter-Paul Barker	5 Jul 2023		Louise Birt <a href="mailto:louise.birt@southandvale.gov.uk">louise.birt@southandvale.gov.uk</a>	Officer key decision form
<b>Homes for Ukraine Scheme</b> Purpose: to accept government funding to support Ukrainian guests	No	Leader of the council 29 August 2023	David Rouane	1 Aug 2023		Louise Birt <a href="mailto:louise.birt@southandvale.gov.uk">louise.birt@southandvale.gov.uk</a>	Cabinet member decision form
<b>Didcot Local Cycling and Walking Infrastructure Plan</b> Purpose: to approve the plan	Yes	Cabinet member for community wellbeing 29 August 2023	Maggie Filipova-Rivers	1 Aug 2023		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Oxfordshire Inclusive Economy Partnership</b> Purpose: to agree to sign the partnership's charter	No	Leader of the council 30 October 2023	David Rouane	2 Oct 2023		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Cabinet member decision form
<b>Riverside Park and Pools, Wallingford</b> Purpose: to award a contract to provide a changing places toilet	Yes	Cabinet member for community wellbeing October 2023	Maggie Filipova-Rivers	2 Oct 2023		Jan Smith <a href="mailto:jan.smith@southandvale.gov.uk">jan.smith@southandvale.gov.uk</a>	Cabinet member decision form
<b>Software licensing agreement</b> Purpose: to agree to sign a new three-year Microsoft enterprise software agreement	Yes	Cabinet member for corporate services, policy and programmes 30 October 2023	Andrea Powell	2 Oct 2023		Simon Turner <a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@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 community wellbeing 31 October 2023	Maggie Filipova-Rivers	3 Oct 2022		Jan Smith <a href="mailto:jan.smith@southandvale.gov.uk">jan.smith@southandvale.gov.uk</a>	Cabinet member decision form
<b>NOVEMBER DECISIONS</b>							
<b>CCTV in Didcot and Henley</b> Purpose: to replace public space CCTV cameras	Yes	Leader of the council 22 September 2023	David Rouane	25 Aug 2023		Diane Foster <a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southandvale.gov.uk</a>	Cabinet member decision form
<b>Custodianship and management of countryside land</b> Purpose: to award a contract for three sites	Yes	Cabinet member for finance and property assets 9 November 2023	Pieter-Paul Barker	12 Oct 2023		Tim Sonnex <a href="mailto:tim.sonnex@southandvale.gov.uk">tim.sonnex@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Treasury Management Outturn 2022/23</b> Purpose: to consider the views of the Joint Audit and Governance Committee and make recommendations to Council	No	Cabinet 9 November 2023	Pieter-Paul Barker	1 Sep 2023	Joint Audit and Governance Committee 3 October 2023	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Corporate Performance Report and Climate Action Plan Performance Report - Quarter 1, 2023/24</b>	Yes	Cabinet 9 November 2023	Andrea Powell	2 Oct 2023		Tim Oruye <a href="mailto:tim.oruye@southandvale.gov.uk">tim.oruye@southandvale.gov.uk</a>	Cabinet report
<b>Budget monitoring</b> Purpose: to note the budget monitoring position to June 2023	No	Cabinet 9 November 2023	Pieter-Paul Barker	2 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Joint Local Plan Regulation 18 Part 2</b> Purpose: to approve preferred options for consultation	Yes	Cabinet 30 November 2023	Anne-Marie Simpson	26 May 2023	Joint Scrutiny Committee 27 November 2023	Lucy Murfett <a href="mailto:Lucy.Murfett@southandvale.gov.uk">Lucy.Murfett@southandvale.gov.uk</a>	Cabinet report
<b>Local Electric Vehicle Infrastructure</b> Purpose: to agree a funding arrangement with Oxfordshire County Council	Yes	Cabinet 30 November 2023	Freddie van Mierlo	26 May 2023		Justin Andrewes <a href="mailto:justin.andrewes@southandvale.gov.uk">justin.andrewes@southandvale.gov.uk</a>	Cabinet report
<b>Car park fees and charges</b> Purpose: to approve car park fees and charges	Yes	Cabinet 30 November 2023	Sue Cooper	22 Sep 2023		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report

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<b>Council tax base</b> Purpose: to recommend Council to approve the council tax base for 2024/25	No	Cabinet 30 November 2023	Pieter-Paul Barker	2 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Council tax reduction scheme</b> Purpose: to review the scheme and recommend any changes to Council	No	Cabinet 30 November 2023	Pieter-Paul Barker	6 Oct 2023		Trevor Gaffney <a href="mailto:trevor.gaffney@southandvale.gov.uk">trevor.gaffney@southandvale.gov.uk</a>	Cabinet report
<b>Budget monitoring</b> Purpose: to consider the quarter 2 report	Yes	Cabinet 30 November 2023	Pieter-Paul Barker	13 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>DECEMBER DECISIONS</b>							
<b>Community Infrastructure Levy Grants Policy</b>	Yes	Cabinet 18 December 2023	Pieter-Paul Barker	12 Oct 2023		Mark Hewer <a href="mailto:mark.hewer@southandvale.gov.uk">mark.hewer@southandvale.gov.uk</a>	Cabinet report
<b>Cornerstone Arts Centre, Didcot</b> Purpose: to consider an appraisal of future service delivery	Yes	Cabinet 18 December 2023	Maggie Filipova- Rivers	6 Oct 2023	Scrutiny Committee 6 December 2023	Andrew Busby <a href="mailto:andrew.busby@southandvale.gov.uk">andrew.busby@southandvale.gov.uk</a>	Cabinet report
<b>JANUARY 2024 DECISIONS</b>							
<b>Play areas</b> Purpose: to provide a maintenance service for existing play areas	Yes	Cabinet member for the environment 12 August 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

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<b>HR and Payroll System</b> Purpose: to procure an new system	Yes	Cabinet member for corporate services, policy and programmes 20 November 2023	Andrea Powell	23 Oct 2023		Abigail Witting <a href="mailto:abigail.witting@southandvale.gov.uk">abigail.witting@southandvale.gov.uk</a>	Cabinet member decision form
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### FEBRUARY DECISIONS

<b>Rural England Prosperity Fund</b> Purpose: to award round 1 grant funding	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Officer key decision form
<b>Corporate Plan 2024-2028</b> Purpose: to agree an approach to the new corporate plan	No	Cabinet 8 February 2024	Andrea Powell	25 Aug 2023	Scrutiny Committee 6 February 2024	Tim Oruye <a href="mailto:tim.oruye@southandvale.gov.uk">tim.oruye@southandvale.gov.uk</a>	Cabinet report
<b>Treasury Management Mid-Year Monitoring 2023/24</b> Purpose: to consider the report and make recommendations to Council	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023	Joint Audit and Governance Committee 30 January 2023	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Treasury Management and Investment Strategy 2024/25</b> Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023	Joint Audit and Governance Committee 30 January 2023	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report

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<b>Medium Term Financial Strategy 2024/25 to 2028/29</b> Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Capital Strategy 2024/25 to 2033/34</b> Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>Revenue Budget 2024/25 and Capital Programme 2024/25 to 2028/29</b> Purpose: to recommend the budget to Council	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>MARCH DECISIONS</b>							
<b>Henley Public Places Protection Order</b> Purpose: to review the order	No	Leader of the council 27 July 2023	David Rouane	29 Jun 2023		Katharine Doherty <a href="mailto:Katharine.Doherty@southandvale.gov.uk">Katharine.Doherty@southandvale.gov.uk</a>	Cabinet member decision form
<b>Thame Public Places Protection Order</b> Purpose: to review the order	No	Leader of the council 27 July 2023	David Rouane	29 Jun 2023		Katharine Doherty <a href="mailto:Katharine.Doherty@southandvale.gov.uk">Katharine.Doherty@southandvale.gov.uk</a>	Cabinet member decision form
<b>Capital grants</b> Purpose: to award the 2023/24 capital grants	Yes	Cabinet member for community wellbeing 20 October 2023	Maggie Filipova-Rivers	22 Sep 2023		Cheryl Reeves <a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>	Cabinet member decision form



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<b>UK Shared Prosperity Fund</b> Purpose: to award a contract to deliver UK Shared Prosperity Fund intervention E39: Green Skills Courses	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Officer key decision form
<b>Oxfordshire Councils Charter</b> Purpose: to adopt the charter	Yes	Cabinet 7 March 2024	David Rouane	12 Oct 2023		Tim Oruye <a href="mailto:tim.oruye@southandvale.gov.uk">tim.oruye@southandvale.gov.uk</a>	Cabinet report
<b>APRIL DECISIONS</b>							
<b>Car park refurbishment project</b> Purpose: to draw funds from the provisional capital programme	No	Cabinet member for finance and property assets 24 March 2023	Pieter-Paul Barker	24 Feb 2023		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Car park refurbishment project</b> Purpose: to award a contract for refurbishments	Yes	Cabinet member for finance and property assets 24 March 2023	Pieter-Paul Barker	24 Feb 2023		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>UK Shared Prosperity Fund</b> Purpose: to award a contract to deliver UK Shared Prosperity Fund intervention E29: Supporting Decarbonisation	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Officer key decision form

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<b>Tree planting policy</b> Purpose: to review the policy for planting trees on council land	Yes	Cabinet 18 April 2024	Pieter-Paul Barker	2 Oct 2023		Karen Lister <a href="mailto:karen.lister@southandvale.gov.uk">karen.lister@southandvale.gov.uk</a>	Cabinet report
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### JULY DECISIONS

<b>Rural England Prosperity Fund</b> Purpose: to award round 2 grant funding	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Officer key decision form
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<b>UK Shared Prosperity Fund</b> Purpose: to award grant funding under the UK Shared Prosperity Fund intervention E22: Enterprise Infrastructure and Employment/Innovation sites	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King <a href="mailto:nick.king@southandvale.gov.uk">nick.king@southandvale.gov.uk</a>	Officer key decision form
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