

DRAFT Cabinet work programme

8 December 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.

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. 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.

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 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 2023 DECISIONS							
Finance System application support services Purpose: to award a contract	Yes	Head of finance 1 May 2023	Pieter-Paul Barker	3 Apr 2023		Ben Watson ben.watson@southandvale.gov.uk	Officer key decision form
Local Electric Vehicle Infrastructure Purpose: to agree a funding arrangement with Oxfordshire County Council	Yes	Cabinet member for climate change and nature recovery 23 June 2023	Freddie van Mierlo	26 May 2023		Justin Andrewes justin.andrewes@southandvale.gov.uk	Cabinet member decision form
Didcot Local Cycling and Walking Infrastructure Plan Purpose: to endorse the plan	No	Cabinet member for economic development and regeneration 29 August 2023	Robin Bennett	1 Aug 2023		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form
Oxfordshire Inclusive Economy Partnership Purpose: to agree to sign the partnership's charter	No	Leader of the council 30 October 2023	David Rouane	2 Oct 2023		Nick King nick.king@southandvale.gov.uk	Cabinet member decision form
Riverside Park and Pools, Wallingford 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 jan.smith@southandvale.gov.uk	Cabinet member decision form

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Thame Leisure Centre 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 jan.smith@southandvale.gov.uk	Cabinet member decision form
Custodianship and management of countryside land 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 tim.sonnex@southandvale.gov.uk	Cabinet member decision form
HR and Payroll System Purpose: to procure an new system	Yes	Head of corporate services 20 November 2023	Andrea Powell	23 Oct 2023		Abigail Witting abigail.witting@southandvale.gov.uk	Officer key decision form
Public toilets in Wallingford Purpose: to award a contract to provide a modular public toilet block in the Cattlemarket, Wallingford	Yes	Head of development and corporate landlord 29 November 2023	Pieter-Paul Barker	1 Nov 2023		John Backley john.backley@southandvale.gov.uk	Officer key decision form
Community Infrastructure Levy Grants Policy	Yes	Cabinet 21 December 2023	Cabinet member for finance and property assets	12 Oct 2023	Scrutiny Committee 6 December 2023	Mark Hewer mark.hewer@southandvale.gov.uk	Cabinet report
Corporate Performance Report and Climate Action Plan Performance Report - Quarter 2, 2023/24	No	Cabinet 21 December 2023	Andrea Powell	24 Nov 2023		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet report
Budget monitoring July to September 2023 Purpose: to consider the quarter 2 report	Yes	Cabinet 21 December 2023	Pieter-Paul Barker	13 Oct 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report

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Budget setting 2024/25 Purpose: to receive an update on budget setting for 2024/25	No	Cabinet 21 December 2023	Pieter-Paul Barker	24 Nov 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Thame Leisure Centre Purpose: to refurbish the dry side changing facilities	Yes	Cabinet member for community wellbeing 29 December 2023	Maggie Filipova- Rivers	4 Dec 2023		Ian Burtenshaw ian.burtenshaw@southandvale.gov.uk	Cabinet member decision form
JANUARY 2024 DECISIONS							
Play areas 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 john.backley@southandvale.gov.uk	Cabinet member decision form
FEBRUARY DECISIONS							
Rural England Prosperity Fund Purpose: to award round 1 grant funding	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form
Garden waste service Purpose: to approve a new approach to the council's garden waste service	Yes	Cabinet 8 February 2024	Andrea Powell, Sue Cooper	1 Nov 2023	Joint Scrutiny Committee 29 January 2024	Scott Williams, Sally Truman scott.williams@southandvale.gov.uk sally.truman@southandvale.gov.uk	Cabinet report
Empty Homes Policy Purpose: to approve a new policy	Yes	Cabinet 8 February 2024	Maggie Filipova- Rivers	4 Dec 2023	Scrutiny Committee January 2024	Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet report

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Private Sector Housing Enforcement Purpose: to approve a new policy	Yes	Cabinet 8 February 2024	Maggie Filipova-Rivers	4 Dec 2023	Scrutiny Committee January 2024	Philip Ealey phil.ealey@southandvale.gov.uk	Cabinet report
Corporate Plan 2024-2028 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 tim.oruye@southandvale.gov.uk	Cabinet report
Treasury Management Mid-Year Monitoring 2023/24 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 simon.hewings@southandvale.gov.uk	Cabinet report
Treasury Management and Investment Strategy 2024/25 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 simon.hewings@southandvale.gov.uk	Cabinet report
Medium Term Financial Strategy 2024/25 to 2028/29 Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Capital Strategy 2024/25 to 2033/34 Purpose: to recommend Council to approve the strategy	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report

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Revenue Budget 2024/25 and Capital Programme 2024/25 to 2028/29 Purpose: to recommend the budget to Council	No	Cabinet 8 February 2024	Pieter-Paul Barker	23 Oct 2023	Scrutiny Committee 6 February 2024	Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Cornerstone Arts Centre, Didcot Purpose: to review the action plan	Yes	Cabinet 8 February 2024	Maggie Filipova-Rivers	6 Oct 2023	Scrutiny Committee 6 December 2023	Andrew Busby andrew.busby@southandvale.gov.uk	Cabinet report

MARCH DECISIONS

Henley Public Places Protection Order Purpose: to review the order	No	Leader of the council 27 July 2023	David Rouane	29 Jun 2023		Katharine Doherty Katharine.Doherty@southandvale.gov.uk	Cabinet member decision form
Thame Public Places Protection Order Purpose: to review the order	No	Leader of the council 27 July 2023	David Rouane	29 Jun 2023		Katharine Doherty Katharine.Doherty@southandvale.gov.uk	Cabinet member decision form
Capital grants 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 cheryl.reeves@southandvale.gov.uk	Cabinet member decision form
UK Shared Prosperity Fund 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 nick.king@southandvale.gov.uk	Officer key decision form
Housing Delivery Strategy Action Plan Purpose: to review the action plan	No	Cabinet 7 March 2024	Robin Bennett	4 Dec 2023		Nigel Bower nigel.bower@southandvale.gov.uk	Cabinet report

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Oxfordshire Councils Charter Purpose: to adopt the charter	Yes	Cabinet 7 March 2024	David Rouane	12 Oct 2023		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet report
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APRIL DECISIONS

Car park refurbishment project 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 john.backley@southandvale.gov.uk	Cabinet member decision form
Car park refurbishment project 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 john.backley@southandvale.gov.uk	Cabinet member decision form
UK Shared Prosperity Fund 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 nick.king@southandvale.gov.uk	Officer key decision form
Waste Vehicle Purchasing Strategy Purpose: to approve a strategy	Yes	Cabinet 18 April 2024	Sue Cooper	4 Dec 2023	Joint Scrutiny Committee 25 March 2024	Scott Williams scott.williams@southandvale.gov.uk	Cabinet report
Tree Planting Policy Purpose: to review the policy for planting trees on council land	Yes	Cabinet 18 April 2024	Pieter-Paul Barker	2 Oct 2023		Karen Lister karen.lister@southandvale.gov.uk	Cabinet report

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JULY DECISIONS

Rural England Prosperity Fund Purpose: to award round 2 grant funding	Yes	Head of development and corporate landlord 10 November 2023	Robin Bennett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Officer key decision form
UK Shared Prosperity Fund 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 nick.king@southandvale.gov.uk	Officer key decision form

SUMMER 2024 DECISIONS

Waste and Street Cleansing Strategy and Service Purpose: to approve the strategy	Yes	Cabinet July 2024	Sue Cooper	4 Dec 2023		Scott Williams scott.williams@southandvale.gov.uk	Cabinet report
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