

# Cabinet work programme

23 February 2024



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
- the earliest date those decisions can 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 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>FEBRUARY 2024 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>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>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>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
<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

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>HR and Payroll System</b> Purpose: to procure a new system	Yes	Head of corporate services 20 November 2023	Andrea Powell	23 Oct 2023		Abigail Witting <a href="mailto:abigail.witting@southandvale.gov.uk">abigail.witting@southandvale.gov.uk</a>	Officer key decision form
<b>Public toilets in Wallingford</b> 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 <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Officer key decision form
<b>Thame Leisure Centre</b> 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 <a href="mailto:ian.burtenshaw@southandvale.gov.uk">ian.burtenshaw@southandvale.gov.uk</a>	Cabinet member decision form
<b>Leisure facilities assessment strategy</b> Purpose: to approve the draft strategy for public consultation	No	Cabinet member for planning February 2024	Anne-Marie Simpson	1 Feb 2024		Tom Rice <a href="mailto:tom.rice@southandvale.gov.uk">tom.rice@southandvale.gov.uk</a>	Cabinet member decision form
<b>Playing pitch strategy</b> Purpose: to approve the draft strategy for public consultation	No	Cabinet member for planning February 2024	Anne-Marie Simpson	1 Feb 2024		Tom Rice <a href="mailto:tom.rice@southandvale.gov.uk">tom.rice@southandvale.gov.uk</a>	Cabinet member decision form
<b>Electoral Management System</b> Purpose: to award a contract to procure the system	Yes	Head of legal and democratic 7 February 2024	David Rouane	10 Jan 2024		Steven Corrigan <a href="mailto:steven.corrigan@southandvale.gov.uk">steven.corrigan@southandvale.gov.uk</a>	Officer key decision form
<b>Purchase of properties to provide temporary housing accommodation</b>	Yes	Cabinet member for community wellbeing 18 February 2024	Maggie Filipova-Rivers	18 Jan 2024		Karen Lister <a href="mailto:karen.lister@southandvale.gov.uk">karen.lister@southandvale.gov.uk</a>	Cabinet member decision form

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

### MARCH DECISIONS

<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
<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
<b>UK Shared Prosperity Fund</b> Purpose: to award a contract to deliver UK Shared Prosperity Fund interventions	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>Empty Homes Policy</b> Purpose: to approve a new policy	Yes	Cabinet 7 March 2024	Maggie Filipova-Rivers	4 Dec 2023		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet report
<b>Corporate Performance Report and Climate Action Plan Performance Report, Quarter 3, 2023/24</b>	No	Cabinet 7 March 2024	Andrea Powell	20 Feb 2024		Tim Oruye <a href="mailto:tim.oruye@southandvale.gov.uk">tim.oruye@southandvale.gov.uk</a>	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>Waste Transfer Station and Reprocessing procurements</b> Purpose: to approve the procurement of contracts for a waste transfer station and reprocessing of dry mixed recycling	Yes	Cabinet member for the environment 19 March 2024	Sue Cooper	20 Feb 2024		Scott Williams, William Maxwell <a href="mailto:scott.williams1@southandvale.gov.uk">scott.williams1@southandvale.gov.uk</a> <a href="mailto:william.maxwell@southandvale.gov.uk">william.maxwell@southandvale.gov.uk</a>	Cabinet member decision form
<b>Berinsfield Decarbonisation Funding Allocations</b> Purpose: to approve funding awards to advance decarbonisation schemes to improve community assets	No	Head of Policy and Programmes 22 March 2024	Robin Bennett, David Rouane	23 Feb 2024		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Officer key decision form
<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

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>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
<b>Hackney Carriage Tariff</b> Purpose: to approve a new tariff	Yes	Cabinet 18 April 2024	David Rouane	20 Feb 2024		Laura Driscoll <a href="mailto:laura.driscoll@southandvale.gov.uk">laura.driscoll@southandvale.gov.uk</a>	Cabinet report
<b>Waste Vehicle Purchasing Strategy</b> Purpose: to approve a strategy	Yes	Cabinet 18 April 2024	Sue Cooper	4 Dec 2023		Scott Williams <a href="mailto:scott.williams1@southandvale.gov.uk">scott.williams1@southandvale.gov.uk</a>	Cabinet report
<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
<b>Housing Delivery Strategy Action Plan</b> Purpose: to review the action plan	No	Cabinet 18 April 2024	Robin Bennett	4 Dec 2023		Nigel Bower <a href="mailto:nigel.bower@southandvale.gov.uk">nigel.bower@southandvale.gov.uk</a>	Cabinet report
<b>Private Sector Housing Enforcement</b> Purpose: to approve a new policy	Yes	Cabinet 18 April 2024	Maggie Filipova-Rivers	4 Dec 2023		Philip Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet report
<b>Oxfordshire Councils Charter</b> Purpose: to adopt the charter	Yes	Cabinet 18 April 2024	David Rouane	12 Oct 2023		Tim Oruye <a href="mailto:tim.oruye@southandvale.gov.uk">tim.oruye@southandvale.gov.uk</a>	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>116-120 The Broadway, Didcot</b> Purpose: to agree stage 1 design options and project details. (This is likely to be an exempt decision under category 3.)	No	Cabinet 18 April 2024	Robin Bennett	23 Feb 2024		Aileen Sparling <a href="mailto:aileen.sparling@southandvale.gov.uk">aileen.sparling@southandvale.gov.uk</a>	Cabinet report
<b>Budget Monitoring</b> Purpose: to consider the quarter 3 monitoring report	No	Cabinet 18 April 2024	Pieter-Paul Barker	23 Feb 2024		Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>	Cabinet report
<b>JUNE DECISIONS</b>							
<b>Didcot Garden Town update, draft green infrastructure strategy and draft wayfinding strategy</b> Purpose: to approve the programme and strategies	Yes	Cabinet 27 June 2024	Robin Bennett	10 Jan 2024	Joint Scrutiny Committee 20 May 2024	Charlotte Cottingham <a href="mailto:charlotte.cottingham@southandvale.gov.uk">charlotte.cottingham@southandvale.gov.uk</a>	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
<p><b>New Depot - site, professional services and budget</b> Purpose: to approve the preferred site, seek delegation to enter into an Agreement for Lease, award the Professional Services contract and move the required budget into the approved capital programme (This is likely to be an exempt decision under category 3.)</p>	Yes	Cabinet 27 June 2024	Pieter-Paul Barker	23 Feb 2024	Scrutiny Committee 12 June 2024	Aileen Sparling <a href="mailto:aileen.sparling@southandvale.gov.uk">aileen.sparling@southandvale.gov.uk</a>	Cabinet report
<p><b>Five Councils Partnership</b> Purpose: to recommend Council to approve contract exit options. (This is likely to be an exempt decision under categories 3 and 5.)</p>	No	Cabinet 27 June 2024	Pieter-Paul Barker	20 Feb 2024		Susan Harbour <a href="mailto:susan.harbour@southandvale.gov.uk">susan.harbour@southandvale.gov.uk</a>	Cabinet report
<b>JULY DECISIONS</b>							
<p><b>Rural England Prosperity Fund</b> Purpose: to award round 2 grant funding</p>	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

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>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
<b>Waste and Street Cleansing Strategy and Service</b> Purpose: to approve the strategy	Yes	Cabinet July 2024	Sue Cooper	4 Dec 2023		Scott Williams <a href="mailto:scott.williams1@southandvale.gov.uk">scott.williams1@southandvale.gov.uk</a>	Cabinet report