

Cabinet work programme

18 September 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, plus cross council themes including climate action, communications, and legal and democratic
- [Councillor Maggie Filipova-Rivers](#) : Housing, community hub, and statutory deputy leader
- [Councillor Robin Bennett](#): Economic development and regeneration, and deputy leader
- [Councillor Pieter-Paul Barker](#): Finance and property assets
- [Councillor Sam Casey-Rerhaye](#) – Corporate services
- [Councillor Georgina Heritage](#) – Communities
- [Councillor Sam James-Lawrie](#) - Environment
- [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. 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	TYPE OF DECISION
2024 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@southand vale.gov.uk	Delegated Authority - Officers Decision
Thame Leisure Centre Purpose: to replace the combined heat and power unit	Yes	Cabinet member for finance and property assets 31 October 2023	Pieter-Paul Barker	3 Oct 2022		Jan Smith jan.smith@southandval e.gov.uk	Delegated Individual Cabinet Member Decision
UK Shared Prosperity Fund Purpose: to award funding 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@southandval e.gov.uk	Delegated Authority - Officers Decision
Thame Leisure Centre Purpose: to refurbish the dry side changing facilities	Yes	Cabinet member for finance and property assets 29 December 2023	Pieter-Paul Barker	4 Dec 2023		Ian Burtenshaw ian.burtenshaw@south andvale.gov.uk	Delegated Individual Cabinet Member Decision

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Berinsfield Decarbonisation Funding Allocations Purpose: to approve funding awards to advance decarbonisation schemes to improve community assets	Yes	Leader of the council 22 March 2024	David Rouane	23 Feb 2024		Jayne Bolton jayne.bolton@southand vale.gov.uk	Delegated Individual Cabinet Member Decision
Abbey Sports Centre, Berinsfield Purpose: to award a contract to replace the sports hall floor	Yes	Cabinet member for finance and property assets 16 May 2024	Pieter-Paul Barker	18 Apr 2024		Ben Whaymand ben.whaymand@south andvale.gov.uk	Delegated Individual Cabinet Member Decision
Didcot Wave Purpose: to award a contract for works to the spin studio	Yes	Cabinet member for finance and property assets 16 May 2024	Pieter-Paul Barker	18 Apr 2024		Ben Whaymand ben.whaymand@south andvale.gov.uk	Delegated Individual Cabinet Member Decision
Didcot Wave Purpose: to award a contract for a new teaching pool	Yes	Cabinet member for finance and property assets 16 May 2024	Pieter-Paul Barker	18 Apr 2024		Ben Whaymand ben.whaymand@south andvale.gov.uk	Delegated Individual Cabinet Member Decision
Didcot Wave Purpose: to award a contract to refurbish the dry side changing facilities	Yes	Cabinet member for finance and property assets 16 May 2024	Pieter-Paul Barker	18 Apr 2024		Ben Whaymand ben.whaymand@south andvale.gov.uk	Delegated Individual Cabinet Member Decision

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UK Shared Prosperity Fund Purpose: to award 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	Delegated Authority - Officers Decision
Cornerstone Arts Centre, Didcot Purpose: to award a contract for decarbonisation works	Yes	Cabinet member for communities 22 May 2024	Georgina Heritage	24 Apr 2024		Rory Pavelin rory.pavelin@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
Thame Leisure Centre Purpose: to award a contract to design and build solar photovoltaic panels to the centre's roof to serve the swimming pool	Yes	Cabinet member for finance and property assets 29 May 2024	Pieter-Paul Barker	24 Apr 2024		John McLeod john.mcleod@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
Professional Services Consultancy Appointment for the New Waste Vehicle Depot Project	Yes	Cabinet member for finance and property assets Not before 13 August 2024	Pieter-Paul Barker	15 Jul 2024		Andrew Busby andrew.busby@southandvale.gov.uk	
Energy Procurement Contact via framework provider 'Laser'.	Yes	Cabinet member for finance and property assets Not before 26 August 2024	Cabinet member for finance and property assets	26 Jul 2024	Councillor Pieter-Paul Barker	James Devlin james.devlin@southandvale.gov.uk	Delegated Individual Cabinet Member Decision

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<p>Procurement of new cloud based Geographic Information System (GIS) mapping software. To approve the procurement of a new software-as-a-service GIS to replace legacy hosted system on Capita network, in line with the Technology Strategy</p>	Yes	Head of corporate services Not before 26 August 2024	Cabinet member for corporate services	26 Jul 2024	Councillor Sam Casey-Rerhaye	Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision
<p>ICMD to approve receipt of capital funding from Oxfordshire County Council To help implement the approved Didcot Garden Town wayfinding scheme with the transfer of £50,000 capital from Oxfordshire County Council CIL funding into a district council Didcot Garden Town budget, ring-fenced for wayfinding in Didcot</p>	No	Cabinet member for economic development and regeneration 26 August 2024	Cabinet member for economic development and regeneration	8 Aug 2024	Councillor Robin Bennett	Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
<p>LEVI - Electric Vehicle Chargers project</p>	Yes	Cabinet member for the environment Not before 27 August 2024	Cabinet member for the environment	26 Jul 2024		John Backley john.backley@southandvale.gov.uk	
SEPTEMBER DECISIONS							

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Contract to Unit4 for the provision of the Unit4 ERP software package To award a new contract to Unit4 for the council's ERP (finance system) or to extend the current contract by one year	Yes	Head of finance Not before 5 September 2024	Cabinet member for finance and property assets	8 Aug 2024		Simon Hewings simon.hewings@southandvale.gov.uk	
Contract for housing specialist repair and maintenance, including housing void refurbishments. This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972	Yes	Cabinet member for finance and property assets Not before 17 September 2024	Cabinet member for finance and property assets	8 Aug 2024	Councillor Pieter- Paul Barker	Andrew Busby andrew.busby@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
Wallingford Cemetery repairs To approve the award of the contract to carry out the repairs.	Yes	Cabinet member for the environment September 2024	Sam James- Lawrie	15 Jul 2024		John Backley john.backley@southandvale.gov.uk	
Regulation 19 draft version of the Joint Local Plan	Yes	Cabinet Council 19 September 2024 19 September 2024	Anne-Marie Simpson Cabinet member for planning	24 May 2024		Lucy Murfett Lucy.Murfett@southandvale.gov.uk	Cabinet Decision

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<p>Procurement of specialist IT consulting services to assist in the exit of the 5C IT contract and formation at new inhouse IT service To approve the procurement of specialist consulting organisation to provide consulting, advisory and support services to support the exit of IT from the 5C contract.</p>	Yes	Head of corporate services Not before 20 September 2024	Sam Casey-Rerhaye, Neil Fawcett	23 Aug 2024	Councillor Sam Casey-Rerhaye and Councillor Neil Fawcett	Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision
<p>Waste vehicles purchase 2025. This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972. In line with the agreed waste vehicle procurement strategy, to approve the purchase of new vehicles for the waste and street cleansing service for delivery and use on the service in 2025.</p>	Yes	Cabinet member for the environment 22 September 2024	Sam James-Lawrie	23 Aug 2024	Councillor Sam James-Lawrie	William Maxwell, Scott Williams william.maxwell@southandvale.gov.uk, scott.williams1@southandvale.gov.uk	Delegated Individual Cabinet Member Decision

OCTOBER DECISIONS

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	TYPE OF DECISION
Watlington Natural Flood Management Scheme To approve receipt of funds from EA and to approve contract (two decisions).	Yes	Head of development and corporate landlord October 2024	Sam James-Lawrie	23 Aug 2024	Councillor Sam James-Lawrie	John Backley john.backley@southandvale.gov.uk	Delegated Authority - Officers Decision
Operational Net Zero Target Purpose: to review the target	Yes	Cabinet 10 October 2024	David Rouane	18 Apr 2024		Dominic Lamb dominic.lamb@southandvale.gov.uk	Cabinet Decision
District Net Zero Target Purpose: to review the target	Yes	Cabinet 10 October 2024	David Rouane	18 Apr 2024		Dominic Lamb dominic.lamb@southandvale.gov.uk	Cabinet Decision
Waste resources and street cleaning strategy Purpose: to approve the strategy	No	Cabinet 10 October 2024	Sam James-Lawrie	18 Apr 2024		Scott Williams scott.williams1@southandvale.gov.uk	Cabinet Decision
Future Delivery of Household Waste and Street Cleansing Services Purpose: to approve the strategy	Yes	Cabinet 17 October 2024	Sam James-Lawrie	4 Dec 2023		Scott Williams scott.williams1@southandvale.gov.uk	Cabinet Decision
Car park options appraisal To agree the way forward for the car park service from 1 October 2025	Yes	Cabinet 17 October 2024	Sam James-Lawrie	24 Jun 2024	Councillor Sam James-Lawrie Joint Scrutiny 16 September 2024 Council 24 October 2024	John Backley john.backley@southandvale.gov.uk	Cabinet Decision
Corporate Plan annual performance report	No	Cabinet 17 October 2024	Cabinet member for corporate services	18 Sep 2024		Tim Oruye tim.oruye@southandvale.gov.uk	
Budget scene setting	No	Cabinet 17 October 2024	Cabinet member for finance and property assets	24 May 2024		Anna Winship anna.winship@southandvale.gov.uk	Cabinet Decision

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Treasury management outturn	No	Cabinet 17 October 2024	Cabinet member for finance and property assets	24 May 2024		Anna Winship anna.winship@southan dvale.gov.uk	Cabinet Decision
Quarter 1 budget monitoring report	No	Cabinet 17 October 2024	Cabinet member for finance and property assets	24 May 2024		Anna Winship anna.winship@southan dvale.gov.uk	Cabinet Decision
Procurement of Legal Services Case Management solution To approve the procurement of a software-as-a-service legal case management system which adheres to the principles of the councils Technology Strategy	Yes	Head of corporate services 25 October 2024	Sam Casey- Rerhaye	18 Sep 2024		Simon Turner simon.turner@southan vale.gov.uk	
Procurement of a network supplier to support the councils' Local and Wide area networks To approve the procurement of a network supplier and maintenance partner to support the councils' local and wide area network installations that are required as a result of the exit from the Capita 5C IT contract.	Yes	Head of corporate services Not before 31 October 2024	Sam Casey- Rerhaye	18 Sep 2024		Simon Turner simon.turner@southan vale.gov.uk	

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Procurement of new Licensing Software To approve the procurement of a new Licensing application to replace legacy hosted system.	Yes	Head of corporate services Not before 31 October 2024	Sam Casey-Rerhaye	18 Sep 2024		Simon Turner simon.turner@southandvale.gov.uk	
ICMD to approve appointment of contractor to carry out detailed design of four Didcot green infrastructure projects To progress implementation of the four green infrastructure projects approved by South Cabinet on 18 April 2024	Yes	Cabinet member for economic development and regeneration Not before 1 November 2024	Cabinet member for economic development and regeneration	8 Aug 2024	Councillor Robin Bennett	Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
NOVEMBER DECISIONS							
ICMD to appoint contractor to implement Didcot Garden Town wayfinding scheme Didcot Garden Town implementation of approved wayfinding scheme	Yes	Cabinet member for economic development and regeneration Not before 1 November 2024	Cabinet member for economic development and regeneration	8 Aug 2024	Councillor Robin Bennett Scrutiny Committee	Charlotte Cottingham charlotte.cottingham@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
Thame Changing Places project	Yes	Head of development and corporate landlord November 2024	Cabinet member for finance and property assets	10 Sep 2024	Councillor Pieter-Paul Barker	Hannah Oughton Hannah.oughton@southandvale.gov.uk	Delegated Authority - Officers Decision

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Leisure Facilities Strategy and Playing Pitch Strategy Purpose: to adopt the strategies	No	Cabinet 28 November 2024	Sam Casey- Rerhaye	1 May 2024	Scrutiny Committee 23 September 2024	Tom Rice tom.rice@southandvale .gov.uk	Cabinet Decision
Procurement Strategy and Tender Evaluation Policy	Yes	Cabinet 28 November 2024	Cabinet member for finance and property assets	26 Jul 2024	Councillor Pieter- Paul Barker	Ben Watson ben.watson@southand vale.gov.uk	Cabinet Decision
Future Direction of Cornerstone/The Beacon – update on action plan agreed at February 24 Cabinet	No	Cabinet 28 November 2024	Cabinet member for communities	18 Sep 2024	Councillor Georgina Heritage	Daniel Harrison Daniel.Harrison@south andvale.gov.uk	Cabinet Decision
Council Tax base setting 2025/26	No	Cabinet 28 November 2024	Cabinet member for finance and property assets	18 Sep 2024	Councillor Pieter- Paul Barker	Trevor Gaffney trevor.gaffney@southan dvale.gov.uk	Cabinet Decision
Council Tax Reduction Scheme (CTR) 2025/26 - Backdating rules To approve the report to extend the period in which a new claim for CTR can be backdated from the current six months to 12 months, where good cause has been demonstrated.	No	Cabinet Council 28 November 2024 12 December 2024	Pieter-Paul Barker	18 Sep 2024		Trevor Gaffney trevor.gaffney@southan dvale.gov.uk	

WINTER DECISIONS

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Didcot Wave Leisure Centre and Wheatley Park Sports Centre decarbonisation projects Purpose: to award contracts to carry out decarbonisation works	Yes	Cabinet 17 October 2024	Maggie Filipova- Rivers, Pieter- Paul Barker	24 Apr 2024		John McLeod john.mcleod@southand vale.gov.uk	Cabinet Decision
Budget setting 2025/26 update To provide an update on the 2025/26 budget setting process	No	Cabinet 19 December 2024	Pieter-Paul Barker	18 Sep 2024		Anna Winship anna.winship@southan dvale.gov.uk	
Q2 budget monitoring report To provide an update on the financial position as at end of Q2 2024/25	No	Cabinet 19 December 2024	Pieter-Paul Barker	18 Sep 2024		Anna Winship anna.winship@southan dvale.gov.uk	
Corporate Plan	Yes	Council Cabinet January 2025	Sam Casey- Rerhaye	24 May 2024		Tim Oruye tim.oruye@southandval e.gov.uk	Cabinet Decision
Car park fees and charges 2025	Yes	Cabinet 19 December 2024	Sam James- Lawrie	10 Sep 2024	Councillor Sam James-Lawrie Joint Scrutiny and possibly the Climate and Ecological Emergencies Advisory Committee	John Backley john.backley@southand vale.gov.uk	Cabinet Decision