

Cabinet work programme

28 October 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	Cabinet member for finance and property assets	3 Apr 2023	Councillor Pieter-Paul Barker	Ben Watson ben.watson@southandvale.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	Cabinet member for finance and property assets	3 Oct 2022	Councillor Pieter-Paul Barker	Jan Smith jan.smith@southandvale.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	Cabinet member for economic development and regeneration	13 Oct 2023	Councillor Robin Bennett	Nick King nick.king@southandvale.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	Cabinet member for finance and property assets	4 Dec 2023	Councillor Pieter-Paul Barker	Ian Burtenshaw ian.burtenshaw@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
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	Leader of the council	23 Feb 2024	Councillor David Rouane	Jayne Bolton jayne.bolton@southandvale.gov.uk	Delegated Individual Cabinet Member Decision

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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	Cabinet member for finance and property assets	18 Apr 2024	Councillor Pieter-Paul Barker	Ben Whaymand ben.whaymand@southandvale.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	Cabinet member for finance and property assets	18 Apr 2024	Councillor Pieter-Paul Barker	Ben Whaymand ben.whaymand@southandvale.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	Cabinet member for finance and property assets	18 Apr 2024	Councillor Pieter-Paul Barker	Ben Whaymand ben.whaymand@southandvale.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	Cabinet member for finance and property assets	18 Apr 2024	Councillor Pieter-Paul Barker	Ben Whaymand ben.whaymand@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
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	Cabinet member for economic development and regeneration	13 Oct 2023	Councillor Robin Bennett	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	Cabinet member for communities	24 Apr 2024	Councillor Georgina Heritage	Rory Pavelin rory.pavelin@southandvale.gov.uk	Delegated Individual Cabinet Member Decision

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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	Cabinet member for finance and property assets	24 Apr 2024	Councillor Pieter-Paul Barker	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	Cabinet member for finance and property assets	15 Jul 2024	Councillor Pieter-Paul Barker	Andrew Busby andrew.busby@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
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	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
LEVI - Electric Vehicle Chargers project	Yes	Cabinet member for the environment Not before 27 August 2024	Cabinet member for the environment	26 Jul 2024	Councillor Sam James-Lawrie	John Backley john.backley@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
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	Councillor Pieter-Paul Barker	Simon Hewings simon.hewings@southandvale.gov.uk	Delegated Authority - Officers Decision

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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 Councillor Maggie Filipova-Rivers	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	Cabinet member for the environment	15 Jul 2024	Councillor Sam James-Lawrie	John Backley john.backley@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
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.	Yes	Head of corporate services Not before 20 September 2024	Cabinet member for corporate services	23 Aug 2024	Councillor Sam Casey-Rerhaye	Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision

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<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.</p> <p>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	Cabinet member for the environment	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							
<p>Watlington Natural Flood Management Scheme</p> <p>To approve receipt of funds from EA and to approve contract (two decisions).</p>	Yes	Head of development and corporate landlord October 2024	Cabinet member for the environment	23 Aug 2024	Councillor Sam James-Lawrie	John Backley john.backley@southandvale.gov.uk	Delegated Authority - Officers Decision
<p>Procurement of Legal Services Case Management solution</p> <p>To approve the procurement of a software-as-a-service legal case management system which adheres to the principles of the councils Technology Strategy</p>	Yes	Head of corporate services 25 October 2024	Cabinet member for corporate services	18 Sep 2024	Councillor Sam Casey-Rerhaye	Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision

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<p>Procurement of a network supplier to support the councils' Local and Wide area networks</p> <p>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.</p>	Yes	Head of corporate services October 2024	Cabinet member for corporate services	18 Sep 2024	Councillor Sam Casey-Rerhaye	Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision
<p>ICMD to approve appointment of contractor to carry out detailed design of four Didcot green infrastructure projects</p> <p>To progress implementation of the four green infrastructure projects approved by South Cabinet on 18 April 2024</p>	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							
<p>ICMD to appoint contractor to implement Didcot Garden Town wayfinding scheme</p> <p>Didcot Garden Town implementation of approved wayfinding scheme</p>	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
<p>Thame Changing Places project</p>	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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<p>To create a budget for £76,600 and release S106 funding to Chinnor Parish Council towards the wayfinding, signage and art trail project (phase 2): construction and installation of bespoke artworks and marker posts.</p> <p>To approve the release of S106 funding to Chinnor Parish Council.</p>	Yes	Cabinet member for finance and property assets 26 November 2024	Cabinet member for finance and property assets		Councillor Pieter-Paul Barker	Silke O'Ferrall	Delegated Individual Cabinet Member Decision
<p>Procurement of a Microsoft Solutions Partner</p> <p>To approve the procurement of a Microsoft Gold Partner to support the councils Microsoft 365 and Azure systems.</p>	Yes	Head of corporate services 27 November 2024	Cabinet member for corporate services		Councillor Sam Casey-Rerhaye	Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision
<p>Leisure Facilities Strategy and Playing Pitch Strategy</p> <p>Purpose: to adopt the strategies</p>	No	Cabinet 28 November 2024	Cabinet member for communities	1 May 2024	Councillor Georgina Heritage Scrutiny Committee 5 November 2024	Tom Rice tom.rice@southandvale.gov.uk	Cabinet Decision
<p>Council Tax base setting 2025/26</p>	No	Cabinet 28 November 2024 Council 12 December 2024	Cabinet member for finance and property assets	18 Sep 2024	Councillor Pieter-Paul Barker	Trevor Gaffney trevor.gaffney@southandvale.gov.uk	Cabinet Decision

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<p>Council Tax Reduction Scheme (CTR) 2025/26 - Backdating rules</p> <p>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.</p>	No	<p>Cabinet 28 November 2024</p> <p>Council 12 December 2024</p>	Cabinet member for finance and property assets	18 Sep 2024	Councillor Pieter-Paul Barker	Trevor Gaffney trevor.gaffney@southandvale.gov.uk	
<p>Performing Arts Grants Policy</p> <p>To receive this Performing Arts Grant policy as a grant criteria to proceed with distributing performing arts grants to community groups in South Oxfordshire district Council.</p>	Yes	<p>Cabinet 28 November 2024</p>	Cabinet member for communities	18 Oct 2024	Councillor Georgina Heritage	Daniel Harrison Daniel.Harrison@southandvale.gov.uk	Cabinet Decision
<p>Update to the Joint Public Health Funerals Policy</p> <p>To update to the Joint Public Health Funerals Policy</p>	No	<p>Cabinet 28 November 2024</p>	Cabinet member for the environment	18 Oct 2024	Councillor Sam James-Lawrie	Simon Hill simon.hill@southandvale.gov.uk	Cabinet Decision
<p>Waste Transfer Station Contract Award</p> <p>To award the contract for a new transfer station facility to handle the council's dry mixed recycling. The contract would run for a minimum of five years, starting in June 2026.</p>	Yes	<p>Cabinet 28 November 2024</p>	Cabinet member for the environment	18 Oct 2024	Councillor Sam James-Lawrie	William Maxwell william.maxwell@southandvale.gov.uk	Cabinet Decision
<p>Land Acquisition. (This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972)</p> <p>To approve the acquisition.</p>	Yes	<p>Council</p> <p>Cabinet 28 November 2024</p>	Cabinet member for finance and property assets	18 Oct 2024	Councillor Pieter-Paul Barker	Andrew Busby andrew.busby@southandvale.gov.uk	

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WINTER DECISIONS

116 - 120 Broadway: demolition of assets To delegate to the Head of Service, Development and Corporate Landlord in consultation with the appropriate Cabinet Member to approve the appointment of a contractor to complete the demolition works for safety at 116-118 Broadway.	Yes	Cabinet member for economic development and regeneration December 2024	Cabinet member for economic development and regeneration		Councillor Robin Bennett	Andrew Busby andrew.busby@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
Budget setting 2025/26 update To provide an update on the 2025/26 budget setting process	No	Cabinet 19 December 2024	Cabinet member for finance and property assets	18 Sep 2024	Councillor Pieter-Paul Barker	Anna Winship anna.winship@southandvale.gov.uk	Cabinet Decision
Q2 budget monitoring report To provide an update on the financial position as at end of Q2 2024/25	No	Cabinet 19 December 2024	Cabinet member for finance and property assets	18 Sep 2024	Councillor Pieter-Paul Barker	Anna Winship anna.winship@southandvale.gov.uk	Cabinet Decision
Car park fees and charges 2025	Yes	Cabinet 19 December 2024	Cabinet member for the environment	10 Sep 2024	Councillor Sam James-Lawrie Joint Scrutiny and possibly the Climate and Ecological Emergencies Advisory Committee	John Backley john.backley@southandvale.gov.uk	Cabinet Decision

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Corporate Plan	Yes	Council Cabinet January 2025	Cabinet member for corporate services	24 May 2024	Councillor Sam Casey-Rerhaye	Tim Oruye tim.oruye@southandval e.gov.uk	Cabinet Decision
Future Delivery of Leisure Management Contract (This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972) To approve the recommended option(s) for the future delivery of the leisure management contract.	Yes	Cabinet 30 January 2025	Cabinet member for communities		Councillor Georgina Heritage Joint Scrutiny	Andrew Busby andrew.busby@southa ndvale.gov.uk	Cabinet Decision
Evolve Transformation Programme - Target Operating Model To approve the Evolve Transformation Programme Target Operating Model.	Yes	Cabinet 30 January 2025	Cabinet member for corporate services	18 Oct 2024	Councillor Sam Casey-Rerhaye	Tim Oruye tim.oruye@southandval e.gov.uk	Cabinet Decision
Future Direction of Cornerstone – update on action plan agreed at February 24 Cabinet	No	Cabinet 30 January 2025	Cabinet member for communities	18 Sep 2024	Councillor Georgina Heritage Scrutiny Committee 23/01/2025	Daniel Harrison Daniel.Harrison@south andvale.gov.uk	Cabinet Decision

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Review of taxi tariff To set a revised taxi tariff.	Yes	Cabinet member for communities Cabinet 12 February 2025 April 2025	Cabinet member for communities		Councillor Georgina Heritage	Laura Driscoll laura.driscoll@southan dvale.gov.uk	Delegated Individual Cabinet Member Decision
SPRING DECISIONS							
Procurement Strategy and Tender Evaluation Policy	Yes	Cabinet 6 March 2025	Cabinet member for finance and property assets	26 Jul 2024	Councillor Pieter- Paul Barker	Ben Watson ben.watson@southand vale.gov.uk	Cabinet Decision
Arts and Cultural Strategy	No	Cabinet 6 March 2025	Cabinet member for communities	2 Oct 2024	Councillor Georgina Heritage	Daniel Harrison Daniel.Harrison@south andvale.gov.uk	Cabinet Decision