

# Cabinet work programme

1 December 2017



## 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. The work programme is updated regularly.

## What is a key decision?

Key decisions are defined as decisions which, in the view of the relevant Strategic Director, are likely:

- to incur expenditure, make savings or to receive income of more than £75,000 or
- to award a revenue or capital grant of over £25,000 or
- to agree an action that, in the view of the chief executive, a strategic director 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 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, individual officers or a committee 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 members of the Cabinet?

- [Councillor Matthew Barber](#) – the Leader of the Council, responsible for devolution and corporate strategy
- [Councillor Eric Batts](#) – responsible for legal, democratic, community safety, HR, IT and technical services
- [Councillor Roger Cox](#) – the Deputy Leader, responsible for planning (policy and development management)
- [Councillor Charlotte Dickson](#) – responsible for leisure, parks, grounds maintenance and waste
- [Councillor Mike Murray](#) – responsible for regeneration, economic development and property
- [Councillor Robert Sharp](#) – responsible for finance and corporate services contracts
- [Councillor Elaine Ware](#) – responsible for housing, environmental health and grants

## How do I make contact?

Each entry in the work programme indicates the names of all the relevant people to contact about that particular item.

The telephone numbers for the relevant officers are listed in the individual entries. The contact details for the Cabinet Members are available on the Council's website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk) or by telephoning the Council offices on 01235 422422.

## 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.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk). Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).

On occasions, the papers you request may contain exempt or confidential information. If this is the case, we will explain why it is not possible to make copies available.

## How to make representations to the Cabinet

Members of the public wishing to address a meeting of the Cabinet on an issue relating to the Council's powers and duties should notify the Head of Legal and Democratic Services by 10am on the day of the meeting. Please contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).

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DECISION, 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 decisions							
<b>Standing item: Property decisions</b> - to approve any property sales or purchases or take any property management decisions - This is likely to be an exempt decision due to the confidential nature of property negotiations with third parties (Category 3)	KEY	Cabinet member for regeneration, economic development, and property December 2017  Head of Corporate Services December 2017	Councillor Mike Murray	15 Feb 2012		Adrianna Partridge Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet member decision form
<b>Standing item: to create a budget and release section 106 funds</b>	No	Cabinet member for planning (policy and development management) December 2017	Councillor Roger Cox	10 Nov 2017		Adrian Duffield Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet member decision form
<b>Standing item: Neighbourhood planning</b> - to determine any matters relating to neighbourhood plans	No	Cabinet member for planning (policy and development management) December 2017	Councillor Roger Cox	5 Aug 2016		Andrew Maxted Email: <a href="mailto:andrew.maxted@southandvale.gov.uk">andrew.maxted@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Great Western Park, Didcot</b> - to approve final arrangements for the maintenance of open space	KEY	Cabinet member for regeneration, economic development, and property December 2017	Councillor Mike Murray	14 Oct 2016		Gerry Brough Email: <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet member decision form
<b>Housing delivery strategy</b> - to adopt the strategy	KEY	Cabinet 8 Dec 2017	Councillor Elaine Ware	14 Jul 2017	Scrutiny Committee 27 July 2017	Helen Novelle Email: <a href="mailto:helen.novelle@southandvale.gov.uk">helen.novelle@southandvale.gov.uk</a>	Cabinet report
<b>Council tax base</b> - to recommend Council to approve the council tax base	No	Cabinet 8 Dec 2017  Council 13 Dec 2017	Councillor Robert Sharp	12 Oct 2017		William Jacobs Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Restructuring</b> - to agree a revised management structure and, if necessary, recommend to Council on budgetary implications. This is likely to an exempt decision (Categories 1 to 4)	KEY	Cabinet 8 Dec 2017  Council 13 Dec 2017	Councillor Matthew Barber	14 Jul 2017	Joint Scrutiny Committee	Mark Stone <a href="mailto:mark.stone@southandvale.gov.uk">mark.stone@southandvale.gov.uk</a>	Cabinet report

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<b>Corporate services</b> – to review implementation of the contracts and any contractual changes required and to recommend Council on a revised inter-authority agreement and, if necessary, budgetary implications. This is likely to be an exempt decision under Category 3)	KEY	Cabinet 8 Dec 2017  Council 13 Dec 2017	Councillor Robert Sharp	20 Jun 2016	Joint Scrutiny Committee	Andrew Down Email: <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>January 2018 decisions</b>							
<b>Didcot Garden Town</b> - to allocate funding	KEY	Cabinet January 2018	Councillor Mike Murray	15 Sep 2017		Gerry Brough Email: <a href="mailto:gerry.brough@southandvale.gov.uk">gerry.brough@southandvale.gov.uk</a>	Cabinet report
<b>February decisions</b>							
<b>Homelessness Reduction Act</b> - to determine how the government grant should be spent to implement the Act	KEY	Cabinet member for housing, environmental health and grants February 2018	Councillor Elaine Ware	1 Dec 2017		Phil Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Engineering services</b> - to appoint a contractor for sewage works maintenance	KEY	Cabinet member for legal and democratic, community safety, HR, IT and technical services February 2018	Councillor Eric Batts	26 Oct 2017		Ben Coleman Email: <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a>	Cabinet member decision form
<b>Future office accommodation</b> - to agree arrangements	KEY	Cabinet February 2018	Councillor Matthew Barber	12 Oct 2017		Adrianna Partridge Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet report
<b>Budget 2018/19</b> - to recommend Council to approve the budget for 2018/19	No	Cabinet 2 Feb 2018 Council 14 Feb 2018	Councillor Robert Sharp	26 Oct 2017	Scrutiny Committee	William Jacobs Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Corporate Plan 2016-20</b> - to consider performance against actions in the Corporate Development Plan	No	Cabinet 2 Feb 2018	Councillor Matthew Barber	15 Sep 2017	Scrutiny Committee	Sally Truman Email: <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Garden Town, heat mapping and energy master-planning</b> - to consider an update on the study to date, recommendations, and proposals to take the project forward	KEY	Cabinet 2 Feb 2018	Councillor Mike Murray	15 Sep 2017		Sally Truman Email: <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report

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<b>Local development order at Didcot</b> - to recommend Council to confirm the order	No	Cabinet 2 Feb 2018  Council 14 Feb 2018	Councillor Roger Cox	20 Jun 2017		Adrian Butler Email: <a href="mailto:adrian.butler@southandvale.gov.uk">adrian.butler@southandvale.gov.uk</a>	Cabinet report
<b>Roundabout sponsorship</b> - to consider a policy to introduce roundabout sponsorship	KEY	Cabinet 2 Feb 2018	Councillor Charlotte Dickson	3 Mar 2017		Ian Matten Email: <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet report
<b>Charter car park, Abingdon</b> - to refurbish the car park	KEY	Cabinet 2 Feb 2018	Councillor Eric Batts	16 Dec 2016		Duncan Grainge Email: <a href="mailto:duncan.grainge@southandvale.gov.uk">duncan.grainge@southandvale.gov.uk</a>	Cabinet report