

Cabinet work programme

6 December 2019



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 that are likely:

1. to incur expenditure, make savings or to receive income (except government grant) of more than £75,000 or
2. to award a revenue or capital grant of over £25,000 or
3. to 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 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?

Cabinet is made up of the Leader of the Council and nine further members and has allocated portfolios to them as follows:

- [Councillor Emily Smith](#) - Council Leader, Housing Needs, Community Safety and Licensing
- [Councillor Debby Hallett](#) - Deputy Council Leader and Corporate Services
- [Councillor Andy Crawford](#) - Finance
- [Councillor Neil Fawcett](#) - Legal and Democratic
- [Councillor Jenny Hannaby](#) - Environmental and Technical Services
- [Councillor Helen Pighills](#) - Community Services
- [Councillor Judy Roberts](#) - Partnership and Insight
- [Councillor Bethia Thomas](#) - Development and Regeneration
- [Councillor Catherine Webber](#) - 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.whitehorsedc.gov.uk or by clicking on the Cabinet members' names above, 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. Alternatively, you can contact Steve Culliford, Democratic Services, Legal and Democratic, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, OX14 4SB, tel: 01235 422522, e-mail: 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 by 5pm on the day before the meeting. Please contact Steve Culliford, Democratic Services, Legal and Democratic, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, OX14 4SB, tel: 01235 422522, e-mail: steve.culliford@southandvale.gov.uk.

Cabinet work programme

| DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE | KEY DECISION AND REASON | 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 | | | | | | | |
| Recommendations from other committees - to consider and determine action on any recommendations from other committees | KEY | Cabinet December 2019 | Relevant Cabinet member | 18 Oct 2019 | | Steve Culliford Email: steve.culliford@southandvale.gov.uk | Cabinet reports |
| Standing item: Property decisions - 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 development and regeneration December 2019 Head of development and regeneration December 2019 | Councillor Bethia Thomas | 15 Feb 2012 | | Suzanne Malcolm Email: suzanne.malcolm@southandvale.gov.uk | Cabinet member decision form or officer key decision form |
| Standing item: section 106 funds - to create a budget and release funds | KEY | Cabinet member for development and regeneration December 2019 | Councillor Bethia Thomas | 10 Nov 2017 | | Suzanne Malcolm Email: suzanne.malcolm@southandvale.gov.uk | Cabinet member decision form |

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| Standing item: Neighbourhood planning - to determine any matters relating to neighbourhood plans | No | Cabinet member for planning December 2019 | Councillor Catherine Webber | 5 Aug 2016 | | Ricardo Rios Email: ricardo.rios@southandvale.gov.uk | Cabinet member decision form |
| Grounds maintenance - to award a new contract. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3). | KEY | Cabinet member for housing and environment December 2019 | Councillor Jenny Hannaby | 1 Nov 2018 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet member decision form |
| January 2020 decisions | | | | | | | |
| Public conveniences - to award an interim cleaning contract | KEY | Head of housing and environment Not before 4 Jan 2020 | Head of housing and environment | 6 Dec 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Officer key decision form |
| Local Plan - to approve the Local Development Scheme and Statement of Community Involvement | KEY | Cabinet 31 Jan 2020 | Councillor Catherine Webber | 15 Feb 2019 | | Nadeem Din Email: nadeem.din@southandvale.gov.uk | Cabinet report |
| Homelessness and rough sleeping strategy - to adopt a strategy | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 10 May 2019 | | Phil Ealey Email: phil.ealey@southandvale.gov.uk | Cabinet report |

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| Housing assistance, disabled adaptations and grants policy - to approve a new policy | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 18 Oct 2019 | | Shaun Berry Email: shaun.berry@southandvale.gov.uk | Cabinet report |
| Stairlift contract - to award a contract to provide stairlifts funded by the Disabled Facilities Grant | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 1 Mar 2019 | | Shaun Berry Email: shaun.berry@southandvale.gov.uk | Cabinet report |
| Affordable housing - to consider various affordable housing matters | KEY | Cabinet 31 Jan 2020 | Councillor Bethia Thomas | 13 Aug 2019 | Scrutiny Committee | Jayne Bolton Email: jayne.bolton@southandvale.gov.uk | Cabinet report |
| Civil parking enforcement | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 1 Jul 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Electric vehicle charging points - to review provision in council-owned car parks | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 30 Aug 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Car parking - to review the fees and charges | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 1 Jul 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Community lottery - to consider a business case to develop a community lottery scheme | KEY | Cabinet 31 Jan 2020 | Councillor Debby Hallett | 25 Nov 2019 | | Cheryl Reeves Email: cheryl.reeves@southandvale.gov.uk | Cabinet report |

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| Abingdon One Public Estate - to consider property options - This item is likely to be an exempt decision due to the confidential nature of property negotiations (Category 3) | KEY | Cabinet 31 Jan 2020 | Councillor Bethia Thomas | 13 Aug 2019 | | Suzanne Malcolm Email: suzanne.malcolm@southandvale.gov.uk | Cabinet report |
| Old Abbey House, Abingdon - to consider options for its future use - This is likely to be an exempt decision due to the confidential nature of property negotiations (Category 3) | KEY | Cabinet 31 Jan 2020 | Councillor Bethia Thomas | 13 Aug 2019 | | Suzanne Malcolm Email: suzanne.malcolm@southandvale.gov.uk | Cabinet report |
| Challow Sewage Treatment Works - to replace the existing plant | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 10 May 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Didcot Garden Town - to approve new governance arrangements and recommend capacity funding allocation to Council | KEY | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Judy Roberts | 13 Aug 2019 | Joint Scrutiny Committee | Marybeth Harasz Email: marybeth.harasz@southandvale.gov.uk | Cabinet report |
| Grounds maintenance and public convenience contract - to appoint a contractor | KEY | Cabinet 31 Jan 2020 | Councillor Jenny Hannaby | 1 Nov 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |

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| Great Western Park, Didcot - to approve a public art strategy | KEY | Cabinet 31 Jan 2020 | Councillor Debby Hallett | 13 Aug 2019 | | Cheryl Reeves Email: cheryl.reeves@southandvale.gov.uk | Cabinet report |
| North Hinksey Neighbourhood Plan - to recommend Council to make the neighbourhood plan part of this council's development plan | No | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Catherine Webber | 13 Aug 2019 | | Ricardo Rios Email: ricardo.rios@southandvale.gov.uk | Cabinet report |
| Neighbourhood planning funding | KEY | Cabinet 31 Jan 2020 | Councillor Catherine Webber | 6 Dec 2019 | | Ricardo Rios Email: ricardo.rios@southandvale.gov.uk | Cabinet report |
| Council tax reduction scheme - review the scheme for 2020/21 | KEY | Cabinet 31 Jan 2020 | Councillor Andy Crawford | 1 Nov 2019 | | Paul Howden Email: paul.howden@southandvale.gov.uk | Cabinet report |
| Treasury management mid-year monitoring - to recommend Council to note the report | No | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Andy Crawford | 13 Aug 2019 | Joint Audit and Governance Committee | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |
| Treasury management and investment strategy 2020/21 - to recommend Council to approve the strategy | No | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Andy Crawford | 13 Aug 2019 | Joint Audit and Governance Committee | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |

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| Capital strategy - to review the strategy and recommend any update to Council | No | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Andy Crawford | 30 Aug 2019 | | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |
| Revenue budget 2020/21 and capital programme to 2024/25 - to recommend Council to approve the budget | No | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Andy Crawford | 13 Aug 2019 | Scrutiny Committee | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |
| Inter-authority agreement - to recommend Council to agree arrangements with South Oxfordshire District Council | No | Cabinet 31 Jan 2020 Council 12 Feb 2020 | Councillor Debby Hallett | 12 Oct 2017 | | Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk | Cabinet report |
| Corporate services contract - to agree a variation to the contract. This decision is likely to be considered in exempt session due to the confidential nature of contract negotiations (Category 3). | KEY | Cabinet 31 Jan 2020 | Councillor Debby Hallett | 7 Nov 2019 | | Andrew Down Email: andrew.down@southandvale.gov.uk | Cabinet report |
| April decisions | | | | | | | |
| Corporate plan 2020 to 2024 - to approve a draft plan for consultation | KEY | Cabinet 3 Apr 2020 | Councillor Debby Hallett | 25 Nov 2019 | | Michelle Wells Email: michelle.wells@southandvale.gov.uk | Cabinet report |

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| Milton Science Centre - to approve the accountable body agreement | No | Cabinet 3 Apr 2020 | Councillor Bethia Thomas | 13 Aug 2019 | | Michelle Wells Email: michelle.wells@southhandvale.gov.uk | Cabinet report |
| Sparsholt Sewage Treatment Works - to replace the existing plant | KEY | Cabinet 3 Apr 2020 | Councillor Jenny Hannaby | 13 Jun 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| July decisions | | | | | | | |
| Corporate Plan 2020 to 2024 - to recommend Council to adopt the plan | No | Cabinet July 2020 | Councillor Debby Hallett | 25 Nov 2019 | | Michelle Wells Email: michelle.wells@southhandvale.gov.uk | Cabinet report |