

# Cabinet work programme

8 June 2020



## 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
- [Councillor Debby Hallett](#) - Deputy Council Leader and Corporate Services
- [Councillor Andy Crawford](#) - Finance
- [Councillor Neil Fawcett](#) - Legal and Democratic
- [Councillor Jenny Hannaby](#) – Housing and Environment
- [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](http://www.whitehorsedc.gov.uk) or by clicking on the Cabinet members' names above.

## **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).

## **How to make representations to the Cabinet**

Members of the public make representations to a meeting of the Cabinet on an issue on the Cabinet agenda by submitting a written statement or question by 5pm on the day before the meeting. Please send any written representation to Steve Culliford in Democratic Services by e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).

The dates listed for each forthcoming decision are the earliest dates for items to come forward; these dates may be affected by the council's Covid-19 response.

# 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
<b>June decisions</b>							
<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 development and regeneration June 2020  Head of development and regeneration June 2020	Councillor Bethia Thomas	15 Feb 2012		Suzanne Malcolm Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet member decision form or officer key decision form
<b>Standing item: section 106 funds</b> - to create a budget and release funds	KEY	Cabinet member for development and regeneration June 2020	Councillor Bethia Thomas	10 Nov 2017		Suzanne Malcolm Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@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 June 2020	Councillor Catherine Webber	5 Aug 2016		Ricardo Rios Email: <a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>	Cabinet member decision form
<b>Covid-19 hardship fund for council taxpayers</b> - to implement the government's scheme	No	Cabinet member for finance June 2020	Councilor Andrew Crawford	8 June 2020		Paul Howden Email: <a href="mailto:paul.howden@southandvale.gov.uk">paul.howden@southandvale.gov.uk</a>	Cabinet member decision form

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July decisions							
<b>Local Plan Statement of Community Involvement</b> - to update the current statement	KEY	Cabinet member for planning July 2020	Councillor Catherine Webber	8 June 2020		Adrian Duffield Email: <a href="mailto:adrian.duffield@southhandvale.gov.uk">adrian.duffield@southhandvale.gov.uk</a>	Cabinet member decision form
<b>Abingdon Public Spaces Protection Order</b> - to conduct a review	KEY	Cabinet member for housing and environment July 2020	Councillor Jenny Hannaby	1 Apr 2020		Katharine Doherty Email: <a href="mailto:katherine.doherty@southhandvale.gov.uk">katherine.doherty@southhandvale.gov.uk</a>	Cabinet member decision form
<b>Recommendations from other committees</b> - to consider and determine action on any recommendations from other committees	KEY	Cabinet 10 Jul 2020	Relevant Cabinet member	18 Oct 2019		Steve Culliford Email: <a href="mailto:steve.culliford@southhandvale.gov.uk">steve.culliford@southhandvale.gov.uk</a>	Cabinet report
<b>Corporate Plan 2020 to 2024</b> - to consider a draft plan for consultation	No	Cabinet 10 Jul 2020	Councillor Debby Hallett	25 Nov 2019		Michelle Wells Email: <a href="mailto:michelle.wells@southhandvale.gov.uk">michelle.wells@southhandvale.gov.uk</a>	Cabinet report
<b>Homelessness and rough sleeping strategy</b> - to adopt a strategy	KEY	Cabinet 10 Jul 2020	Councillor Jenny Hannaby	10 May 2019		Phil Ealey Email: <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet report
<b>Housing assistance, disabled adaptations and grants policy</b> - to approve a new policy	KEY	Cabinet 10 Jul 2020	Councillor Jenny Hannaby	18 Oct 2019		Shaun Berry Email: <a href="mailto:shaun.berry@southandvale.gov.uk">shaun.berry@southandvale.gov.uk</a>	Cabinet report

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<b>Partnership grants</b> - to consider an extension to partnership grants	KEY	Cabinet 10 Jul 2020	Councillor Helen Pighills	27 May 2020		Cheryl Reeves Email: <a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>	Cabinet report
<b>Office accommodation</b> - to recommend Council to agree arrangements with South Oxfordshire District Council on approach to shared council office accommodation	No	Cabinet 10 Jul 2020  Council 15 Jul 2020	Councillor Debby Hallett	12 Oct 2017		Adrianna Partridge Email: <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>  Suzanne Malcolm <a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a>	Cabinet report
<b>August decisions</b>							
<b>Mental health support with accommodation</b> - to award a contract	KEY	Cabinet member for housing and environment August 2020	Councillor Jenny Hannaby	1 Apr 2020		Jaffa Holland Email: <a href="mailto:jaffa.holland@southandvale.gov.uk">jaffa.holland@southandvale.gov.uk</a>	Cabinet member decision form
<b>Affordable housing delivery</b> - to consider options for delivery of affordable housing	No	Cabinet 7 Aug 2020	Councillor Bethia Thomas	6 Feb 2020		Jayne Bolton Email: <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Car parking</b> - to review the fees and charges	KEY	Cabinet 7 Aug 2020	Councillor Jenny Hannaby	1 Jul 2019		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report

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<b>Milton Science Centre</b> - to approve the accountable body agreement	No	Cabinet 7 Aug 2020	Councillor Bethia Thomas	13 Aug 2019		Marybeth Harasz Email: <a href="mailto:marybeth.harasz@southandvale.gov.uk">marybeth.harasz@southandvale.gov.uk</a>	Cabinet report
<b>Oxfordshire Growth Board</b> - to approve revised terms of reference, including the updated memorandum of understanding between the Growth Board and Oxfordshire County Council	KEY	Cabinet 7 Aug 2020	Councillor Emily Smith	8 June 2020		Andrew Down Email: <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet report
<b>September decisions</b>							
<b>Stairlift contract</b> - to award a contract to provide stairlifts funded by the Disabled Facilities Grant	KEY	Cabinet member for housing and environment September 2020	Councillor Jenny Hannaby	1 Mar 2019		Shaun Berry Email: <a href="mailto:shaun.berry@southandvale.gov.uk">shaun.berry@southandvale.gov.uk</a>	Cabinet member decision form
<b>Flood investigation agency agreement</b> - to approve the agency agreement and charges with Oxfordshire County Council	KEY	Head of housing and environment September 2020	Councillor Jenny Hannaby	24 Dec 2019		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Officer key decision form
<b>Challow Sewage Treatment Works</b> - to award a contract to replace existing plant	KEY	Cabinet member for housing and environment September 2020	Councillor Jenny Hannaby	10 May 2019		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Electric vehicle charging points</b> - to review provision in council-owned car parks	KEY	Cabinet September 2020	Councillor Jenny Hannaby	30 Aug 2019		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>October decisions</b>							
<b>Civil parking enforcement</b>	KEY	Cabinet 2 Oct 2020  Council 7 Oct 2020	Councillor Jenny Hannaby	1 Jul 2019		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Community Infrastructure Levy</b> - to review the charging schedule	KEY	Cabinet 2 Oct 2020	Councillor Catherine Webber	1 Apr 2020		Clare Roberts Email: <a href="mailto:clare.roberts@southandvale.gov.uk">clare.roberts@southandvale.gov.uk</a>	Cabinet report
<b>Community lottery</b> - to consider a business case to develop a community lottery scheme	KEY	Cabinet 2 Oct 2020	Councillor Helen Pighills	25 Nov 2019		Cheryl Reeves Email: <a href="mailto:cheryl.reeves@southandvale.gov.uk">cheryl.reeves@southandvale.gov.uk</a>	Cabinet report
<b>Local Plan Statement of Community Involvement</b> - to approve the statement	KEY	Cabinet 2 Oct 2020	Councillor Catherine Webber	8 June 2020		Nina Merritt Email: <a href="mailto:nina.merritt@southandvale.gov.uk">nina.merritt@southandvale.gov.uk</a>	Cabinet report
<b>Great Western Park, Didcot</b> - to approve a public art commissioning strategy	KEY	Cabinet 2 Oct 2020	Councillor Helen Pighills	13 Aug 2019		Louise Birt Email: <a href="mailto:louise.birt@southandvale.gov.uk">louise.birt@southandvale.gov.uk</a>	Cabinet report

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<b>Sparsholt Sewage Treatment Works</b> - to replace the existing plant	KEY	Cabinet 2 Oct 2020	Councillor Jenny Hannaby	13 Jun 2019		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report