

Cabinet work programme

10 July 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 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.

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.

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 |
|---|-------------------------|---|-----------------------------|------------------------------|---|--|---|
| July decisions | | | | | | | |
| 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 July 2020 Head of development and regeneration July 2020 | 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 July 2020 | Councillor Bethia Thomas | 10 Nov 2017 | | Suzanne Malcolm Email: suzanne.malcolm@southandvale.gov.uk | Cabinet member decision form |
| Covid-19 hardship fund for council taxpayers - to implement the government's scheme | No | Cabinet member for finance July 2020 | Councilor Andrew Crawford | 8 Jun 2020 | | Paul Howden Email: paul.howden@southandvale.gov.uk | Cabinet member decision form |
| Local Plan Statement of Community Involvement - to update the current statement | KEY | Cabinet member for planning July 2020 | Councillor Catherine Webber | 8 Jun 2020 | | Adrian Duffield Email: adrian.duffield@southandvale.gov.uk | Cabinet member decision form |

| 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 |
|--|-------------------------|---|-------------------------------|------------------------------|---|---|--|
| Abingdon Public Spaces Protection Order - to conduct a review | KEY | Cabinet member for housing and environment July 2020 | Councillor Jenny Hannaby | 1 Apr 2020 | | Katharine Doherty Email: katherine.doherty@southandvale.gov.uk | Abingdon Public Cabinet member decision form |
| Reopening of the High Street Safely - to administer funds | No | Cabinet member for development and regeneration Not before 8 Jul 2020 | Councilor Bethia Thomas | 10 Jun 2020 | | Melanie Smans Email: melanie.smans@southandvale.gov.uk | Cabinet member decision form |
| Recommendations from other committees - 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: steve.culliford@southandvale.gov.uk | Cabinet report |
| Corporate Plan 2020 to 2024 - to consider a draft plan for consultation | No | Cabinet 10 Jul 2020 | Councillor Debby Hallett | 25 Nov 2019 | | Michelle Wells Email: michelle.wells@southandvale.gov.uk | Cabinet report |
| Homelessness and rough sleeping strategy - to adopt a strategy | KEY | Cabinet 10 Jul 2020 | Councillor Jenny Hannaby | 10 May 2019 | | Phil Ealey Email: phil.ealey@southandvale.gov.uk | Cabinet report |
| Housing assistance, disabled adaptations and grants policy - to approve a new policy | KEY | Cabinet 10 Jul 2020 | Councillor Jenny Hannaby | 18 Oct 2019 | | Shaun Berry Email: shaun.berry@southandvale.gov.uk | Cabinet report |

| 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 |
|--|-------------------------|---|------------------------------|------------------------------|---|---|--|
| Partnership grants - to consider an extension to partnership grants | KEY | Cabinet 10 Jul 2020 | Councillor Helen Pighills | 27 May 2020 | | Cheryl Reeves Email: cheryl.reeves@southandvale.gov.uk | Cabinet report |
| August decisions | | | | | | | |
| Mental health support with accommodation - to award a contract. This decision is likely to be confidential under Category 3. | KEY | Cabinet member for housing and environment August 2020 | Councillor Jenny Hannaby | 1 Apr 2020 | | Jaffa Holland Email: jaffa.holland@southandvale.gov.uk | Cabinet member decision form |
| Car parking - to review the fees and charges | KEY | Cabinet 7 Aug 2020 | Councillor Jenny Hannaby | 1 Jul 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Oxfordshire Growth Board - 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 Jun 2020 | | Andrew Down Email: andrew.down@southandvale.gov.uk | Cabinet report |

| 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 |
|--|-------------------------|---|----------------|------------------------------|---|-----------------|--|
|--|-------------------------|---|----------------|------------------------------|---|-----------------|--|

September decisions

| | | | | | | | |
|---|-----|--|-----------------------------|-------------|--|--|------------------------------|
| Stairlift contract - 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: shaun.berry@southandvale.gov.uk | Cabinet member decision form |
| Flood investigation agency agreement - 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: john.backley@southandvale.gov.uk | Officer key decision form |
| Challow Sewage Treatment Works - 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: john.backley@southandvale.gov.uk | Cabinet member decision form |
| Electric vehicle charging points - to review provision in council-owned car parks | KEY | Cabinet September 2020 | Councillor Jenny Hannaby | 30 Aug 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Office accommodation - to recommend Council to agree arrangements with South Oxfordshire District Council on approach to shared council office accommodation | No | Cabinet September 2020 Council 7 Oct 2020 | Councillor Debby Hallett | 12 Oct 2017 | | Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk | Cabinet report |

| 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 |
|---|-------------------------|--|-------------------------------|------------------------------|---|---|--|
| Decision on the impact of Covid-19 on leisure facilities – to recommend Council | No | Cabinet September 2020 Council September 2020 | Councillor Helen Pighills | 10 Jul 2020 | | Melanie Smans Email: melanie.smans@southandvale.gov.uk | Cabinet report |
| Corporate services contract. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3) | KEY | Cabinet September 2020 | Councillor Andrew Crawford | 1 Jul 2020 | | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |
| Restrictive covenants - this item is likely to be confidential under Category 3 | KEY | Cabinet September 2020 | Councillor Bethia Thomas | 10 Jul 2020 | | Christopher Mobbs Email: christopher.mobbs@southandvale.gov.uk | Cabinet report |
| October decisions | | | | | | | |
| Budget 2020/21 - to recommend Council | No | Cabinet 2 Oct 2020 Council 7 Oct 2020 | Councillor Andrew Crawford | 1 Jul 2020 | | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |
| Affordable housing delivery - to consider options for delivery of affordable housing | No | Cabinet 2 Oct 2020 | Councillor Bethia Thomas | 6 Feb 2020 | | Jayne Bolton Email: jayne.bolton@southandvale.gov.uk | Cabinet report |

| 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 |
|--|-------------------------|---|-----------------------------|------------------------------|---|---|--|
| Civil parking enforcement | No | Cabinet 2 Oct 2020 Council 7 Oct 2020 | Councillor Jenny Hannaby | 1 Jul 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| Community Infrastructure Levy - to review the charging schedule | KEY | Cabinet 2 Oct 2020 | Councillor Catherine Webber | 1 Apr 2020 | | Clare Roberts Email: clare.roberts@southandvale.gov.uk | Cabinet report |
| Community Infrastructure Levy – to review the spending strategy | KEY | Cabinet 2 Oct 2020 | Councillor Bethia Thomas | 18 Jun 2020 | | Jayne Bolton Email: jayne.bolton@southandvale.gov.uk | Cabinet report |
| Community lottery - 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: cheryl.reeves@southandvale.gov.uk | Cabinet report |
| Local Plan Statement of Community Involvement - to approve the statement | KEY | Cabinet 2 Oct 2020 | Councillor Catherine Webber | 8 Jun 2020 | | Nina Merritt Email: nina.merritt@southandvale.gov.uk | Cabinet report |
| Great Western Park, Didcot - to approve a public art commissioning strategy | KEY | Cabinet 2 Oct 2020 | Councillor Helen Pighills | 13 Aug 2019 | | Louise Birt Email: louise.birt@southandvale.gov.uk | Cabinet report |
| Sparsholt Sewage Treatment Works - to replace the existing plant | KEY | Cabinet 2 Oct 2020 | Councillor Jenny Hannaby | 13 Jun 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |

| 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

| | | | | | | | |
|--|-----|-----------------------|-----------------------------------|-------------|--|---|-------------------|
| Oxfordshire Plan 2050 - to approve the Regulation 18 Oxfordshire Plan 2050 for consultation | KEY | Cabinet 4 Dec 2020 | Councillor Catherine Webber | 1 Jul 2020 | | Lucy Murfett Email: lucy.murfett@southandvale.gov.uk | Cabinet report |
| Milton Science Centre - to approve the accountable body agreement | No | Cabinet 4 Dec 2020 | Councillor Bethia Thomas | 13 Aug 2019 | | Marybeth Harasz Email: marybeth.harasz@southandvale.gov.uk | Cabinet report |