

Cabinet work programme

4 August 2021



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 and transformation
- [Councillor Andy Crawford](#) – Finance and corporate assets
- [Councillor Neil Fawcett](#) – Strategic partnerships and place
- [Councillor Helen Pighills](#) – Healthy communities
- [Councillor Judy Roberts](#) – Development and infrastructure
- [Councillor Bethia Thomas](#) – Community engagement
- [Councillor Catherine Webber](#) – Climate emergency and environment

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 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.

This work programme is subject to change

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 |
|---|-------------------------|---|--------------------------|------------------------------|---|--|---|
| August 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 under Category 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information.)) | KEY | Cabinet member for finance and corporate assets August 2021 Interim head of development and regeneration August 2021 | Councillor Andy Crawford | 15 Feb 2012 | | Catrin Mathias Email: catrin.mathias@southhandvale.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 infrastructure August 2021 | Councillor Judy Roberts | 10 Nov 2017 | | Jayne Bolton Email: jayne.bolton@southandvale.gov.uk | Cabinet member decision form |
| Great Western Park, Didcot – to agree management arrangements for public open space | KEY | Leader of the Council August 2021 Council 6 Oct 2021 | Councillor Emily Smith | 13 Jul 2021 | | Jayne Bolton Email: jayne.bolton@southandvale.gov.uk | Cabinet member decision form |

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| Welcome Back Fund grant funding agreement - to accept the funding and sign the agreement | KEY | Cabinet member for community engagement August 2021 | Councillor Bethia Thomas | 26 May 2021 | | Melanie Smans Email: melanie.smans@southandvale.gov.uk | Cabinet member decision form |
| Joint statement of community involvement - to approve the statement for consultation | No | Cabinet member for corporate services and transformation August 2021 | Councillor Debby Hallett | 26 Jul 2021 | | Lucy Murfett Email: lucy.murfett@southandvale.gov.uk | Cabinet member decision form |
| Milton Science Centre - to approve the accountable body agreement | No | Cabinet member for development and infrastructure August 2021 | Councillor Judy Roberts | 13 Aug 2019 | | Marybeth Harasz Email: marybeth.harasz@southandvale.gov.uk | Cabinet member decision form |
| New energy contracts for properties and sites managed by Vale - to award the contracts. This decision is likely to be considered in exempt session under Category 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information.)) | KEY | Cabinet member for finance and corporate assets August 2021 | Councillor Andy Crawford | 19 Oct 2020 | | Ben Border Email: ben.border@southandvale.gov.uk | Cabinet member decision form |
| Challow Sewage Treatment Works - to award a contract to replace existing plant | KEY | Cabinet member for finance and corporate assets August 2021 | Councillor Andy Crawford | 10 May 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet member decision form |

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| Electric vehicle park and charge project - to obtain approval to enter into a contract with a charging operator | KEY | Cabinet member for finance and corporate assets August 2021 | Councillor Andy Crawford | 1 Apr 2021 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet member decision form |
| Grounds maintenance and public toilet cleaning services - to provide vehicles for this service | No | Cabinet member for finance and corporate assets August 2021 | Councillor Andy Crawford | 15 Jun 2021 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet member decision form |
| Stairlift contract - to award a contract to provide stairlifts funded by the Disabled Facilities Grant | KEY | Cabinet member for healthy communities August 2021 | Councillor Helen Pighills | 1 Mar 2019 | | Phil Ealey Email: phil.ealey@southandvale.gov.uk | Cabinet member decision form |
| Standing item: Recommendations from other committees - to consider and determine action on any recommendations from other committees | KEY | Cabinet 6 Aug 2021 | Relevant Cabinet member | 13 Jul 2021 | | Steve Culliford Email: steve.culliford@southandvale.gov.uk | Cabinet report |
| CCTV in Abingdon and Wantage - to seek approval to spend allocated capital funding on replacing CCTV cameras and upgrading cabling | KEY | Cabinet 6 Aug 2021 | Councillor Helen Pighills | 15 Jun 2021 | | Katharine Doherty Email: katharine.doherty@southandvale.gov.uk | Cabinet report |

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| UK Resettlement Scheme - to award a contract | KEY | Cabinet member for healthy communities Not before 23 Aug 2021 | Councillor Helen Pighills | 26 Jul 2021 | | Jaffa Holland Email: jaffa.holland@southandvale.gov.uk | Cabinet member decision form |
| September decisions | | | | | | | |
| Civil parking enforcement - to appoint an outside body representative to PATROL, the civil parking regulator | No | Leader of the Council September 2021 | Councillor Emily Smith | 26 Jul 2021 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet member decision form |
| Dalton Barracks - to approve a draft supplementary planning document for consultation | No | Cabinet member for corporate services and transformation September 2021 | Councillor Debby Hallett | 26 Jul 2021 | | Andrew Lane Email: andrew.lane@southandvale.gov.uk | Cabinet member decision form |
| October decisions | | | | | | | |
| Strategic property review – to approve the necessary changes to improve the council’s property management and to make any recommendations to Council to effect these changes | KEY | Cabinet 1 October 2021 Council 6 Oct 2021 | Councillor Andy Crawford | 13 Jul 2021 | Joint Scrutiny Committee | Catrin Mathias Email: catrin.mathias@southandvale.gov.uk | Cabinet report |

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| Procurement strategy - to approve the strategy | KEY | Cabinet 1 Oct 2021 | Councillor Andy Crawford | 16 Oct 2020 | | Simon Hewings Email: simon.hewings@southandvale.gov.uk | Cabinet report |
| Vale partnership grants - to consider future options for the scheme | KEY | Cabinet 1 Oct 2021 | Councillor Bethia Thomas | 15 Jun 2021 | | Shona Ware Email: shona.ware@southandvale.gov.uk | Cabinet report |
| Community infrastructure levy - to approve the charging schedule 2021 | KEY | Cabinet 1 Oct 2021 Council 6 Oct 2021 | Councillor Debby Hallett | 1 Apr 2021 | | Andrew Lane Email: andrew.lane@southandvale.gov.uk | Cabinet report |
| Developer contributions - to approve the supplementary planning document | KEY | Cabinet 1 Oct 2021 | Councillor Debby Hallett | 1 Apr 2021 | | Andrew Lane Email: andrew.lane@southandvale.gov.uk | Cabinet report |
| Office accommodation - to approve the concept design | KEY | Cabinet 1 Oct 2021 | Councillor Andy Crawford | 13 Jul 2021 | | Adrianna Partridge Email: adrianna.partridge@southandvale.gov.uk | Cabinet report |
| Office accommodation inter-authority agreement - to approve the agreement | KEY | Cabinet 1 Oct 2021 Council 6 Oct 2021 | Councillor Andy Crawford | 15 Mar 2021 | | Suzanne Malcolm and Adrianna Partridge Email: suzanne.malcolm@southandvale.gov.uk and adrianna.partridge@southandvale.gov.uk | Cabinet report |

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| Science Vale Enterprise Zone - to approve the Memorandum of Understandings for the retention and distribution of business rates growth income | KEY | Cabinet 1 Oct 2021 | Councillor Neil Fawcett | 8 Feb 2021 | | Susan Harbour Email: susan.harbour@southandvale.gov.uk | Cabinet report |
| Didcot Local Development Order - to approve the draft order for consultation | No | Cabinet 1 Oct 2021 | Councillor Debby Hallett | 11 Aug 2020 | | Adrian Butler Email: adrian.butler@southandvale.gov.uk | Cabinet report |
| Sparsholt Sewage Treatment Works - to replace the existing plant | KEY | Cabinet 1 Oct 2021 | Councillor Andy Crawford | 13 Jun 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
| IT Strategy - to approve the IT strategy | KEY | Cabinet 29 Oct 2021 | Councillor Debby Hallett | 26 Jul 2021 | | James Carpenter Email: james.carpenter@southandvale.gov.uk | Cabinet report |
| December decisions | | | | | | | |
| Joint statement of community involvement - to approve a joint statement with South Oxfordshire District Council | KEY | Cabinet 3 Dec 2021 | Councillor Debby Hallett | 26 May 2021 | Joint Scrutiny Committee | Emma Baker Email: emma.baker@southandvale.gov.uk | Cabinet report |

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| Statement of gambling principles - to recommend Council to adopt the revised statement | No | Cabinet 3 Dec 2021 Council 8 Dec 2021 | Councillor Helen Pighills | 13 Apr 2021 | Licensing Acts Committee | Diane Foster Email: diane.foster@southandvale.gov.uk | Cabinet report |
| Revised Milton Park Local Development Order - to approve the draft order for statutory consultation | KEY | Cabinet 3 Dec 2021 | Councillor Debby Hallett | 15 Jun 2021 | | Adrian Butler Email: adrian.butler@southandvale.gov.uk | Cabinet report |
| Customer services' provision - to review and approve the customer services transformation programme | KEY | Cabinet 3 Dec 2021 | Councillor Debby Hallett | 26 Jul 2021 | | James Carpenter Email: james.carpenter@southandvale.gov.uk | Cabinet report |
| February 2022 decisions | | | | | | | |
| Dalton Barracks Supplementary Planning Document - to approve the document | No | Cabinet 4 Feb 2022 | Councillor Debby Hallett | 26 Jul 2021 | | Andrew Lane Email: andrew.lane@southandvale.gov.uk | Cabinet report |

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April decisions

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| Flood investigation agency agreement - to recommend Council to approve the agency agreement and charges with Oxfordshire County Council | KEY | Cabinet 8 Apr 2022 Council 11 May 2022 | Councillor Andy Crawford | 24 Dec 2019 | | John Backley Email: john.backley@southandvale.gov.uk | Cabinet report |
|--|-----|---|--------------------------|-------------|--|--|----------------|