

Cabinet work programme

29 September 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 Cabinet members?

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
SEPTEMBER 2021 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 September 2021 Head of development and regeneration September 2021	Councillor Andy Crawford	15 Feb 2012		Catrin Mathias Catrin.mathias@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 infrastructure September 2021	Councillor Judy Roberts	10 Nov 2017		Jayne Bolton jayne.bolton@southandvale.gov.uk	Cabinet member decision form
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 john.backley@southandvale.gov.uk	Cabinet member decision form
Dalton Barracks Garden Village - to accept the award of government funding	No	Cabinet member for development and infrastructure September 2021	Councillor Judy Roberts	17 Sep 2021		Mark Yates mark.yates@southandvale.gov.uk	Cabinet member decision form

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Milton Science Centre - to approve the accountable body agreement	No	Cabinet member for development and infrastructure September 2021	Councillor Judy Roberts	13 Aug 2019		Marybeth Harasz marybeth.harasz@southandvale.gov.uk	Cabinet member decision form
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 September 2021	Councillor Andy Crawford	1 Apr 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Grounds maintenance and public toilet cleaning services - to provide vehicles for this service	KEY	Cabinet member for finance and corporate assets September 2021	Councillor Andy Crawford	15 Jun 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Car parks management contract - to approve a contract variation. 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 September 2021	Councillor Andy Crawford	18 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
Sunday car parking - to approve an amendment to allow enforcement	KEY	Cabinet member for finance and corporate assets September 2021	Councillor Andy Crawford	18 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet member decision form
CCTV in Abingdon and Wantage - to approve the procurement of digital cameras and cabling	KEY	Head of housing and environment September 2021	Councillor Helen Pighills	6 Aug 2021		Katharine Doherty katharine.doherty@southandvale.gov.uk	Officer key decision form

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OCTOBER DECISIONS

Dalton Barracks - to approve a draft supplementary planning document for consultation	No	Cabinet member for corporate services and transformation October 2021	Councillor Debby Hallett	26 Jul 2021		Andrew Lane andrew.lane@southandvale.gov.uk	Cabinet member decision form
Design guide - to approve the joint design guide for consultation	No	Cabinet member for corporate services and transformation October 2021	Councillor Debby Hallett	29 Sep 2021		Dominic Lamb dominic.lamb@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 October 2021	Councillor Andy Crawford	19 Oct 2020		Angela Baker angela.baker@southandvale.gov.uk	Cabinet member decision form

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Standing item: Recommendations from other committees - to consider and determine action on any recommendations from other committees	KEY	Cabinet 1 Oct 2021	Relevant Cabinet member	13 Jul 2021		Steve Culliford steve.culliford@southandvale.gov.uk	Cabinet report
Strategic property review - to note the strategic property review and approve the disposals policy	KEY	Cabinet 1 Oct 2021	Councillor Andy Crawford	13 Jul 2021	Joint Scrutiny Committee	Catrin Mathias catrin.mathias@southandvale.gov.uk	Cabinet report
Procurement strategy - to approve the strategy	KEY	Cabinet 1 Oct 2021	Councillor Andy Crawford	16 Oct 2020		Simon Hewings simon.hewings@southandvale.gov.uk	Cabinet report
Tree planting policy - to adopt the policy	KEY	Cabinet 1 Oct 2021	Councillor Catherine Webber	17 Sep 2021		Michelle Wells michelle.wells@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 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 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 andrew.lane@southandvale.gov.uk	Cabinet report

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Performance management Quarter 1 2021/22	KEY	Cabinet 1 Oct 2021	Councillor Debby Hallett	18 Aug 2021	Scrutiny Committee	Harry Barrington-Mountford harry.barrington-mountford@southandvale.gov.uk	Cabinet report
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 susan.harbour@southandvale.gov.uk	Cabinet report
Office accommodation inter-authority agreement - to approve the inter-authority agreement for the new office accommodation	KEY	Cabinet 1 Oct 2021 Council 6 Oct 2021	Councillor Andy Crawford	15 Mar 2021		Adrianna Partridge and Simon Hewings adrianna.partridge@southandvale.gov.uk simon.hewings@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 james.carpenter@southandvale.gov.uk	Cabinet report
IT solution: property management - to approve the system procurement	KEY	Cabinet 29 Oct 2021	Councillor Debby Hallett	29 Sep 2021		James Carpenter james.carpenter@southandvale.gov.uk	Cabinet report
IT solution: housing and homelessness - to approve the system procurement	KEY	Cabinet 29 Oct 2021	Councillor Debby Hallett	29 Sep 2021		James Carpenter james.carpenter@southandvale.gov.uk	Cabinet report
Didcot Local Development Order - to approve the draft order for consultation	No	Cabinet 29 Oct 2021	Councillor Debby Hallett	11 Aug 2020		Adrian Butler adrian.butler@southandvale.gov.uk	Cabinet report

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NOVEMBER DECISIONS

Stairlift contract - to award a contract to provide stairlifts funded by the Disabled Facilities Grant	KEY	Cabinet member for healthy communities November 2021	Councillor Helen Pighills	1 Mar 2019		Phil Ealey phil.ealey@southandvale.gov.uk	Cabinet member decision form
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DECEMBER DECISIONS

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 diane.foster@southandvale.gov.uk	Cabinet report
Local Plan Part 1 - to review part 1 of the Local Plan	KEY	Cabinet 3 Dec 2021	Councillor Debby Hallett	18 Aug 2021		Andrew Lane andrew.lane@southandvale.gov.uk	Cabinet report
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 emma.baker@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 adrian.butler@southandvale.gov.uk	Cabinet report

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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 james.carpenter@southandvale.gov.uk	Cabinet report
Car park fees and charges - to review the fees and charges	KEY	Cabinet 3 Dec 2021	Councillor Andy Crawford	29 Sep 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report
Sparsholt Sewage Treatment Works - to replace the existing plant	KEY	Cabinet 3 Dec 2021	Councillor Andy Crawford	13 Jun 2019		John Backley john.backley@southandvale.gov.uk	Cabinet report
Future waste services - to consider and determine future provision of the council's waste collection and street cleansing service	KEY	Cabinet 3 Dec 2021	Councillor Catherine Webber	18 Aug 2021	Scrutiny Committee	William Maxwell Email: william.maxwell@southandvale.gov.uk	Cabinet report
FEBRUARY 2022 DECISIONS							
Joint Local Plan - to approve for consultation the sustainability appraisal screening and scoping reports	No	Cabinet member for corporate services and transformation February 2022	Councillor Debby Hallett	6 Sep 2021		Tom Rice tom.rice@southandvale.gov.uk	Cabinet member decision form
Car park order and policy - to approve changes to the car park order and car parking policy	KEY	Cabinet 4 Feb 2022	Councillor Andy Crawford	13 Aug 2021		John Backley john.backley@southandvale.gov.uk	Cabinet report

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Dalton Barracks Supplementary Planning Document - to approve the document		Cabinet 4 Feb 2022	Councillor Debby Hallett	26 Jul 2021		Andrew Lane andrew.lane@southandvale.gov.uk	Cabinet report
Design guide - to approve the joint design guide	KEY	Cabinet 4 Feb 2022	Councillor Debby Hallett	29 Sep 2021		Dominic Lamb dominic.lamb@southandvale.gov.uk	Cabinet report
APRIL DECISIONS							
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 john.backley@southandvale.gov.uk	Cabinet report