

# Cabinet work programme

1 June 2016



## 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 which, in the view of the relevant Strategic Director, are likely:

- to incur expenditure, make savings or to receive income of more than £75,000 or
- to award a revenue or capital grant of over £25,000 or
- to agree an action that, in the view of the relevant strategic director, 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?

- [Councillor Matthew Barber](#) – the Leader of the Council, responsible for finance, property and economy
- [Councillor Eric Batts](#) – responsible for HR and technical
- [Councillor Roger Cox](#) – responsible for planning (development management), environmental health and housing
- [Councillor Charlotte Dickson](#) – responsible for leisure
- [Councillor Mohinder Kainth](#) – responsible for IT
- [Councillor Sandy Lovatt](#) – responsible for legal and democratic, including community safety
- [Councillor Mike Murray](#) – responsible for planning policy
- [Councillor Elaine Ware](#) – responsible for corporate strategy, grounds maintenance and waste

## How do I make contact?

Each entry in the work programme indicates the names of all the relevant people to contact about that particular item.

The telephone numbers for the relevant officers are listed in the individual entries. 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 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](http://www.whitehorsedc.gov.uk). Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto: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 Services by 10am on the day of the meeting. Please contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).

# Cabinet work programme

| DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE  | KEY DECISION ? | 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 finance, economic development and property, Head of HR, IT and Technical Services<br>June 2016 | Councillor Matthew Barber | 15 Feb 2012                  |   | Andrew Down, Head of HR, IT and Technical Services<br>Email: <a href="mailto:andrew.down@southhandvale.gov.uk">andrew.down@southhandvale.gov.uk</a> | Cabinet member decision form               |
| <b>Science Vale Innovation Centre</b> - to approve funding  | KEY            | Cabinet member for finance, economic development and property<br>June 2016  | Councillor Matthew Barber | 1 Jun 2015                   |   | Anna Robinson, Strategic Director<br>Email: <a href="mailto:anna.robinson@southhandvale.gov.uk">anna.robinson@southhandvale.gov.uk</a>              | Cabinet member decision form               |
| <b>Harwell joint venture</b> - to consider a proposal to enter into a joint venture   | KEY            | Cabinet<br>June 2016  | Councillor Matthew Barber | 19 Feb 2016                  |   | Anna Robinson, Strategic Director<br>Email: <a href="mailto:anna.robinson@southhandvale.gov.uk">anna.robinson@southhandvale.gov.uk</a>              | Cabinet report                             |

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| <b>Ridgeway leisure facility</b> - to appoint a multi-disciplinary design team  | KEY            | Cabinet member for leisure June 2016                                   | Councillor Charlotte Dickson | 21 Dec 2015                  |   | Ben Border<br>Email:<br><a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>                         | Cabinet member decision form               |
| <b>Leisure centre use</b> - to approve a lease with Oxfordshire County Council  | KEY            | Cabinet member for leisure June 2016                                   | Councillor Charlotte Dickson | 27 Nov 2015                  |   | Kate Arnold<br>Email:<br><a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>                      | Cabinet member decision form               |
| <b>Ridgeway leisure facility</b> - to agree the final facility mix              | KEY            | Cabinet member for leisure June 2016                                   | Councillor Charlotte Dickson | 21 Dec 2015                  |   | Ben Border<br>Email:<br><a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>                         | Cabinet member decision form               |
| <b>Ridgeway leisure facility project</b> - to procure design services           | KEY            | Cabinet member for leisure June 2016                                   | Councillor Charlotte Dickson | 25 Aug 2015                  |   | Ben Border<br>Email:<br><a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>                         | Cabinet member decision form               |
| <b>Didcot garden town programme</b> - to spend funds allocated to the programme | KEY            | Cabinet member for planning policy, including the local plan June 2016 | Councillor Matthew Barber    | 5 Feb 2016                   |   | Anna Robinson,<br>Strategic Director<br>Email:<br><a href="mailto:emma.wood@southandvale.gov.uk">emma.wood@southandvale.gov.uk</a> | Cabinet member decision form               |

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| <b>Syrian vulnerable persons relocation scheme</b> - to approve arrangements   | KEY            | Cabinet member for planning (development management and enforcement), assets of community value, housing and environmental health<br>June 2016 | Councillor Roger Cox      | 15 Apr 2016                  |   | Hamid Khan<br>Email:<br><a href="mailto:hamid.khan@southandvale.gov.uk">hamid.khan@southandvale.gov.uk</a>                | Cabinet member decision form               |
| <b>Local Plan Part 1</b> - to approve modifications for public consultation  | KEY            | Cabinet member for planning policy, including the local plan<br>June 2016  | Councillor Mike Murray    | 15 Apr 2016                  |   | Trevor Saunders<br>Email:<br><a href="mailto:trevor.saunders@southandvale.gov.uk">trevor.saunders@southandvale.gov.uk</a> | Cabinet member decision form               |
| <b>July decisions</b>  |                |  |                           |                              |   |   |  |
| <b>Devolution deal</b> - to recommend Council to consider whether to pursue a proposal to create unitary councils in Oxfordshire | No             | Cabinet<br>8 Jul 2016<br><br>Council<br>20 Jul 2016  | Councillor Matthew Barber | 30 Sep 2015                  |   | David Buckle<br>Email:<br><a href="mailto:kim.ashford@southandvale.gov.uk">kim.ashford@southandvale.gov.uk</a>            | Cabinet report                             |
| <b>Waste policy</b> - to review the policy   | KEY            | Cabinet<br>8 Jul 2016  | Councillor Elaine Ware    | 1 June 2016                  |   | Ian Matten<br>Email:<br><a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>                | Cabinet report                             |

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| <b>Section 106 planning obligations</b> - to approve a supplementary planning document   | KEY            | Cabinet member for planning policy, including the local plan<br>July 2016  | Councillor Mike Murray       | 4 Dec 2015                   |   | Liz Fay<br>Email:<br><a href="mailto:liz.fay@southandvale.gov.uk">liz.fay@southandvale.gov.uk</a>  | Cabinet member decision form               |
| <b>Neighbourhood planning funding</b> - to review current grant funding for neighbourhood planning including community right to build and neighbourhood development orders | KEY            | Cabinet member for planning (development management and enforcement), assets of community value, housing and environmental health<br>July 2016 | Councillor Mike Murray       | 21 Dec 2015                  |   | Will Sparling<br>Email:<br><a href="mailto:william.sparling@southandvale.gov.uk">william.sparling@southandvale.gov.uk</a>                                  | Cabinet member decision form               |
| <b>August decisions</b>  |                |  |                              |                              |   |  |  |
| <b>Temporary housing accommodation</b> - to approve a temporary accommodation strategy   | KEY            | Cabinet<br>12 Aug 2016   | Councillor Roger Cox         | 4 Mar 2016                   |   | Hamid Khan<br>Email:<br><a href="mailto:hamid.khan@southandvale.gov.uk">hamid.khan@southandvale.gov.uk</a>   | Cabinet report                             |
| <b>Abingdon moorings</b> - to approve a policy   | KEY            | Cabinet<br>12 Aug 2016   | Councillor Charlotte Dickson | 26 Mar 2015                  |   | Suzanne Malcolm,<br>Economic Development Manager<br>Email:<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a> | Cabinet report                             |

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**September decisions**

|   |     |                       |                           |             |  |  |                |
|---|-----|-----------------------|---------------------------|-------------|--|--|----------------|
| <b>Grounds maintenance contract</b> - to procure services | KEY | Cabinet<br>7 Oct 2016 | Councillor<br>Elaine Ware | 1 June 2016 |  | Ian Matten<br>Email:<br><a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a> | Cabinet report |
|---|-----|-----------------------|---------------------------|-------------|--|--|----------------|