

# **DRAFT** Cabinet work programme

1 April 2022



## **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 Bethia Thomas](#) – Deputy Council Leader and Community engagement
- [Councillor Andy Crawford](#) – Finance and corporate assets
- [Councillor Neil Fawcett](#) – Strategic partnerships and place
- [Councillor Debby Hallett](#) - Corporate services and transformation
- [Councillor Helen Pighills](#) – Healthy communities
- [Councillor Judy Roberts](#) – Development and infrastructure
- [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](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 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](mailto: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
<b>APRIL 2022 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 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 April 2022 Head of development and corporate landlord April 2022	Councillor Andy Crawford	15 Feb 2012		James Carpenter <a href="mailto:james.carpenter@southandvale.gov.uk">james.carpenter@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 infrastructure April 2022	Councillor Judy Roberts	10 Nov 2017		Mark Hewer <a href="mailto:mark.hewer@southandvale.gov.uk">mark.hewer@southandvale.gov.uk</a>	Cabinet member decision form
<b>Civil parking enforcement</b> - to appoint an outside body representative to PATROL, the civil parking regulator	No	Leader of the Council April 2022	Councillor Emily Smith	26 Jul 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Customer relations management</b> - to use the approved funds to procure a solution	KEY	Cabinet member for corporate services and transformation April 2022	Councillor Debby Hallett	14 Jan 2022		Simon Turner <a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@southandvale.gov.uk</a>	Cabinet member decision form
<b>IT solution for housing and homelessness services</b> - to procure the IT solution and authorise the award of the contract	KEY	Cabinet member for corporate services and transformation, Cabinet member for healthy communities April 2022	Councillor Debby Hallett and/or Councillor Helen Pighills	25 Feb 2022		Simon Turner <a href="mailto:simon.turner@southandvale.gov.uk">simon.turner@southandvale.gov.uk</a>	Cabinet member decision form
<b>Didcot Local Development Order</b> - to approve the draft order for consultation	No	Cabinet member for corporate services and transformation April 2022	Councillor Debby Hallett	21 Jan 2022		Adrian Butler <a href="mailto:adrian.butler@southandvale.gov.uk">adrian.butler@southandvale.gov.uk</a>	Cabinet member decision form
<b>Car parks management contract</b> - 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 April 2022	Councillor Andy Crawford	18 Aug 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Sparsholt Sewage Treatment Works</b> - to replace the existing plant	KEY	Cabinet member for finance and corporate assets April 2022	Councillor Andy Crawford	13 Jun 2019		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>New energy contracts for properties and sites managed by Vale</b> - to authorise the contract. 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 April 2022	Councillor Andy Crawford	19 Oct 2020		Angela Baker <a href="mailto:angela.baker@southandvale.gov.uk">angela.baker@southandvale.gov.uk</a>	Cabinet member decision form
<b>Leisure support</b> - to approve a leisure support package. 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 healthy communities April 2022	Councillor Helen Pighills	7 Jan 2022		Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet member decision form
<b>Stairlift contract</b> - to award a contract to provide stairlifts funded by the Disabled Facilities Grant	KEY	Cabinet member for healthy communities April 2022	Councillor Helen Pighills	1 Mar 2019		Phil Ealey <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet member decision form

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<b>CCTV in Abingdon and Wantage</b> - to approve the procurement of digital cameras and cabling	KEY	Head of housing and environment April 2022	Councillor Helen Pighills	6 Aug 2021		Katharine Doherty <a href="mailto:katharine.doherty@southandvale.gov.uk">katharine.doherty@southandvale.gov.uk</a>	Officer key decision form
<b>Discretionary fuel payments scheme</b> - to approve the scheme	KEY	Cabinet member for finance and corporate assets Not before 8 Apr 2022	Councillor Andy Crawford	17 Mar 2022		Trevor Gaffney <a href="mailto:trevor.gaffney@southandvale.gov.uk">trevor.gaffney@southandvale.gov.uk</a>	Cabinet member decision form
<b>Procurement of merchant banking services</b> - to award a contract	KEY	Cabinet member for finance and corporate assets Not before 8 Apr 2022	Councillor Andy Crawford	17 Mar 2022		Ben Watson <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@southandvale.gov.uk</a>	Cabinet member decision form
<b>Standing item: Recommendations from other committees</b> - to consider and determine action on any recommendations from other committees	KEY	Cabinet 8 Apr 2022	Relevant Cabinet members	13 Jul 2021		Steve Culliford <a href="mailto:steve.culliford@southandvale.gov.uk">steve.culliford@southandvale.gov.uk</a>	Cabinet report
<b>Communications and engagement strategy</b> - to approve the strategy	KEY	Cabinet 8 Apr 2022	Councillor Bethia Thomas	25 Feb 2022	Scrutiny Committee	Shona Ware <a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>	Cabinet report
<b>Dalton Barracks Supplementary Planning Document</b> - to approve the document	KEY	Cabinet 8 Apr 2022	Councillor Debby Hallett	26 Jul 2021		Andrew Lane <a href="mailto:andrew.lane@southandvale.gov.uk">andrew.lane@southandvale.gov.uk</a>	Cabinet report

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<b>Corporate plan performance monitoring report Q3 2021/22</b> - to review the report	No	Cabinet 8 Apr 2022	Councillor Debby Hallett	25 Feb 2022		Michelle Wells <a href="mailto:michelle.wells@southandvale.gov.uk">michelle.wells@southandvale.gov.uk</a>	Cabinet report
<b>MAY DECISIONS</b>							
<b>Joint Local Plan</b> - to launch the consultation on issues and supporting documents	No	Cabinet member for corporate services and transformation May 2022	Councillor Debby Hallett		Joint Scrutiny Committee	Andrew Lane <a href="mailto:andrew.lane@southandvale.gov.uk">andrew.lane@southandvale.gov.uk</a>	Cabinet member decision form
<b>SUMMER DECISIONS</b>							
<b>Flood investigation agency agreement</b> - to recommend Council to approve the agency agreement and charges with Oxfordshire County Council	KEY	Cabinet 24 Jun 2022  Council 13 Jul 2022	Councillor Andy Crawford	24 Dec 2019		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Active communities strategy</b> - to approve the strategy	KEY	Cabinet 24 Jun 2022	Councillor Helen Pighills	1 Apr 2022		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Design guide</b> - to approve the joint design guide	KEY	Cabinet 24 Jun 2022	Councillor Debby Hallett	29 Sep 2021	Joint Scrutiny Committee	Dominic Lamb <a href="mailto:dominic.lamb@southandvale.gov.uk">dominic.lamb@southandvale.gov.uk</a>	Cabinet report

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<b>Car park order and policy</b> - to approve changes to the car park order and car parking policy	KEY	Cabinet 24 Jun 2022	Councillor Andy Crawford	13 Aug 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Grounds maintenance and public toilet cleaning services</b> - to provide vehicles for this service	KEY	Cabinet 24 Jun 2022	Councillor Andy Crawford	15 Jun 2021		John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Garden Town</b> - to accept the award of government funding and agree key priorities	KEY	Cabinet 24 Jun 2022	Councillor Judy Roberts	2 Mar 2022		Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet report
<b>Revised Milton Park Local Development Order</b> - to approve the draft order for statutory consultation	KEY	Cabinet 24 Jun 2022	Councillor Debby Hallett	15 Jun 2021		Toby Warren <a href="mailto:toby.warren@southandvale.gov.uk">toby.warren@southandvale.gov.uk</a>	Cabinet report
<b>Didcot Growth Accelerator Enterprise Zone (EZ2)</b> - to update the Memorandum of Understanding for the retention and distribution of business rates growth income	KEY	Cabinet 22 Jul 2022	Councillor Neil Fawcett	15 Oct 2021		Susan Harbour <a href="mailto:susan.harbour@southandvale.gov.uk">susan.harbour@southandvale.gov.uk</a>	Cabinet report
<b>Great Coxwell conservation area appraisal</b> - to adopt the revised boundary and conservation area appraisal for Great Coxwell	No	Cabinet 22 Jul 2022	Councillor Debby Hallett	17 Mar 2022		Samantha Allen <a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a>	Cabinet report



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<b>Diversity and inclusion strategy and engagement plan</b> - to approve the strategy and plan	KEY	Joint Scrutiny Committee 19 Sep 2022  Cabinet 30 Sep 2022	Councillor Debby Hallett	17 Mar 2022	Joint Scrutiny Committee	David Fairall <a href="mailto:david.fairall@southavale.gov.uk">david.fairall@southavale.gov.uk</a>	Cabinet report

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