

Cabinet work programme

4 July 2023



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 up to nine further members. The leader has allocated portfolios to Cabinet members as follows:

- [Councillor Bethia Thomas](#) – Council Leader and climate action and the environment
- [Councillor Neil Fawcett](#) – Deputy Council Leader and strategic partnerships and place
- [Councillor Sue Caul](#) – Affordable housing, development and infrastructure
- [Councillor Mark Coleman](#) – Environmental services and waste
- [Councillor Andy Crawford](#) – Finance and property
- [Councillor Debra Dewhurst](#) – Leisure centres and community buildings
- [Councillor Andy Foulsham](#) – Planning and development management
- [Councillor Debby Hallett](#) - Corporate services, governance, policy and transformation
- [Councillor Helen Pighills](#) - Community health and wellbeing

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.

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 2023 DECISIONS | | | | | | | |
| Standing item: Property decisions - to approve any property sales or purchases or take any property management decisions | KEY | Cabinet member for finance and property July 2023 Head of development and corporate landlord July 2023 | Councillor Andy Crawford | 15 Feb 2012 | | Karen Lister karen.lister@southandvale.gov.uk | Cabinet member decision form or officer key decision form |
| Standing item: Section 106 and Community Infrastructure Levy funds - to create a budget and release funds | KEY | Cabinet member for affordable housing, development and infrastructure July 2023 | Councillor Sue Caul | 10 Nov 2017 | | Mark Hewer mark.hewer@southandvale.gov.uk | Cabinet member decision form |
| Standing item: Decisions relating to the use of UK Prosperity Funding | KEY | Leader of the Council July 2023 | Councillor Bethia Thomas | 26 Jun 2023 | | Nick King nick.king@southandvale.gov.uk | Cabinet member decision form |
| UK Shared Prosperity Fund and Rural England Prosperity Fund - to approve a draft action plan to deliver the scheme | KEY | Leader of the Council July 2023 | Councillor Bethia Thomas | 9 Dec 2022 | | Nick King nick.king@southandvale.gov.uk | Cabinet member decision form |

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|--|-------------------------|---|----------------------------|------------------------------|---|--|--|
| Car park refurbishment project - to award a contract for refurbishments | KEY | Cabinet member for finance and property July 2023 | Councillor Andy Crawford | 24 Feb 2023 | | John Backley john.backley@southandvale.gov.uk | Cabinet member decision form |
| Faringdon Leisure Centre - to award a contract to replace the pool filter | KEY | Cabinet member for leisure centres and community buildings July 2023 | Councillor Debra Dewhurst | 18 Nov 2022 | | Jan Smith jan.smith@southandvale.gov.uk | Cabinet member decision form |
| Sparsholt Sewage Treatment Works - to replace the existing plant | KEY | Head of housing and environment July 2023 | Councillor Mark Coleman | 13 Jun 2019 | | John Backley john.backley@southandvale.gov.uk | Officer key decision form |
| Provision of the Home Improvement Agency Service – to award a new contract(s) | KEY | Cabinet member for community health and wellbeing Not before 14 Jul 2023 | Councillor Helen Pighills | 15 Jun 2023 | | Phil Ealey phil.ealey@southandvale.gov.uk | Cabinet member decision form |
| The Council Tax ‘top up’ Support Award | KEY | Cabinet member for finance and property Not before 14 Jul 2023 | Councillor Andrew Crawford | 15 Jun 2023 | | Trevor Gaffney trevor.gaffney@southandvale.gov.uk | Cabinet member decision form |
| Afghan Relocation and Assistance Policy: to award a contract for property management and tenancy management | KEY | Cabinet member for finance and property Not before 27 Jul 2023 | Councillor Andy Crawford | 29 Jun 2023 | | Paul Fielding paul.fielding@southandvale.gov.uk | Cabinet member decision form |

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AUGUST DECISIONS

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|---|-----|---|--------------------------|-------------|--|---|----------------|
| Standing item: Recommendations from other committees - to consider and determine action on any recommendations from other committees | KEY | Cabinet 11 Aug 2023 | Relevant Cabinet members | 13 Jul 2021 | | Steve Culliford steve.culliford@southandvale.gov.uk | Cabinet report |
| Grant funding affordable housing - to review the policy to allocate Section 106 affordable housing funds | KEY | Scrutiny Committee 31 Jul 2023 Cabinet 11 Aug 2023 | Councillor Sue Caul | 16 Jan 2023 | | Nigel Bower nigel.bower@southandvale.gov.uk | Cabinet report |

SEPTEMBER DECISIONS

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|---|-----|---|--------------------------|------------|--|--|----------------|
| Joint Local Plan Regulation 18 Part 2 - to approve preferred options for consultation | KEY | Joint Scrutiny Committee 21 Sep 2023 Cabinet 29 Sep 2023 | Councillor Andy Foulsham | 2 Jun 2023 | | Lucy Murfett lucy.murfett@southandvale.gov.uk | Cabinet report |
| Local Electric Vehicle Infrastructure - to agree a funding arrangement with Oxfordshire County Council | KEY | Cabinet 29 Sep 2023 | Councillor Andy Crawford | 2 Jun 2023 | | John Backley john.backley@southandvale.gov.uk | Cabinet report |

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|--|-------------------------|--|------------------------------|------------------------------|---|--|--|
| Drayton Conservation Area - to adopt the Appraisal and Management Plan | No | Cabinet 29 Sep 2023 | Councillor Debby Hallett | 2 Jun 2023 | | Samantha Allen samantha.allen@southandvale.gov.uk | Cabinet report |
| Stanford-in-the-Vale Conservation Area - to adopt the Appraisal and Management Plan | No | Cabinet 29 Sep 2023 | Councillor Debby Hallett | 2 Jun 2023 | | Samantha Allen samantha.allen@southandvale.gov.uk | Cabinet report |
| 2024 DECISIONS | | | | | | | |
| Play areas - to provide a maintenance service for existing play areas | KEY | Cabinet member for community health and wellbeing February 2024 | Councillor Helen Pighills | 15 Jul 2022 | | John Backley john.backley@southandvale.gov.uk | Cabinet member decision form |