

# Cabinet work programme

23 October 2024



## 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
- the earliest date those decisions can 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 Cabinet member for climate action, nature recovery and strategic partnerships
- [Councillor Mark Coleman](#) – Deputy Council Leader and Cabinet member for environmental services and waste
- [Councillor Sue Caul](#) – Cabinet member for housing, leisure facilities and community buildings
- [Councillor Andy Crawford](#) – Cabinet member for finance and property
- [Councillor Lucy Edwards](#) – Cabinet member for communications, customer services, legal and democratic
- [Councillor Neil Fawcett](#) – Cabinet member for economic development, workplace and IT
- [Councillor Andy Foulsham](#) – Cabinet member for policy and programmes
- [Councillor Diana Lugova](#) – Cabinet member for planning
- [Councillor Helen Pighills](#) – Cabinet member for 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](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). Alternatively, documents are available at The Abbey House, Abbey Close, Abingdon, OX14 3JE.

## 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).

In advance of a decision being made, you may also submit documents to the decision-maker.

## 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	TYPE OF DECISION
<b>2024 DECISIONS</b>							
<b>Faringdon Leisure Centre - to award a contract to replace the pool filter</b>	KEY	Cabinet member for Housing, leisure facilities and community buildings 16 Dec 2022	Councillor Bethia Thomas	18 Nov 2022		Jan Smith jan.smith@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
<b>UK Shared Prosperity Fund - to award UK Shared Prosperity Fund E2: Community and Neighbourhood Infrastructure Projects Funding</b>	KEY	Head of development and corporate landlord 10 Nov 2023	Councillor Neil Fawcett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Delegated Authority - Officers Decision
<b>UK Shared Prosperity Fund - to award UK Shared Prosperity Fund E3: Creation of/Improvements to Green Spaces</b>	KEY	Head of development and corporate landlord 10 Nov 2023	Councillor Neil Fawcett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Delegated Authority - Officers Decision
<b>Section 106 funding - to consider an application by Wantage Town Football Club</b>	KEY	Cabinet member for finance and property 29 Feb 2024	Councillor Sue Caul	1 Feb 2024		Mark Hewer mark.hewer@southandvale.gov.uk	Delegated Individual Cabinet Member Decision

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<b>White Horse Leisure and Tennis Centre - to award a contract to refurbish the cafe and toilets</b>	KEY	Cabinet member for Housing, leisure facilities and community buildings 16 May 2024		17 Apr 2024	Councillor Andy Crawford	Ben Whaymand ben.whaymand@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
<b>Wantage Leisure Centre - to award a contract to refurbish the wet side changing facilities</b>	KEY	Cabinet member for Housing, leisure facilities and community buildings 16 May 2024		17 Apr 2024	Councillor Andy Crawford	Ben Whaymand ben.whaymand@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
<b>Delegated Authority to agree use of UKSPF intervention E2 funds</b>	KEY	Head of development and corporate landlord 19 Jun 2024		16 May 2024		Nick King nick.king@southandvale.gov.uk	Delegated Authority - Officers Decision
<b>UK Shared Prosperity Fund - to award funding under UK Shared Prosperity Fund intervention E22: Enterprise Infrastructure and Employment/Innovation sites</b>	KEY	Head of development and corporate landlord 10 Nov 2023	Councillor Neil Fawcett	13 Oct 2023		Nick King nick.king@southandvale.gov.uk	Delegated Authority - Officers Decision
<b>CIL funding for Cotman Close, Abingdon</b> To approve the use of funds identified for the replacement of the play equipment	KEY	Head of development and corporate landlord Not before 1 Aug 2024	Councillor Mark Coleman	3 Jul 2024		John Backley john.backley@southandvale.gov.uk	

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<b>Professional Services Consultancy Appointment for the New Waste Vehicle Depot Project</b>	KEY	Cabinet member for finance and property Not before 13 Aug 2024		15 Jul 2024		Andrew Busby andrew.busby@southandvale.gov.uk	
<b>White Horse Leisure &amp; Tennis Centre and Wantage Leisure Centre Salix Phase 3b Decarbonisation Projects</b>	KEY	Head of finance Not before 14 Aug 2024	Head of Development and Corporate Landlord Councillor Andrew Crawford	15 Jul 2024		Ben Whaymand ben.whaymand@southandvale.gov.uk	Delegated Authority - Officers Decision
<b>Procurement of new cloud based Geographic Information System (GIS) mapping software.</b> To approve the procurement of a new software-as-a-service GIS to replace legacy hosted system on Capita network, in line with the Technology Strategy.	KEY	Head of corporate services Not before 26 Aug 2024	Councillor Neil Fawcett	26 Jul 2024		Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision
<b>LEVI - Electric Vehicle Chargers</b>	KEY	Cabinet member for environmental services and waste Not before 27 Aug 2024		26 Jul 2024		John Backley john.backley@southandvale.gov.uk	

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<p><b>Contract for housing specialist repair and maintenance, including housing void refurbishments. This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972</b></p>	KEY	Cabinet member for finance and property Not before 17 Sep 2024	Councillor Andrew Crawford	19 Aug 2024		Andrew Busby andrew.busby@southandvale.gov.uk	Delegated Individual Cabinet Member Decision
<p><b>Procurement of specialist IT consulting services to assist in the exit of the 5C IT contract and formation at new inhouse IT service.</b> To approve the procurement of specialist consulting organisation to provide consulting, advisory and support services to support the exit of IT from the 5C contract.</p>	KEY	Head of corporate services Not before 20 Sep 2024	Councillor Neil Fawcett	23 Aug 2024		Simon Turner simon.turner@southandvale.gov.uk	Delegated Authority - Officers Decision

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<p><b>Waste vehicles purchase 2025 (This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972.)</b> To approve the procurement of specialist consulting organisation to provide consulting, advisory and support services to support the exit of IT from the 5C contract.</p>	KEY	Cabinet member for environmental services and waste 22 Sep 2024	Councillor Mark Coleman	23 Aug 2024		William Maxwell, Scott Williams Email: william.maxwell@so uthandvale.gov.uk, scott.williams1@sou thandvale.gov.uk	Delegated Individual Cabinet Member Decision
<b>OCTOBER DECISIONS</b>							
<p><b>Cost Consultancy service for leisure decarbonisation projects</b></p>	KEY	Cabinet member for finance and property 16 Oct 2024	Councillor Andrew Crawford	18 Sep 2024		John McLeod john.mcleod@south andvale.gov.uk	Delegated Individual Cabinet Member Decision
<p><b>Car park options appraisal</b> To agree the way forward for the car park service from 1 October 2025</p>	KEY	Cabinet 18 Oct 2024 Council 23 Oct 2024	Councillor Mark Coleman	1 Jul 2024		John Backley john.backley@south andvale.gov.uk	Cabinet decision
<p><b>Future Delivery of Household Waste and Street Cleansing Services</b></p>	KEY	Cabinet 18 Oct 2024	Councillor Mark Coleman	4 Dec 2023		Scott Williams scott.williams1@sou thandvale.gov.uk	Cabinet decision

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<b>Treasury management outturn</b> To inform the Cabinet of the Treasury Management outturn position for 2023/24		Cabinet 18 Oct 2024	Joint Governance and Audit Committee 15 October 2024	16 May 2024		Anna Winship anna.winship@southandvale.gov.uk	
<b>Procurement of Legal Services Case Management solution</b> To approve the procurement of a software-as-a-service legal case management system which adheres to the principles of the councils Technology Strategy	KEY	Head of corporate services 25 Oct 2024		18 Sep 2024		Simon Turner simon.turner@southandvale.gov.uk	
<b>All Saints (Coleshill) Closed Churchyard Boundary Wall Remedials</b> To carry out the required boundary wall remedials	KEY	Head of development and corporate landlord Not before 29 Oct 2024  Cabinet member for finance and property Not before 29 Oct 2024		30 Sep 2024	Cabinet member for Environmental services and waste	Andrew Busby andrew.busby@southandvale.gov.uk	



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<p><b>Procurement of a network supplier to support the councils' Local and Wide area networks</b> To approve the procurement of a network supplier and maintenance partner to support the councils' local and wide area network installations that are required as a result of the exit from the Capita 5C IT contract.</p>	KEY	Head of corporate services October 2024		30 Sep 2024		Simon Turner simon.turner@southandvale.gov.uk	
<b>NOVEMBER DECISIONS</b>							
<p><b>Request to spend S106 funding under section 106 application reference: P24/V2129/106</b> To create a budget for £338,071 from S106 contribution (Public Transport) and release the funds to Oxfordshire County Council (OCC) towards enhancements to the Route 66 and X15 bus services under 74 of council's financial procedure rules.</p>	KEY	Head of finance Not before 21 Nov 2024	Councillor Andy Crawford	23 Oct 2024		Simon Hewings simon.hewings@southandvale.gov.uk	Delegated Authority - Officers Decision

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<p><b>Procurement of a Microsoft Solutions Partner</b> To approve the procurement of a Microsoft Gold Partner to support the councils Microsoft 365 and Azure systems.</p>	KEY	Head of corporate services 27 Nov 2024		23 Oct 2024		Simon Turner simon.turner@southandvale.gov.uk	
<p><b>Leisure Facilities Strategy and Playing Pitch Strategy - to adopt the strategies</b></p>		Cabinet 29 Nov 2024	Councillor Bethia Thomas	1 May 2024	Scrutiny Committee	Tom Rice tom.rice@southandvale.gov.uk	Cabinet decision
<p><b>Procurement Strategy and Tender Evaluation Policy - to approve the strategy and policy</b></p>	KEY	Cabinet 29 Nov 2024	Councillor Andrew Crawford	26 Jul 2024		Ben Watson ben.watson@southandvale.gov.uk	Cabinet decision
<p><b>Council Tax base setting 2025/26</b></p>		Cabinet 29 Nov 2024 Council 18 Dec 2024	Councillor Andrew Crawford	18 Sep 2024		Trevor Gaffney trevor.gaffney@southandvale.gov.uk	Cabinet decision
<p><b>Council Tax Reduction Scheme (CTR) 2025/26 - Backdating rules</b> To approve the report to extend the period in which a new claim for CTR can be backdated from the current six months to 12 months, where good cause has been demonstrated.</p>		Cabinet 29 Nov 2024 Council 18 Dec 2024		30 Sep 2024		Trevor Gaffney trevor.gaffney@southandvale.gov.uk	

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<b>Update to the Joint Public Health Funerals Policy</b>		Cabinet 29 Nov 2024	Councillor Mark Coleman	18 Oct 2024		Simon Hill simon.hill@southandvale.gov.uk	Cabinet decision
<b>Waste Transfer Station Contract Award</b>	KEY	Cabinet 29 Nov 2024	Councillor Mark Coleman	18 Oct 2024		William Maxwell Email: william.maxwell@southandvale.gov.uk	Cabinet decision
<b>Land Acquisition. (This decision is likely to be an exempt decision under paragraph 3 to Schedule 12A of the Local Government Act 1972)</b>	KEY	Council Cabinet 29 Nov 2024		18 Oct 2024		Andrew Busby andrew.busby@southandvale.gov.uk	Council Decision
<b>Section 106 funding - to consider an application by Drayton Parish Council</b> To approve the award of developer contributions to Drayton Parish Council, towards sports pitches and cricket wicket at Walnut Meadow open space, Drayton	KEY	Cabinet 29 Nov 2024 Council 18 Dec 2024	Councillor Andy Crawford	30 Sep 2024		David Cookson david.cookson@southandvale.gov.uk	
<b>WINTER DECISIONS</b>							

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<b>Car park fees and charges 2025</b>	KEY	Cabinet 20 Dec 2024	Councillor Mark Coleman	10 Sep 2024	Joint scrutiny and possibly Climate Emergency Advisory Committee	John Backley john.backley@southandvale.gov.uk	Cabinet decision
<b>Budget setting 2025/26 update</b> To provide an update on the 2025/26 budget setting process		Cabinet 20 Dec 2024		30 Sep 2024		Anna Winship anna.winship@southandvale.gov.uk	
<b>Q2 budget monitoring report</b> To provide an update on the financial position as at end of Q2 2024/25		Cabinet 20 Dec 2024		30 Sep 2024		Anna Winship anna.winship@southandvale.gov.uk	
<b>Future Direction of The Beacon – update on action plan agreed at February 24 Cabinet</b>		Cabinet 31 Jan 2025	Councillor Helen Pighills Scrutiny Committee 28/01/2025	18 Sep 2024		Daniel Harrison daniel.harrison@southandvale.gov.uk	Cabinet decision
<b>Corporate Plan</b>	KEY	Cabinet 31 Jan 2025 Council 12 Feb 2025		30 May 2024		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet decision

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<b>Evolve Transformation Programme - Target Operating Model</b> To approve the Evolve Transformation Programme Target Operating Model	KEY	Cabinet 31 Jan 2025	Councillor Andy Foulsham	23 Oct 2024		Tim Oruye tim.oruye@southandvale.gov.uk	Cabinet decision
<b>Future Delivery of Leisure Management Contract (This decision is likely to be part exempt under paragraph 3 to Schedule 12A of the Local Governemnt Act 1972)</b> To approve the recommended option(s) for the future delivery of the leisure management contract.	KEY	Cabinet 31 Jan 2025	Councillor Sue Caul	23 Oct 2024	Joint Scrutiny	Andrew Busby andrew.busby@southandvale.gov.uk	Cabinet decision
<b>SPRING 2025 DECISIONS</b>							
<b>Arts and Cultural Strategy</b> To approve the strategy		Cabinet 7 Mar 2025		30 Sep 2024		Daniel Harrison daniel.harrison@southandvale.gov.uk	

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<p><b>Review of taxi tariff</b> To set a revised taxi tariff</p>	<p>KEY</p>	<p>Cabinet member for community health and wellbeing Not before 12 Feb 2025  Cabinet 11 Apr 2025</p>	<p>Councillor Helen Pighills</p>	<p>23 Oct 2024</p>		<p>Laura Driscoll laura.driscoll@southandvale.gov.uk</p>	<p>Delegated Individual Cabinet Member Decision</p>