

Cabinet work programme

31 October 2012



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 monthly.

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 or make savings of £75,000
- to be significant in its effect on communities within more than one ward

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. Most key decisions are taken at public Cabinet meetings.

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](#) (Leader) – responsible for corporate strategy and finance
- [Councillor Roger Cox](#) (Deputy Leader) – responsible for planning (development management and enforcement) and housing
- [Councillor Yvonne Constance](#) – responsible for legal and democratic services, human resources, IT, and customer services
- [Councillor Mike Murray](#) – responsible for planning policy, including the core strategy
- [Councillor Reg Waite](#) – responsible for commercial services
- [Councillor Elaine Ware](#) – responsible for economy, leisure and property

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 or by telephoning the Council offices on 01235 520202.

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. Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540307, e-mail: 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, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540307, e-mail: steve.culliford@southandvale.gov.uk.

Cabinet work programme

| DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE | KEY DECISION ? | DECISION MAKER | CABINET MEMBER | DATE FIRST ON WORK PROGRAMME | PRINCIPAL CONSULTEES INCLUDING COMMITTEES | CONTACT OFFICER | DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS |
|--|----------------|--|------------------------|------------------------------|---|---|---|
| November decisions | | | | | | | |
| Property decisions - to consider any property sales or purchases or any property management decisions (This is likely to be an exempt decision due to the confidential nature of property negotiations with third parties - paragraph 3 to Schedule 12A, Local Government Act 1972) | KEY | Cabinet member for economy, leisure and property November 2012 | Councillor Elaine Ware | March 2012 | Consult Cabinet members | Chris Tyson, Head of Leisure Economy and Property Tel. (01235) 540378 Email: chris.tyson@southandvale.gov.uk | Cabinet delegated decision form |
| Westway, Botley - to make any decisions relating to Westway, Botley (This is likely to be an exempt decision due to the confidential nature of property negotiations with third parties - paragraph 3 to Schedule 12A, Local Government Act 1972) | KEY | Cabinet November 2012 | Councillor Elaine Ware | August 2012 | Consult Cabinet members | Graham Hawkins Tel. (01235) 540410 Email: graham.hawkins@southandvale.gov.uk | Cabinet report |

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| South and Vale CCTV control room maintenance contract 2013 (Oxfordshire joint procurement) and review of the CCTV control room service level agreement - to agree a new maintenance contract from 1 April 2013 and review the service level agreement | KEY | Cabinet member for legal and democratic services November 2012 | Councillor Yvonne Constance | July 2012 | Consult Cabinet members Consult South Oxfordshire District Council, Oxford City Council, West Oxfordshire District Council, and Cherwell District Council | Liz Hayden Tel. (01235) 540308 Email: liz.hayden@southandvale.gov.uk | Cabinet delegated decision form |
| Leisure and civic halls participation strategy - to approve a draft strategy for consultation | KEY | Cabinet member for economy, leisure and property November 2012 | Councillor Elaine Ware | August 2011 | Consult Cabinet members | Jo Paterson Tel. (01235) 540379 Email: jo.paterson@southandvale.gov.uk | Cabinet delegated decision form |
| Leisure facilities strategy - to approve a draft strategy for consultation | KEY | Cabinet member for economy, leisure and property November 2012 | Councillor Elaine Ware | 5 October 2012 | Consult Cabinet members | Kate Arnold Tel. (01235) 540416 Email: kate.arnold@southandvale.gov.uk | Cabinet delegated decision form |

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| Tenancy strategy - to approve a draft strategy for consultation | KEY | Cabinet member for housing November 2012 | Councillor Roger Cox | October 2012 | Consult Cabinet member | Paul Staines, Head of Housing and Health Tel. (01235) 547621 Email: paul.staines@southandvale.gov.uk | Cabinet delegated decision form |
| Pebble Hill, Radley - to approve infrastructure work and provision of new homes | KEY | Cabinet member for economy, leisure and property November 2012 | Councillor Elaine Ware | September 2012 | Consult Cabinet members | John Backley Tel. (01235) 540443 Email: john.backley@southandvale.gov.uk | Cabinet delegated decision form |
| Offices cleaning contract - to award a new contract (This decision is likely to be an exempt decision to maintain confidentiality of contractor bids - paragraph 3 to Schedule 12A of the Local Government Act 1972) | No | Cabinet member for economy, leisure and property November 2012 | Councillor Elaine Ware | September 2012 | Consult Cabinet members | John Backley Tel. (01235) 540443 Email: john.backley@southandvale.gov.uk | Cabinet delegated decision form |
| Neighbourhood plans - to agree the funding arrangements to assist production of neighbourhood plans | KEY | Cabinet November 2012 | Councillor Mike Murray | October 2012 | Consult Cabinet members | Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: adrian.duffield@southandvale.gov.uk | Cabinet report |

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| December decisions | | | | | | | |
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| New homes bonus | KEY | Cabinet 7 Dec 2012 | Councillor Matthew Barber | March 2012 | Consult Cabinet members | Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: steve.bishop@southandvale.gov.uk | Cabinet report |
| Science Vale UK Enterprise Zone - recommending Council to adopt the local development order | KEY | Cabinet 7 Dec 2012 | Councillor Matthew Barber | November 2011 | Consult Cabinet members | Toby Warren Tel. (01235) 547695 Email: toby.warren@southandvale.gov.uk | Cabinet report |
| Science Vale UK Enterprise Zone - business rates management | KEY | Cabinet 7 Dec 2012 | Councillor Elaine Ware | 31 October 2012 | Consult Cabinet members | Anna Robinson, Strategic Director Tel. (01235) 540523 Email: anna.robinson@southandvale.gov.uk | Cabinet report |
| Great Western Park - to consider the future ownership and management of communal facilities | KEY | Cabinet 7 Dec 2012 | Councillor Elaine Ware | December 2011 | Consult Cabinet members | Toby Warren Tel. (01235) 547695 Email: toby.warren@southandvale.gov.uk | Cabinet report |
| Council tax base - to recommend the council tax base to the Council | No | Cabinet 7 Dec 2012 | Councillor Matthew Barber | 31 October 2012 | Consult Cabinet members | William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk | Cabinet report |

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| Local development scheme - to approve a new scheme | KEY | Cabinet 7 Dec 2012 | Councillor Mike Murray | July 2012 | Consult Cabinet members | Mark Williams Tel. (01235) 540308 Email: mark.williams@southandvale.gov.uk | Cabinet report |
| Abingdon Citizens Advice Bureau and Wantage Independent Advice Centre - to determine future revenue grants | KEY | Cabinet 7 Dec 2012 | Councillor Matthew Barber | September 2012 | Consult Cabinet members | Jayne Bolton Tel. (01235) 547626 Email: jayne.bolton@southandvale.gov.uk | Cabinet report |
| Oxford Brookes Harcourt Hill Campus Masterplan - to recommend Council in February 2013 to approve the masterplan as a supplementary planning document | No | Cabinet 7 Dec 2012 | Councillor Mike Murray | October 2012 | Consult Cabinet members | Miles Thompson Tel. (01235) 540339 Email: miles.thompson@southandvale.gov.uk | Cabinet report |
| High street innovation fund - to recommend Council to approve expenditure | KEY | Cabinet 7 Dec 2012 | Councillor Elaine Ware | 31 October 2012 | Consult Cabinet members | Suzanne Malcolm, Economic Development Manager Tel. (01235) 540542 Email: suzanne.malcolm@southandvale.gov.uk | Cabinet report |
| Leisure facilities strategy - to adopt the strategy | KEY | Cabinet 7 Dec 2012 | Councillor Elaine Ware | 5 October 2012 | Consult Cabinet members | Kate Arnold Tel. (01235) 540416 Email: kate.arnold@southandvale.gov.uk | Cabinet report |

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| Tilsley Park, Abingdon (This is likely to be an exempt decision, due to confidential discussions with the management contractor - paragraph 3 to Schedule 12A, Local Government Act 1972) | KEY | Cabinet 7 Dec 2012 | Councillor Elaine Ware | April 2012 | Consult Cabinet members | Kate Arnold Tel. (01235) 540416 Email: kate.arnold@southandvale.gov.uk | Cabinet report |
| January decisions | | | | | | | |
| Leisure and civic hall participation strategy - to approve the participation strategy | KEY | Cabinet January 2013 | Councillor Elaine Ware | September 2012 | Consult Cabinet members | Jo Paterson Tel. (01235) 540379 Email: jo.paterson@southandvale.gov.uk | Cabinet report |
| Non-domestic rates - to approve the council's "National Non-Domestic Rates 1" (NNDR1) form | No | Cabinet January 2013 | Councillor Matthew Barber | 1 October 2012 | Consult Cabinet member | Ben Watson Tel. (01235) 540488 Email: ben.watson@southandvale.gov.uk | Cabinet report |
| Drayton neighbourhood plan - to designate the neighbourhood plan area | No | Cabinet January 2013 | Councillor Mike Murray | 31 October 2012 | Consult Cabinet members | Miles Thompson Tel. (01235) 540339 Email: miles.thompson@southandvale.gov.uk | Cabinet report |

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February decisions

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| Core Strategy - to approve draft core strategy for consultation | KEY | Cabinet 8 Feb 2013 | Councillor Mike Murray | September 2012 | Consult Cabinet members | Adrian Duffield, Head of Planning Tel. (01235) 540339 Email: adrian.duffield@southandvale.gov.uk | Cabinet report |
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March decisions

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| Housing allocations policy - to approve the policy | KEY | Cabinet March 2013 | Councillor Roger Cox | 31 October 2012 | Consult Cabinet members | Paul Staines, Head of Housing and Health Tel. (01235) 547621 Email: paul.staines@southandvale.gov.uk | Cabinet report |
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Decisions with unknown timescale

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| Council tax benefit scheme - to approve the scheme | KEY | Cabinet | Councillor Matthew Barber | 31 October 2012 | Consult Cabinet members | William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk | Cabinet report |
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