

# Cabinet work programme

18 January 2013

## 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](http://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](http://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](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, The Abbey House, Abingdon, OX14 3JE, tel: 01235 540307, 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	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
<b>January decisions</b>							
<b>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)</b>	KEY	Cabinet member for economy, leisure and property January 2013	Councillor Elaine Ware	March 2012	Consult Cabinet members	Chris Tyson, Head of Leisure Economy and Property Tel. (01235) 540378 Email: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>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)</b>	KEY	Cabinet January 2013	Councillor Elaine Ware	August 2012	Consult Cabinet members	Graham Hawkins Tel. (01235) 540410 Email: <a href="mailto:graham.hawkins@southandvale.gov.uk">graham.hawkins@southandvale.gov.uk</a>	Cabinet report

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<b>Neighbourhood plans - to agree the funding arrangements to assist production of neighbourhood plans</b>	KEY	Cabinet member for planning policy, including the core strategy January 2013	Councillor Mike Murray	October 2012	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: <a href="mailto:miles.thompson@southandvale.gov.uk">miles.thompson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Homelessness (Suitability of Accommodation) (England) Order 2012 - to approve the power to enable the council to use private sector rented properties to satisfy a duty under homelessness legislation</b>	No	Cabinet member for housing January 2013	Councillor Roger Cox	4 December 2012	Consult Cabinet members	Paul Staines, Head of Housing and Health Tel. 01491 823471 Email: <a href="mailto:paul.staines@southandvale.gov.uk">paul.staines@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Leisure management contract 2014 - to approve the principle of a joint contract with South Oxfordshire District Council to manage leisure facilities in the two districts</b>	KEY	Cabinet member for economy, leisure and property 7 Jan 2013	Councillor Elaine Ware	4 December 2012	Consult other Cabinet members and South Oxfordshire District Council's Cabinet	Kate Arnold Tel. (01235) 540416 Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet delegated decision form

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<b>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)</b>	KEY	Cabinet member for economy, leisure and property January 2013	Councillor Elaine Ware	April 2012	Consult Cabinet members	Kate Arnold Tel. (01235) 540416 Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>February decisions</b>							
<b>CCTV maintenance contract - to agree the maintenance contract</b>	KEY	Cabinet member for legal and democratic services February 2013	Councillor Yvonne Constance	4 December 2012	Consult other Cabinet members	Liz Hayden Tel. (01235) 540309 Email: <a href="mailto:liz.hayden@southandvale.gov.uk">liz.hayden@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Local plan part 1 - to approve the consultation draft</b>	No	Cabinet member for planning policy, including the core strategy February 2013	Councillor Mike Murray	18 January 2013	Consult Cabinet members	Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet delegated decision form

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<b>Leisure management contract 2014 - to approve the contract procurement process</b>	KEY	Cabinet 8 Feb 2013	Councillor Elaine Ware	23 September 2012	Consult other Cabinet members and South Oxfordshire District Council Cabinet members	Kate Arnold Tel. (01235) 540416 Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet report
<b>New homes bonus - to consider the strategy for using the new homes bonus</b>	KEY	Cabinet 8 Feb 2013	Councillor Matthew Barber	March 2012	Consult Cabinet members	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Cabinet report
<b>Budget 2013/14 - to recommend Council to approve the budget for 2013/14 and the medium term financial plan</b>	KEY	Cabinet 8 Feb 2013	Councillor Matthew Barber	21 December 2012	Consult Cabinet members	Steve Bishop, Strategic Director and Section 151 Officer Tel. (01235) 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management mid-year monitoring report 2012/13 - to consider the monitoring report</b>	No	Cabinet 8 Feb 2013	Councillor Matthew Barber	7 January 2013	Consult Cabinet members	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Treasury management strategy 2013/14 - to recommend Council to adopt the strategy</b>	KEY	Cabinet 8 Feb 2013	Councillor Matthew Barber	7 January 2013	Consult Cabinet members	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report

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<b>Local Plan part 1</b>	No	Cabinet 8 Feb 2013	Councillor Mike Murray	September 2012	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: <a href="mailto:miles.thompson@southandvale.gov.uk">miles.thompson@southandvale.gov.uk</a>	Cabinet report
<b>Drayton neighbourhood plan - to designate the neighbourhood plan area</b>	No	Cabinet 8 Feb 2013	Councillor Mike Murray	31 October 2012	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: <a href="mailto:miles.thompson@southandvale.gov.uk">miles.thompson@southandvale.gov.uk</a>	Cabinet report
<b>Great Western Park - to consider the future ownership and management of communal facilities</b>	KEY	Cabinet 8 Feb 2013	Councillor Elaine Ware	December 2011	Consult Cabinet members	Toby Warren Tel. (01235) 547695 Email: <a href="mailto:toby.warren@southandvale.gov.uk">toby.warren@southandvale.gov.uk</a>	Cabinet report
<b>Tenancy strategy - to approve the strategy</b>	KEY	Cabinet 8 Feb 2013	Councillor Roger Cox	February 2012	Consult Cabinet members	Paul Staines, Head of Housing and Health Tel. (01235) 547621 Email: <a href="mailto:paul.staines@southandvale.gov.uk">paul.staines@southandvale.gov.uk</a>	Cabinet report
<b>Recycling 'bring' sites - to review the council's bring recycling sites</b>	KEY	Cabinet member for commercial services 8 Feb 2013	Councillor Reg Waite	7 January 2013	Consult Cabinet members	Ian Matten Tel. (01235) 540373 Email: <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet report

**March decisions**

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
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<b>Leisure and civic hall participation strategy - to approve the participation strategy</b>	KEY	Cabinet member for economy, leisure and property March 2013	Councillor Elaine Ware	September 2012	Consult Cabinet members	Jo Paterson Tel. (01235) 540379 Email: <a href="mailto:jo.paterson@southandvale.gov.uk">jo.paterson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Housing allocations policy - to approve the policy</b>	KEY	Cabinet March 2013	Councillor Roger Cox	31 October 2012	Consult Cabinet members	Paul Staines, Head of Housing and Health Tel. (01235) 547621 Email: <a href="mailto:paul.staines@southandvale.gov.uk">paul.staines@southandvale.gov.uk</a>	Cabinet report
<b>April decisions</b>							
<b>Leisure facilities strategy - to adopt the strategy</b>	KEY	Cabinet 5 Apr 2013	Councillor Elaine Ware	5 October 2012	Consult Cabinet members	Kate Arnold Tel. (01235) 540416 Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet report
<b>Vale customer services - to consider whether to outsource this service</b>	KEY	Cabinet 5 Apr 2013	Councillor Yvonne Constance	7 January 2013	Consult Cabinet members	Geoff Bushell Tel. (01235) 547689 Email: <a href="mailto:geoff.bushell@southandvale.gov.uk">geoff.bushell@southandvale.gov.uk</a>	Cabinet report
<b>Oxford Brookes Harcourt Hill Campus Masterplan - to recommend Council in February 2013 to approve the masterplan as a supplementary planning document</b>	No	Cabinet 5 Apr 2013	Councillor Mike Murray	October 2012	Consult Cabinet members	Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet report



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May decisions							
<b>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)</b>	No	Cabinet member for economy, leisure and property May 2013	Councillor Elaine Ware	September 2012	Consult Cabinet members	John Backley Tel. (01235) 540443 Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>CCTV control room service level agreement - to review the service level agreement</b>	KEY	Cabinet member for legal and democratic services May 2013	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: <a href="mailto:liz.hayden@southandvale.gov.uk">liz.hayden@southandvale.gov.uk</a>	Cabinet delegated decision form
June decisions							

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<b>Review of year one of the corporate plan</b>	No	Cabinet June 2013	Councillor Matthew Barber	18 January 2013	Consult Cabinet members	Sally Truman, Policy and Community Engagement Manager Tel. (01235) 540408 Email: <a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@southandvale.gov.uk</a>	Cabinet report