

# Cabinet work programme

7 March 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>March decisions</b>							
<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 March 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
<b>Oxfordshire Waste Partnership - to approve revised financial arrangements</b>	KEY	Cabinet member for commercial services March 2013	Councillor Reg Waite	4 February 2013	Consult Cabinet members	Clare Kingston, Head of Corporate Strategy Tel. (01235) 540356 Email: <a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Oxfordshire Waste Partnership - to adopt the revised waste strategy</b>	KEY	Cabinet member for commercial services March 2013	Councillor Reg Waite	4 February 2013	Consult Cabinet members	Clare Kingston, Head of Corporate Strategy Tel. (01235) 540356 Email: <a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a>	Cabinet delegated decision form

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<b>Waste management contract - to review the contractor's performance in 2012/13</b>	No	Cabinet member for commercial services 1 Mar 2013	Councillor Reg Waite	28 January 2013	Consult Cabinet members and Scrutiny Committee	Clare Kingston, Head of Corporate Strategy Tel. (01235) 540356 Email: <a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Recycling 'bring' sites - to review the council's bring recycling sites</b>	KEY	Cabinet member for commercial services March 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 delegated decision form
<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 March 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>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 March 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

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<b>Engineering contract - to agree the form of the tendering exercise</b>	No	Cabinet member for economy, leisure and property March 2013	Councillor Elaine Ware	7 March 2013	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>Estates services and strategic property advisors procurement</b>	No	Cabinet member for economy, leisure and property March 2013	Councillor Elaine Ware	7 March 2013	Consult Cabinet members	Graham Hawkins Tel. (01235) 540410 Email: <a href="mailto:graham.hawkins@southandvale.gov.uk">graham.hawkins@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>New homes bonus - to determine how the bonus is allocated to area committees</b>	No	Cabinet member for finance March 2013	Councillor Matthew Barber	7 March 2013	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 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 March 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

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<b>Grounds maintenance contract - to review the contractor's performance in 2012/13</b>	No	Cabinet member for commercial services 22 Mar 2013	Councillor Reg Waite	28 January 2013	Consult Cabinet members and Scrutiny Committee	Clare Kingston, Head of Corporate Strategy Tel. (01235) 540356 Email: <a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>April decisions</b>							
<b>Waste contract - to consider the renewal or extension of the waste contract</b>	KEY	Cabinet 5 Apr 2013	Councillor Reg Waite	7 March 2013	Consult Cabinet members and South Oxfordshire District Council Cabinet members	Matt Prosser Tel. (01235) 540399 Email: <a href="mailto:matt.prosser@southandvale.gov.uk">matt.prosser@southandvale.gov.uk</a>	Cabinet report
<b>Leisure management contract 2014 - to approve the principle of a joint contract with South Oxfordshire District Council and to approve the contract procurement process</b>	KEY	Cabinet 5 Apr 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>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

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<b>Oxford Brookes Harcourt Hill Campus Masterplan - to recommend Council 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
<b>Neighbourhood plans - to agree the funding arrangements to assist production of neighbourhood plans</b>	KEY	Cabinet 5 Apr 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 report
<b>May decisions</b>							
<b>Housing allocations policy - to approve the policy</b>	KEY	Cabinet May 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>Tenancy strategy - to approve the strategy</b>	KEY	Cabinet May 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>Great Western Park - to consider the future ownership and management of communal facilities</b>	KEY	Cabinet May 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

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<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
<b>Decisions for June and beyond</b>							



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<b>Review of year one of the corporate plan</b>	KEY	Cabinet 7 Jun 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
<b>Leisure facilities strategy - to adopt the strategy</b>	KEY	Cabinet 7 Jun 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>Estates services and strategic property advisors contract</b>	KEY	Cabinet 2 August 2013	Councillor Elaine Ware	7 March 2013	Consult Cabinet members and South Oxfordshire District Council	Graham Hawkins Tel. (01235) 540410 Email: <a href="mailto:graham.hawkins@southandvale.gov.uk">graham.hawkins@southandvale.gov.uk</a>	Cabinet report