

# Cabinet work programme

17 April 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 local plan
- [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>April decisions</b>							
<b>Oxfordshire Waste Partnership - to approve revised financial arrangements</b>	KEY	Cabinet member for commercial services April 2013	Councillor Reg Waite	4 February 2013		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 April 2013	Councillor Reg Waite	4 February 2013		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>Waste management contract - to review the contractor's performance in 2012/13</b>	No	Cabinet member for commercial services April 2013	Councillor Reg Waite	28 January 2013	Consult Scrutiny Committee	Ian Matten Tel. (01235) 540373 Email: <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet delegated decision form

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<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 April 2013	Councillor Elaine Ware	March 2012		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>Engineering contract - to agree the form of the tendering exercise</b>	No	Cabinet member for economy, leisure and property April 2013	Councillor Elaine Ware	7 March 2013		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>Public convenience cleaning contract - to consider a contract extension (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>	KEY	Head of economy, leisure, and property Before 30 Apr 2013		17 April 2013	Consult officers in legal and finance	John Backley Tel. (01235) 540443 Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Officer delegated key decision form

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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		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>Green Deal Community Interest Company - to seek formal authority to become a shareholder member of the USEA Green Deal Community Interest Company</b>	KEY	Cabinet member for corporate strategy Not before 3rd May 2013	Councillor Matthew Barber	5 April 2013		Heather Saunders Tel. (01235) 540506 Email: <a href="mailto:heather.saunders@southandvale.gov.uk">heather.saunders@southandvale.gov.uk</a>	Cabinet delegated decision form  Shareholder agreement and other relevant legal documents
<b>Climate Local - to adopt the commitments for Climate Local</b>	No	Cabinet member for corporate strategy Not before 10th May 2013	Councillor Matthew Barber	12 April 2013		Heather Saunders Tel. (01235) 540506 Email: <a href="mailto:heather.saunders@southandvale.gov.uk">heather.saunders@southandvale.gov.uk</a>	Cabinet delegated decision form  Oxfordshire Environment Partnership report

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<b>Home Energy Conservation Act - to approve the action plan</b>	No	Cabinet member for corporate strategy Not before 10th May 2013	Councillor Matthew Barber	12 April 2013		Cynthia Sullivan Tel. (01235) 540537 Email: <a href="mailto:cynthia.sullivan@southandvale.gov.uk">cynthia.sullivan@southandvale.gov.uk</a>	Cabinet delegated decision form  Further report on the Home Energy Conservation Act
<b>Housing allocations policy - to approve the policy</b>	KEY	Cabinet member for housing Not before 10th May 2013	Councillor Roger Cox	31 October 2012		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 delegated decision form
<b>Tenancy strategy - to approve the strategy</b>	KEY	Cabinet member for housing Not before 10th May 2013	Councillor Roger Cox	February 2012		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 delegated decision form
<b>Grounds maintenance contract - to review the contractor's performance in 2012/13</b>	No	Cabinet member for commercial services Not before 24th May 2013	Councillor Reg Waite	28 January 2013		Ian Matten Tel. (01235) 540373 Email: <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet delegated decision form

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June decisions							
<b>Waste contract - to consider the renewal or extension of the waste contract</b>	KEY	Cabinet 7 Jun 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>Great Western Park - to consider the future ownership and management of communal facilities</b>	KEY	Cabinet 7 Jun 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>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 7 Jun 2013	Councillor Elaine Ware	April 2012	Consult Cabinet members and Scrutiny Committee	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>West Way, Botley - to make any decisions relating to West Way, 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 7 Jun 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>Oxford Brookes Harcourt Hill Campus Masterplan - to recommend Council to approve the masterplan as a supplementary planning document</b>	No	Cabinet 7 Jun 2013	Councillor Mike Murray	October 2012	Consult Cabinet members	Mark Williams Tel. (01235) 540308 Email: <a href="mailto:mark.williams@southandvale.gov.uk">mark.williams@southandvale.gov.uk</a>	Cabinet report
<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



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<b>Longworth Neighbourhood Plan Area designation</b>	No	Cabinet 7 Jun 2013	Councillor Mike Murray	5 April 2013	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>August decisions</b>							
<b>Estates services and strategic property advisors contract</b>	KEY	Cabinet 2 Aug 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
<b>New energy reduction programme - decision date to be confirmed</b>	No	Cabinet 2 Aug 2013	Councillor Matthew Barber	12 April 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