

# Cabinet work programme

31 May 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 regularly.

## 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 their 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, finance, and legal and democratic services
- [Councillor Roger Cox](#) (Deputy Leader) – responsible for planning (development management and enforcement) and housing
- [Councillor Mike Murray](#) – responsible for planning policy, including the local plan
- [Councillor Reg Waite](#) – responsible for commercial services, human resources, IT, and customer 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>May 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 May 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>Napier Court, Abingdon (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 Not before 20 May 2013	Councillor Elaine Ware	10 May 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

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<b>Housing allocations policy - to approve the policy</b>	KEY	Cabinet member for housing Not before 22 May 2013	Councillor Roger Cox	31 October 2012	Consult Cabinet members and Scrutiny Committee	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>Home Energy Conservation Act - to approve the action plan</b>	No	Cabinet member for corporate strategy Not before 22 May 2013	Councillor Matthew Barber	12 April 2013	Consult Cabinet members	Cynthia Sullivan Tel. (01235) 540537 Email: <a href="mailto:cynthia.sullivan@southandvale.gov.uk">cynthia.sullivan@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Waste contract - to consider the renewal or extension of the waste contract</b>	KEY	Cabinet member for commercial services Not before 23 May 2013	Councillor Reg Waite	7 March 2013	Consult Cabinet members, Scrutiny Committee, and South Oxfordshire District Council 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

**June 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
<b>Green Deal Community Interest Company - to seek formal authority to become a shareholder member of the USEA Green Deal Community Interest Company</b>	No	Cabinet member for commercial services, Cabinet member for corporate strategy June 2013	Councillor Matthew Barber	5 April 2013	Consult Cabinet members	Heather Saunders Tel. (01235) 540506 Email: <a href="mailto:heather.saunders@southandvale.gov.uk">heather.saunders@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Leisure facilities strategy - to adopt the strategy</b>	KEY	Cabinet 7 Jun 2013	Councillor Elaine Ware	5 October 2012	Consult Cabinet members and the Scrutiny Committee	Kate Arnold Tel. (01235) 540416 Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet report
<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>Tilsley Park, Abingdon (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	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>Estates Services and Strategic Property advisors - to agree the procurement route</b>	No	Cabinet member for economy, leisure and property Not before 14 Jun 2013	Councillor Elaine Ware	8 May 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 a new homes bonus community funding policy and procedure</b>	No	Cabinet member for corporate strategy Not before 18 Jun 2013	Councillor Matthew Barber	21 May 2013	Consult Cabinet members	Jayne Bolton Tel. (01235) 547626 Email: <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>August decisions</b>							
<b>Corporate plan review - to review year one</b>	No	Cabinet 2 Aug 2013	Councillor Matthew Barber	10 May 2013	Consult Cabinet and Scrutiny Committee	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>Estates services and strategic property advisors - to award a 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

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<b>Oxford Brookes Harcourt Hill Campus Masterplan - to approve the masterplan as a supplementary planning document</b>	No	Cabinet 2 Aug 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>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
<b>Later decisions</b>							
<b>Engineering contract</b>	No	Cabinet member for economy, leisure and property September 2013	Councillor Elaine Ware	20 May 2013	Consult Cabinet members and South Oxfordshire District Council	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>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 October 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

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<b>Banking contract - to award the contract for banking and merchant card services</b>	KEY	Cabinet 4 Oct 2013	Councillor Matthew Barber	31 May 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Council tax reduction scheme 2014/15 - to recommend Council</b>	KEY	Cabinet 6 Dec 2013	Councillor Matthew Barber	8 May 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>Distribution of council tax reduction scheme grant</b>	KEY	Cabinet 6 Dec 2013	Councillor Matthew Barber	8 May 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report