

Cabinet work programme

14 June 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 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.

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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
June 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 June 2013	Councillor Elaine Ware	March 2012		Graham Hawkins Tel. (01235) 540410 Email: graham.hawkins@southandvale.gov.uk	Cabinet delegated decision form
Waste contract - to consider the extension of the waste contract	KEY	Cabinet member for commercial services June 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: clare.kingston@southandvale.gov.uk	Cabinet delegated decision form

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Green Deal Community Interest Company - to seek formal authority to become a shareholder member of the USEA Green Deal Community Interest Company	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: heather.saunders@southandvale.gov.uk	Cabinet delegated decision form
Home Energy Conservation Act - to approve the action plan	No	Cabinet member for corporate strategy June 2013	Councillor Matthew Barber	12 April 2013	Consult Cabinet members	Cynthia Sullivan Tel. (01235) 540537 Email: cynthia.sullivan@southandvale.gov.uk	Cabinet delegated decision form
Banking contract - to agree the procurement of a joint contract with South Oxfordshire District Council	No	Cabinet member for finance June 2013	Councillor Matthew Barber	6 June 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Cabinet delegated decision form
Housing allocations policy - to approve the policy	KEY	Cabinet member for housing June 2013	Councillor Roger Cox	31 October 2012	Consult Cabinet members and Scrutiny Committee	Paul Staines, Head of Housing and Health Tel. (01235) 547621 Email: paul.staines@southandvale.gov.uk	Cabinet delegated decision form

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Estates Services and Strategic Property advisors - to agree the procurement route	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: graham.hawkins@southandvale.gov.uk	Cabinet delegated decision form
July decisions							
Leisure contractor performance - to determine the contractor's performance in 2012/13	No	Cabinet member for economy, leisure and property July 2013	Councillor Elaine Ware	17 June 2013	Consult Cabinet members and Scrutiny Committee	Kate Arnold Tel. (10235) 540416 Email: kate.arnold@southandvale.gov.uk	Cabinet delegated decision form
August decisions							
Estates services and strategic property advisors - to award a contract	KEY	Cabinet member for economy, leisure and property August 2013	Councillor Elaine Ware	7 March 2013	Consult Cabinet members and South Oxfordshire District Council	Graham Hawkins Tel. (01235) 540410 Email: graham.hawkins@southandvale.gov.uk	Cabinet delegated decision form
Wantage Neighbourhood Plan - to designate the neighbourhood plan area	No	Cabinet 2 Aug 2013	Councillor Mike Murray	17 June 2013	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: miles.thompson@southandvale.gov.uk	Cabinet report

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Corporate plan review - to review year one	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: sally.truman@southandvale.gov.uk	Cabinet report
Oxford Brookes Harcourt Hill Campus Masterplan - to approve the masterplan as a supplementary planning document	No	Cabinet 2 Aug 2013	Councillor Mike Murray	October 2012	Consult Cabinet members	Mark Williams Tel. (01235) 540308 Email: mark.williams@southandvale.gov.uk	Cabinet report
Great Coxwell Neighbourhood Plan area designation	No	Cabinet 2 Aug 2013	Councillor Mike Murray	6 June 2013	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: miles.thompson@southandvale.gov.uk	Cabinet report
New energy reduction programme - decision date to be confirmed	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: sally.truman@southandvale.gov.uk	Cabinet report
September decisions							
New homes bonus - to determine a new homes bonus community funding policy and procedure	KEY	Cabinet member for corporate strategy Not before 1 Sep 2013	Councillor Matthew Barber	21 May 2013	Consult Cabinet members	Jayne Bolton Tel. (01235) 547626 Email: jayne.bolton@southandvale.gov.uk	Cabinet delegated decision form

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Engineering contract	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: john.backley@southandvale.gov.uk	Cabinet delegated decision form
Leisure contractor performance - to determine the contractor's performance in 2012/13	No	Cabinet member for economy, leisure and property September 2013	Councillor Elaine Ware	17 June 2013	Consult Cabinet members and Scrutiny Committee	Kate Arnold Tel. (01235) 540416 Email: kate.arnold@southandvale.gov.uk	Cabinet delegated decision form
Faringdon Neighbourhood Plan - to scrutinise its consistency with the local plan	No	Cabinet member for planning policy, including the core strategy September 2013	Councillor Mike Murray	17 June 2013	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: miles.thompson@southandvale.gov.uk	Cabinet delegated decision form

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October decisions

Local plan - to agree further information for public consultation	No	Cabinet member for planning policy, including the core strategy October 2013	Councillor Mike Murray	17 June 2013	Consult Cabinet members	Miles Thompson Tel. (01235) 540339 Email: miles.thompson@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 October 2013	Councillor Elaine Ware	September 2012		John Backley Tel. (01235) 540443 Email: john.backley@southandvale.gov.uk	Cabinet delegated decision form
Banking contract - to award the contract for banking and merchant card services	KEY	Cabinet 4 Oct 2013	Councillor Matthew Barber	31 May 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Cabinet report

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December decisions							
Council tax reduction scheme 2014/15 - to recommend Council	KEY	Cabinet 6 Dec 2013	Councillor Matthew Barber	8 May 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Cabinet report
Distribution of council tax reduction scheme grant	KEY	Cabinet 6 Dec 2013	Councillor Matthew Barber	8 May 2013	Consult Cabinet members	William Jacobs, Head of Finance Tel. (01235) 540455 Email: william.jacobs@southandvale.gov.uk	Cabinet report