

# Cabinet work programme

26 July 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>July 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 July 2013	Councillor Elaine Ware	March 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 delegated decision form
<b>Estates Services and Strategic Property advisors - to agree the procurement route</b>	No	Cabinet member for economy, leisure and property July 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

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>SOLL Leisure contractor performance - to determine the contractor's performance in 2012/13</b>	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: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Financial services contractor's performance - to determine the contractor's performance for 2012/13</b>	No	Cabinet member for finance July 2013	Councillor Matthew Barber	12 July 2013	Consult Cabinet members and Scrutiny Committee	William Jacobs, Head of Finance Tel. (01235) 540455 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Banking contract - to agree the procurement of a contract</b>	No	Cabinet member for finance July 2013	Councillor Matthew Barber	6 June 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 delegated decision form
<b>August decisions</b>							
<b>New homes bonus - to approve a new homes bonus community funding policy and procedure</b>	KEY	Cabinet member for corporate strategy Not before 1 Aug 2013	Councillor Matthew Barber	1 July 2013	Consult Cabinet members	Jayne Bolton Tel. 01491 823136 Email: <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>	Cabinet delegated decision form

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>Great Coxwell Neighbourhood Plan area designation</b>	No	Cabinet member for planning policy, including the core strategy Not before 1 Aug 2013	Councillor Mike Murray	6 June 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 delegated decision form
<b>September 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>Active Nation Leisure contractor performance - to determine the contractor's performance in 2012/13</b>	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: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet delegated decision form

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>Faringdon Neighbourhood Plan - to scrutinise its consistency with the local plan</b>	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: <a href="mailto:miles.thompson@southandvale.gov.uk">miles.thompson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>The Charter, 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 13 Sep 2013	Councillor Elaine Ware	17 July 2013	Consult Cabinet members	Matt Prosser Tel. (01235) 540303 Email: <a href="mailto:matt.prosser@southandvale.gov.uk">matt.prosser@southandvale.gov.uk</a>	Cabinet report
<b>October decisions</b>							
<b>Estates services and strategic property advisors - to award a contract</b>	KEY	Cabinet member for economy, leisure and property October 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 delegated decision form

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>Offices cleaning contract - to award a new contract</b>	No	Cabinet member for economy, leisure and property October 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>Local plan - to agree further information for public consultation</b>	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: <a href="mailto:miles.thompson@southandvale.gov.uk">miles.thompson@southandvale.gov.uk</a>	Cabinet delegated decision form
<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>Treasury management outturn 2012/13</b>	No	Cabinet 4 Oct 2013	Councillor Matthew Barber	2 July 2013	Consult Cabinet members and Audit and Governance Committee	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

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>Gambling policy - to recommend a new gambling policy to Council</b>	KEY	Cabinet 4 Oct 2013	Councillor Matthew Barber	2 July 2013	Consult Cabinet members and the Licensing Acts Committee	Robert Draper Tel. (01235) 540304 Email: <a href="mailto:robert.draper@southandvale.gov.uk">robert.draper@southandvale.gov.uk</a>	Cabinet report
<b>New energy reduction programme - decision date to be confirmed</b>	No	Cabinet 4 Oct 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>Wantage Neighbourhood Plan - to designate the neighbourhood plan area</b>	No	Cabinet 4 Oct 2013	Councillor Mike Murray	17 June 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>Local plan update</b>	KEY	Cabinet 4 Oct 2013	Councillor Mike Murray	26 July 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>December decisions</b>							
<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



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>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
<b>February 2014 decisions</b>							
<b>Treasury management strategy 2014/15 - to recommend Council to adopt the 2014/15 treasury management strategy</b>	KEY	Cabinet 7 Feb 2014	Councillor Matthew Barber	2 July 2013	Consult Cabinet members and Audit and Governance Committee	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