

# Cabinet work programme

10 January 2014

## 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>January 2014 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 January 2014	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>Insurance services - to agree the procurement process for the insurance services contract</b>	No	Cabinet member for finance January 2014	Councillor Matthew Barber	20 December 2013	Consult Cabinet members	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet delegated decision form

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<b>Local plan - to agree further information for public consultation</b>	No	Cabinet member for planning policy, including the core strategy January 2014	Councillor Mike Murray	17 June 2013	Consult Cabinet members	Mark Williams Tel. (01235) 540308 Email: <a href="mailto:mark.williams@southandvale.gov.uk">mark.williams@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Faringdon Neighbourhood Plan - to scrutinise its consistency with the local plan</b>	No	Cabinet member for planning policy, including the core strategy January 2014	Councillor Mike Murray	17 June 2013	Consult Cabinet members	Mark Williams Tel. (01235) 540308 Email: <a href="mailto:mark.williams@southandvale.gov.uk">mark.williams@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Public conveniences - replacement at Hales Meadow, Abingdon and Grove, and improvements at Faringdon</b>	KEY	Cabinet member for economy, leisure and property January 2014	Councillor Elaine Ware	21 October 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

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<b>Leisure management contract 2014 - to shortlist contractors (This is likely to be an exempt decision so to not disclose the financial or business affairs of another person - paragraph 3 to Schedule 12A, Local Government Act 1972)</b>	KEY	Cabinet member for economy, leisure and property January 2014	Councillor Matthew Barber	28 October 2013	Consult Leisure management contract board and 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
<b>Estates services and strategic property advisors - to award a contract (This is likely to be an exempt decision so to not disclose the financial or business affairs of another person - paragraph 3 to Schedule 12A, Local Government Act 1972)</b>	KEY	Cabinet member for economy, leisure and property January 2014	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
<b>Tower Close, Abingdon - to refurbish the play area</b>	No	Cabinet member for corporate strategy January 2014	Councillor Elaine Ware	6 January 2014	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>Local plan update</b>	KEY	Cabinet January 2014	Councillor Mike Murray	26 July 2013	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

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**February decisions**

<b>Offices cleaning contract - to award a new contract (This is likely to be an exempt decision so to not disclose the financial or business affairs of another person - paragraph 3 to Schedule 12A, Local Government Act 1972)</b>	No	Cabinet member for economy, leisure and property February 2014	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>Blewbury Neighbourhood Plan - to designate the neighbourhood plan area</b>	No	Cabinet member for planning policy, including the core strategy February 2014	Councillor Mike Murray	20 December 2013	Consult Cabinet members	Katherine Macdonald Tel. (01235) 540511 <a href="mailto:katherine.macdonald@southandvale.gov.uk">katherine.macdonald@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Section 113 agreement - to consider entering into an agreement with Oxford City Council to use its procurement services</b>	KEY	Cabinet member for HR, IT and customer services Not before 7 Feb 2014	Councillor Reg Waite	10 January 2014	Consult Cabinet members	Andrew Down, Head of HR, IT and Customer Tel. (01235) 540372 Email: <a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>	Cabinet delegated decision form

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<b>Treasury management mid-year report 2013/14 - to consider the mid-year performance report</b>	No	Cabinet 7 Feb 2014	Councillor Matthew Barber	6 January 2014	Consult Cabinet members	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<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
<b>Budget 2014/15 - to recommend Council to approve the revenue budget 2014/15, capital programme and the medium term financial plan</b>	KEY	Cabinet 7 Feb 2014	Councillor Matthew Barber	16 September 2013	Consult general public, the business community, Cabinet members and Scrutiny Committee	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Office accommodation - to approve the recharges from office accommodation changes</b>	KEY	Cabinet 7 Feb 2014	Councillor Matthew Barber	20 December 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 report

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<b>Office accommodation refurbishment - to recommend Council to establish a budget</b>	KEY	Cabinet 7 Feb 2014	Councillor Matthew Barber	8 January 2014	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 report
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**March decisions**

<b>Insurance services - to award a 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>	KEY	Cabinet member for finance March 2014	Councillor Bob Watson	20 December 2013	Consult Cabinet members	Bob Watson Tel. (01235) 540426 Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet delegated decision form
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<b>Stanford-in-the-Vale Neighbourhood Plan - to designate the neighbourhood plan area</b>	No	Cabinet member for planning policy, including the core strategy March 2014	Councillor Mike Murray	20 December 2013	Consult Cabinet members	Katherine Macdonald Tel. (01235) 540511 Email: <a href="mailto:katherine.macdonald@southandvale.gov.uk">katherine.macdonald@southandvale.gov.uk</a>	Cabinet delegated decision form
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April decisions							
<b>Civil parking enforcement</b>	KEY	Cabinet 4 Apr 2014	Councillor Elaine Ware	6 December 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 report
<b>Local development scheme - to update the scheme</b>	No	Cabinet 4 Apr 2014	Councillor Mike Murray	11 November 2013	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>White Horse Leisure and Tennis Centre - award contract for the refurbishment of current car park and additional parking provision</b>	KEY	Cabinet member for economy, leisure and property 11 Apr 2014	Councillor Elaine Ware	21 October 2013	Consult Cabinet members	Ben Border Tel. (01235) 540444 Email: <a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>	Cabinet delegated decision form
May decisions							
<b>Joint leisure management contract - to award the contract</b>	KEY	Cabinet May 2014	Councillor Elaine Ware	20 December 2013	Consult Cabinet members and South Oxfordshire District Council's Cabinet	Kate Arnold Tel. (01235) 540416 Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet report