

# Cabinet work programme

8 September 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, Council Offices, Benson Lane, Crowmarsh Gifford, Wallingford, OX10 8ED, 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, Council Offices, Benson Lane, Crowmarsh Gifford, Wallingford, OX10 8ED, 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>September 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 September 2014  Head of economy, leisure, and property September 2014	Councillor Elaine Ware	15 Feb 2012	Consult Cabinet members	Graham Hawkins Tel. (01235) 540410 Email: <a href="mailto:graham.hawkins@southandvale.gov.uk">graham.hawkins@southandvale.gov.uk</a>  Chris Tyson, Head of Leisure Economy and Property Tel. 01235 540378 Email: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Property matter in 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 September 2014	Councillor Elaine Ware	17 Jun 2014	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>Abingdon Business Improvement District - to agree to support an Abingdon Business Improvement District</b>	No	Cabinet member for economy, leisure and property September 2014	Councillor Elaine Ware	17 Jun 2014	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Tel. 01491 823126 Email: <a href="mailto:suzanne.alcolm@southandvale.gov.uk">suzanne.alcolm@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Growth board</b>	No	Cabinet Leader September 2014	Councillor Matthew Barber	17 Jun 2014	Consult Cabinet members	Anna Robinson, Strategic Director Tel. 01491 823701 Email: <a href="mailto:anna.robinson@southandvale.gov.uk">anna.robinson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Great Western Park community facilities - to approve funding for consultancy work</b>	No	Cabinet member for corporate strategy September 2014	Councillor Matthew Barber	1 Sep 2014	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
<b>Procurement of IT server hardware</b>	KEY	Cabinet member for HR, IT and customer services September 2014	Councillor Reg Waite	28 Jul 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>Section 106 - to approve release of town and parish council funding</b>	KEY	Cabinet member for planning (development management and enforcement) September 2014	Councillor Roger Cox	17 Jan 2014	Consult Cabinet members	Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>North Wessex Downs Area of Area of Outstanding Natural Beauty - to adopt the management plan</b>	No	Cabinet member for planning policy, including the core strategy September 2014	Councillor Mike Murray	28 May 2014	Consult Cabinet members	Dominic Lamb Tel. 01491 823133 Email: <a href="mailto:dominic.lamb@southandvale.gov.uk">dominic.lamb@southandvale.gov.uk</a>	Cabinet delegated decision form

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**October decisions**

<b>Science Vale area action plan - to approve consultation on the principle of an area action plan</b>	KEY	Cabinet member for planning policy, including the core strategy October 2014	Councillor Mike Murray	16 Apr 2014	Consult Cabinet members	Sophie Horsley Tel. 01491 823724 Email: <a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Local plan - to approve the design strategy supplementary planning document for consultation</b>	KEY	Cabinet member for planning policy, including the core strategy October 2014	Councillor Mike Murray	24 Feb 2014	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>Procurement of virtual desktop infrastructure</b>	KEY	Cabinet member for HR, IT and customer services October 2014	Councillor Reg Waite	28 Jul 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>Procurement of hosted email service</b>	KEY	Cabinet member for HR, IT and customer services October 2014	Councillor Reg Waite	28 Jul 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
<b>Homelessness strategy - to approve the strategy</b>	No	Cabinet member for health and housing October 2014	Councillor Roger Cox	6 Aug 2014	Consult Cabinet members	Phil Ealey, Housing Needs Manager Tel. 01235 547623 Email: <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Civil parking enforcement - to determine whether to take on this function</b>	KEY	Cabinet 3 Oct 2014	Councillor Elaine Ware	6 Dec 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>Planning appeals</b>	No	Cabinet 3 Oct 2014	Councillor Roger Cox	1 Sep 2014	Consult Cabinet members	Adrian Duffield, Head of Planning Tel. 01235 540340 Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet report
<b>Local plan - to approve part 1 for pre-submission consultation and submission for examination</b>	KEY	Cabinet 3 Oct 2014 Council 15 Oct 2014	Councillor Mike Murray	24 Feb 2014	Consult Cabinet members and Scrutiny Committee	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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<b>Community infrastructure levy - preliminary draft charging schedule</b>	KEY	Cabinet 3 Oct 2014	Councillor Mike Murray	6 Aug 2014	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>Corporate services contract - to agree the services to be included within the corporate services contract</b>	KEY	Cabinet 3 Oct 2014	Councillor Matthew Barber	17 Jun 2014	Consult Cabinet members	Steve Bishop, Strategic Director Tel. 01235 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Cabinet report
<b>Borrowing from the Local Infrastructure Fund and grant to Oxfordshire County Council</b>	KEY	Cabinet 3 Oct 2014 Council 15 Oct 2014	Councillor Matthew Barber	28 Jul 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 outturn 2013/14</b>	No	Cabinet 3 Oct 2014	Councillor Matthew Barber	28 Mar 2014	Consult Cabinet members and Audit and Governance Committee	William Jacobs, Head of Finance Tel. (01491) 823326 Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report



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**November decisions**

<b>Infrastructure and community benefit strategy - to approve for consultation</b>	KEY	Cabinet member for planning policy, including the core strategy November 2014	Councillor Mike Murray	24 Feb 2014	Consult Cabinet members	Adrian Duffield, Head of Planning Tel. (01235) 540340 Email: <a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a>	Cabinet delegated decision form
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**December decisions**

<b>Broadband - to consider broadband provision in the Vale</b>	KEY	Cabinet 5 Dec 2014 Council 10 Dec 2014	Councillor Elaine Ware	24 Feb 2014	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Tel. 01491 823126 Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>Corporate services contract - to agree the procurement strategy for the contract</b>	No	Cabinet 5 Dec 2014	Councillor Matthew Barber	17 Jun 2014	Consult Cabinet members	Steve Bishop, Strategic Director Tel. 01235 540332 Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Cabinet report