

# Cabinet work programme

3 November 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>November 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 November 2014  Head of economy, leisure, and property November 2014	Councillor Elaine Ware	15 Feb 2012	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>  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>Growth board - to agree terms of reference and appoint the council's representative and substitutes</b>	No	Cabinet Leader November 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

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<b>Homelessness strategy - to approve the strategy for consultation</b>	No	Cabinet member for health and housing November 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>Procurement of IT server hardware</b>	KEY	Cabinet member for HR, IT and customer services November 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>Procurement of virtual desktop infrastructure</b>	KEY	Cabinet member for HR, IT and customer services November 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>Procurement of hosted email service</b>	KEY	Cabinet member for HR, IT and customer services November 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>North Wessex Downs Area of Area of Outstanding Natural Beauty - to adopt the management plan</b>	No	Cabinet member for planning (development management and enforcement) November 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
<b>Great Coxwell Neighbourhood Plan - to consider the examiner's report</b>	No	Cabinet member for planning policy, including the core strategy November 2014	Councillor Mike Murray	22 Sep 2014	Consult Cabinet members	Katherine Pearce Tel. 01235 540511 Email: <a href="mailto:katherine.pearce@southandvale.gov.uk">katherine.pearce@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Faringdon Neighbourhood Plan - to consider the examiner's report</b>	No	Cabinet member for planning policy, including the core strategy November 2014	Councillor Mike Murray	22 Sep 2014	Consult Cabinet members	Katherine Pearce Tel. 01235 540511 Email: <a href="mailto:katherine.pearce@southandvale.gov.uk">katherine.pearce@southandvale.gov.uk</a>	Cabinet delegated decision form

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December decisions							
<b>Drayton Neighbourhood Plan - to consider the examiner's report</b>	No	Cabinet member for planning policy, including the core strategy December 2014	Councillor Mike Murray	22 Sep 2014	Consult Cabinet members	Katherine Pearce Tel. 01235 540511 Email: <a href="mailto:katherine.pearce@southandvale.gov.uk">katherine.pearce@southandvale.gov.uk</a>	Cabinet delegated decision form
<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 delegated decision form
<b>Corporate services contract - to agree the procurement strategy for the contract</b>	KEY	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
<b>Civil parking enforcement - to determine whether to take on this function</b>	KEY	Cabinet 5 Dec 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>Car park fees and charges</b>	KEY	Cabinet 5 Dec 2014	Councillor Elaine Ware	3 Nov 2014	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

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<b>Council tax base</b>	No	Cabinet 5 Dec 2014 Council 10 Dec 2014	Councillor Matthew Barber	3 Nov 2014	Consult Cabinet members	Ben Watson Tel. 01235 540488 Email: <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@southandvale.gov.uk</a>	Cabinet report
<b>Council tax reduction scheme grant to towns and parishes</b>	No	Cabinet 5 Dec 2014 Council 10 Dec 2014	Councillor Matthew Barber	3 Nov 2014	Consult Cabinet members	Ben Watson Tel. 01235 540488 Email: <a href="mailto:ben.watson@southandvale.gov.uk">ben.watson@southandvale.gov.uk</a>	Cabinet report
<b>January 2015 decisions</b>							
<b>Abingdon Business Improvement District - to agree to support an Abingdon Business Improvement District</b>	No	Cabinet member for economy, leisure and property January 2015	Councillor Elaine Ware	17 Jun 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 delegated decision form

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<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 January 2015	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
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#### February decisions

<b>Design guide - to adopt the design guide</b>	KEY	Cabinet 6 Feb 2015	Councillor Mike Murray	3 Nov 2014	Consult Cabinet members	Sarah Oborn Tel. 01491 823774 Email: <a href="mailto:sarah.oborn@southandvale.gov.uk">sarah.oborn@southandvale.gov.uk</a>	Cabinet report
<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 6 Feb 2015	Councillor Elaine Ware	3 Nov 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