

# Cabinet work programme

29 May 2015

## 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](#) – the Leader of the Council, responsible for finance, property and economy
- [Councillor Eric Batts](#) – responsible for HR and technical
- [Councillor Roger Cox](#) – responsible for planning (development management), environmental health and housing
- [Councillor Charlotte Dickson](#) – responsible for leisure
- [Councillor Mohinder Kainth](#) – responsible for IT
- [Councillor Sandy Lovatt](#) – responsible for legal and democratic, including community safety
- [Councillor Mike Murray](#) – responsible for planning policy
- [Councillor Elaine Ware](#) – responsible for corporate strategy, grounds maintenance and waste

### **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 540306, 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 540306, 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 AND EARLIEST DECISION DATE	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>June decisions</b>							
<b>Standing item: 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 (Category 3)</b>	KEY	Cabinet member for economy, leisure and property June 2015 Head of economy, leisure, and property June 2015	Councillor Matthew Barber	15 Feb 2012	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>  Chris Tyson, Head of Leisure Economy and Property Email: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a>	Cabinet delegated decision form

DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE	KEY DECISION ?	DECISION MAKER AND EARLIEST DECISION DATE	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>Homelessness strategy - to approve the strategy for consultation</b>	No	Cabinet member for planning (development management and enforcement), assets of community value, housing and environmental health June 2015	Councillor Roger Cox	6 Aug 2014	Consult Cabinet members	Phil Ealey, Housing Needs Manager Email: <a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Great Coxwell Neighbourhood Plan - to recommend formal adoption to Council</b>	No	Cabinet member for planning policy, including the local plan June 2015	Councillor Mike Murray	13 Apr 2015	Consult Cabinet members	David Potter Email: <a href="mailto:david.potter@southandvale.gov.uk">david.potter@southandvale.gov.uk</a>	Cabinet delegated decision form

DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE	KEY DECISION ?	DECISION MAKER AND EARLIEST DECISION DATE	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>Drayton Neighbourhood Plan - to recommend adoption to Council</b>	No	Cabinet member for planning policy, including the local plan June 2015	Councillor Mike Murray	13 Apr 2015	Consult Cabinet members	David Potter Email: <a href="mailto:david.potter@southandvale.ov.uk">david.potter@southandvale.ov.uk</a>	Cabinet delegated decision form
--	----	--	------------------------	-------------	-------------------------	--	---------------------------------

**July decisions**

<b>Abbey Meadows, Abingdon - to approve a vision</b>	No	Cabinet July 2015	Councillor Charlotte Dickson	1 Apr 2015	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
--	----	-------------------	------------------------------	------------	-------------------------	---	----------------

<b>Purchase of replacement gym equipment at Wantage Leisure Centre</b>	KEY	Cabinet member for leisure July 2015	Councillor Charlotte Dickson	29 Apr 2015	Consult Cabinet members	Kate Arnold Email: <a href="mailto:kate.arnold@southandvale.ov.uk">kate.arnold@southandvale.ov.uk</a>  <a href="mailto:kate.arnold@southandvale.ov.uk">kate.arnold@southandvale.ov.uk</a>	Cabinet delegated decision form
--	-----	--------------------------------------	------------------------------	-------------	-------------------------	--	---------------------------------

<b>Gas and electricity supply to council premises - to consider the future supply</b>	KEY	Cabinet member for finance, economic development and property July 2015	Councillor Matthew Barber	28 Nov 2014	Consult Cabinet members	John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet delegated decision form
---	-----	---	---------------------------	-------------	-------------------------	--	---------------------------------

DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE	KEY DECISION ?	DECISION MAKER AND EARLIEST DECISION DATE	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>Science Vale Innovation Centre funding</b>	KEY	Cabinet member for finance, economic development and property July 2015	Councillor Matthew Barber	1 June 2015	Consult Cabinet members	Anna Robinson, Strategic Director Email: <a href="mailto:anna.robinson@southandvale.gov.uk">anna.robinson@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>August decisions</b>							
<b>Abingdon moorings policy</b>	KEY	Cabinet 7 Aug 2015	Councillor Charlotte Dickson	26 Mar 2015	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>The Charter area, Abingdon - This is likely to be an exempt decision due to the confidential nature of property negotiations with third parties (Category 3)</b>	KEY	Cabinet 7 Aug 2015	Councillor Matthew Barber	26 Mar 2015	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report

DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE	KEY DECISION ?	DECISION MAKER AND EARLIEST DECISION DATE	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
--	----------------	---	----------------	------------------------------	---	-----------------	---

**September decisions**

<b>Renovation of public conveniences</b>	No	Cabinet member for HR and technical services September 2015	Councillor Matthew Barber	1 June 2015	Consult Cabinet members	John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet delegated decision form
--	----	---	---------------------------	-------------	-------------------------	--	---------------------------------

**October decisions**

<b>Abingdon Business Improvement District - to consider an Abingdon Business Improvement District</b>	No	Cabinet member for finance, economic development and property October 2015	Councillor Matthew Barber	17 Jun 2014	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet delegated decision form
<b>Public conveniences cleaning contract - to award a contract</b>	KEY	Cabinet member for HR and technical services October 2015	Councillor Matthew Barber	19 Mar 2015	Consult Cabinet members	John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet delegated decision form

DECISION, PURPOSE AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE	KEY DECISION ?	DECISION MAKER AND EARLIEST DECISION DATE	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>Science Vale Area Action Plan</b>	KEY	Cabinet 2 Oct 2015	Councillor Mike Murray	18 Mar 2015	Consult Cabinet members	Sophie Horsley Email: <a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>	Cabinet report
<b>November decisions</b>							
<b>Car park fees and charges - to recommend Council</b>	KEY	Cabinet November 2015	Councillor Eric Batts	1 June 2015	Consult Cabinet members	John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report