

Cabinet work programme

25 August 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 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. Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic Services, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 540306, e-mail: 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, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 540306, e-mail: 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
August decisions							
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)	KEY	Cabinet member for finance, economic development and property August 2015 Head of economy, leisure, and property August 2015	Councillor Matthew Barber	15 Feb 2012	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Tel. 01491 823126 Email: suzanne.malcolm@southandvale.gov.uk Chris Tyson, Head of Leisure Economy and Property Tel. 01235 540378 Email: chris.tyson@southandvale.gov.uk	Cabinet member decision form

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Science Vale Innovation Centre funding	KEY	Cabinet member for finance, economic development and property August 2015	Councillor Matthew Barber	1 Jun 2015	Consult Cabinet members	Anna Robinson, Strategic Director Email: anna.robinson@southandvale.gov.uk	Cabinet member decision form
Purchase of replacement gym equipment at Wantage Leisure Centre	KEY	Cabinet member for leisure August 2015	Councillor Charlotte Dickson	29 Apr 2015	Consult Cabinet members	Kate Arnold, Leisure Manager Email: kate.arnold@southandvale.gov.uk	Cabinet member decision form
Unmet housing need in Oxfordshire	KEY	Cabinet 7 Aug 2015 Leader of the Council Not before 21 Aug 2015	Councillor Matthew Barber	16 Jul 2015	Consult Scrutiny Committee	Anna Robinson, Strategic Director Email: anna.robinson@southandvale.gov.uk	Cabinet member decision form

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New Homes Bonus and Capital Grant Policies	No	Cabinet member for corporate strategy, including grounds maintenance and waste Aug 2015	Councillor Elaine Ware	21 Aug 2015	Consult Cabinet Members	Carole Cumming, Acting Grants Team Leader Email: carole.cummings@southandvale.gov.uk	Cabinet member decision form
September decisions							
Market research - to award a contract	KEY	Cabinet member for corporate strategy, including grounds maintenance and waste Not before 7 Sep 2015	Councillor Elaine Ware	10 Aug 2015	Consult Cabinet members	Sally Truman, Policy and Community Engagement Manager Email: sally.truman@southandvale.gov.uk	Cabinet member decision form
Shrivenham Neighbourhood Plan - to designate the plan area	No	Cabinet member for planning policy, including the local plan August 2015	Councillor Mike Murray	3 Jul 2015	Consult Cabinet members	David Potter, Senior Planning Officer Email: david.potter@southandvale.gov.uk	Cabinet member decision form

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Contract review - This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3)	KEY	Cabinet member for corporate strategy, including grounds maintenance and waste September 2015	Councillor Elaine Ware	6 Jul 2015	Consult Cabinet members	Clare Kingston, Head of Corporate Strategy Email: clare.kingston@southandvale.gov.uk	Cabinet member decision form
Leisure decision - This is likely to be an exempt decision due to the confidential nature of contract negotiations	KEY	Cabinet member for leisure Not before 7 Sep 2015	Councillor Charlotte Dickson	10 Aug 2015	Consult Cabinet members	Ben Border, Leisure Projects Officer Email: ben.border@southandvale.gov.uk	Cabinet member decision form

Cabinet member decision form

October decisions							
Abingdon Business Improvement District - to consider an Abingdon Business Improvement District	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: suzanne.malcolm@southandvale.gov.uk	Cabinet member decision form

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Public conveniences cleaning contract - to award a contract	KEY	Cabinet member for HR and technical services October 2015	Councillor Eric Batts	19 Mar 2015	Consult Cabinet members	John Backley, Technical and Facilities Manager Email: john.backley@southandvale.gov.uk	Cabinet member decision form
Botley Centre supplementary planning document - to approve the document	No	Cabinet October 2015	Councillor Mike Murray	23 Jul 2015	Consult Cabinet members	Sophie Horsley, Planning Policy Manager Email: sophie.horsley@southandvale.gov.uk	Cabinet Report
White Horse Leisure Centre Gym Extension Project	KEY	Cabinet member for leisure October 2015	Councillor Charlotte Dickson	21 Aug 2015	Consult Cabinet members	Chris Webb, Facilities Development Officer (Leisure) Email: chris.webb@southandvale.gov.uk	Cabinet member decision form
Abingdon moorings policy	KEY	Cabinet 2 Oct 2015	Councillor Charlotte Dickson	26 Mar 2015	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: suzanne.malcolm@southandvale.gov.uk	Cabinet report

Cabinet report

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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)	KEY	Cabinet 2 Oct 2015	Councillor Matthew Barber	26 Mar 2015	Consult Cabinet members	Suzanne Malcolm, Economic Development Manager Email: suzanne.malcolm@southand vale.gov.uk	Cabinet Report
December decisions							
Procurement of stray dog service	No	Cabinet member for planning (developme nt manageme nt and enforcemen t), assets of community value, housing and environmen tal health December 2015	Councillor Roger Cox	16 Jul 2015	Consult Cabinet members	Paul Holland, Environmental Protection Manager Email: paul.holland@southandvale. gov.uk	Cabinet member decision form

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Car park fees and charges - to review current car parks fees and charges and decide what changes, if any, to make	KEY	Cabinet 4 Dec 2015	Councillor Eric Batts	1 Jun 2015	Consult Cabinet members	John Backley, Technical and Facilities Manager Email: john.backley@southandvale.gov.uk	Cabinet report
Council tax base - to recommend the Council tax base to Council	KEY	Cabinet 4 Dec 2015 Council 16 Dec 2015	Councillor Matthew Barber	3 Aug 2015	Consult Cabinet members	William Jacobs, Head of Finance Email: william.jacobs@southandvale.gov.uk	Cabinet report
February 2016 decisions							
Corporate services contract - to award the contract	KEY	Cabinet 5 Feb 2016	Councillor Matthew Barber	10 Aug 2015	Consult Cabinet members and Scrutiny Committee	Steve Bishop, Strategic Director Email: steve.bishop@southandvale.gov.uk	Cabinet report

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White Horse Leisure Centre Pool Refurbishment	KEY	Cabinet member for leisure February 2016	Councillor Charlotte Dickson	21 Aug 2015	Consult Cabinet members	Chris Webb Chris Webb, Facilities Development Officer (Leisure) Email: chris.webb@southandvale.gov.uk	Cabinet member decision form
Corporate plan - to review the corporate plan and recommend its adoption to Council	KEY	Cabinet 5 Feb 2016 Council 17 Feb 2016	Councillor Matthew Barber	23 Jul 2015	Consult Cabinet members	Sally Truman, Policy and Community Engagement Manager Email: sally.truman@southandvale.gov.uk	Cabinet report
Treasury management mid-year monitoring report 2015/16 - to monitor mid-year performance	KEY	Joint Audit and Governance Committee 25 Jan 2016 Cabinet 5 February 2016 Council 17 Feb 2016	Councillor Matthew Barber	3 Aug 2015	Consult Cabinet members and Joint Audit and Governance Committee	Bob Watson, Accountancy Manager Email: bob.watson@southandvale.gov.uk	Cabinet report

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Treasury management and investment strategy 2016/17 to 2018/19 - to consider the draft strategy and recommend its adoption to Council	KEY	<p>Joint Audit and Governance Committee 25 Jan 2016</p> <p>Cabinet 5 Feb 2016</p> <p>Council 17 Feb 2016</p>	Councillor Matthew Barber	3 Aug 2015	Consult Cabinet members and Joint Audit and Governance Committee	Bob Watson, Accountancy Manager Email: bob.watson@southandvale.gov.uk	Cabinet report
Budget 2016/17 - to prepare a draft budget and recommend its adoption to Council	KEY	<p>Cabinet 5 Feb 2016</p> <p>Council 17 Feb 2016</p>	Councillor Matthew Barber	3 Aug 2015	Consult Cabinet members, the public, the business community, and Scrutiny Committee	William Jacobs, Head of Finance Email: william.jacobs@southandvale.gov.uk	Cabinet report