

# Cabinet work programme

18 September 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, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, 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, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, 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>September decisions</b>							
<p><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></p>	KEY	<p>Cabinet member for finance, economic development and property September 2015</p> <p>Head of economy, leisure, and property September 2015</p>	Councillor Matthew Barber	15 Feb 2012		<p>Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a></p> <p>Chris Tyson, Head of Leisure Economy and Property Email: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a></p>	Cabinet member decision form

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<b>Science Vale Innovation Centre - to approve funding</b>	KEY	Cabinet member for finance, economic development and property September 2015	Councillor Matthew Barber	1 Jun 2015		Anna Robinson, Strategic Director Email: <a href="mailto:anna.robinson@southandvale.gov.uk">anna.robinson@southandvale.gov.uk</a>	Cabinet member decision form
<b>Contract review - This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3)</b>	KEY	Cabinet member for corporate strategy, including grounds maintenance and waste September 2015	Councillor Elaine Ware	6 Jul 2015		Clare Kingston, Head of Corporate Strategy Email: <a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a>	Cabinet member decision form
<b>Abingdon flood alleviation schemes - to approve funding for a joint project with the Environment Agency</b>	KEY	Cabinet member for HR and technical services September 2015	Councillor Eric Batts	14 Sep 2015		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form

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<b>Leisure property decision - This is likely to be an exempt decision due to the confidential nature of contract negotiations</b>	KEY	Cabinet member for finance, economic development and property September 2015	Councillor Matthew Barber	10 Aug 2015		Ben Border Email: <a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>	Cabinet member decision form
<b>Leisure decision - to procure services. This is likely to be an exempt decision due to the confidential nature of contract negotiations</b>	KEY	Cabinet member for leisure September 2015	Councillor Charlotte Dickson	25 Aug 2015		Ben Border Email: <a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a>	Cabinet member decision form
<b>Waste recycling centres - to respond to the county council's consultation on its proposal to close the waste recycling centres</b>	No	Leader of the Council September 2015	Councillor Matthew Barber	18 Sept 2015		Ian Matten Email: <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>	Cabinet member decision form

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**October decisions**

<b>Abingdon Business Improvement District - to vote on behalf of the council, and to enter into agreement with the company to collect the levy</b>	No	Cabinet member for finance, economic development and property October 2015	Councillor Matthew Barber	17 Jun 2014		Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet member decision form
<b>Public conveniences cleaning contract - to award a contract</b>	KEY	Cabinet member for HR and technical services October 2015	Councillor Eric Batts	19 Mar 2015		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet member decision form
<b>Shrivenham Neighbourhood Plan - to designate the plan area</b>	No	Cabinet member for planning policy, including the local plan October 2015	Councillor Mike Murray	3 Jul 2015		David Potter Email: <a href="mailto:david.potter@southandvale.gov.uk">david.potter@southandvale.gov.uk</a>	Cabinet member decision form

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<b>White Horse Leisure Centre - to approve the gym extension project</b>	KEY	Cabinet member for leisure October 2015	Councillor Charlotte Dickson	25 Aug 2015		Chris Webb Chris Webb, Facilities Development Officer (Leisure) Email: <a href="mailto:chris.webb@southandvale.gov.uk">chris.webb@southandvale.gov.uk</a>	Cabinet member decision form
<b>Treasury management outturn - to monitor performance in 2014/15</b>	No	Cabinet 2 Oct 2015 Council 14 Oct 2015	Councillor Matthew Barber	10 Aug 2015	Consult the Joint Audit and Governance Committee	Bob Watson Email: <a href="mailto:bob.watson@southandvale.gov.uk">bob.watson@southandvale.gov.uk</a>	Cabinet report
<b>Botley Centre supplementary planning document - to approve the document</b>	No	Cabinet 30 Oct 2015	Councillor Mike Murray	23 Jul 2015		Sophie Horsley Email: <a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>	Cabinet report
<b>November decisions</b>							
<b>White Horse Leisure and Tennis Leisure Centre - to purchase of gym equipment</b>	KEY	Cabinet member for leisure November 2015	Councillor Charlotte Dickson	18 Sept 2015		Kate Arnold Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a>	Cabinet member decision form

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**December decisions**

<b>Stray dog service - to procure services</b>	No	Cabinet member for planning (development management and enforcement), assets of community value, housing and environmental health December 2015	Councillor Roger Cox	16 Jul 2015		Paul Holland Email: <a href="mailto:paul.holland@southandvale.gov.uk">paul.holland@southandvale.gov.uk</a>	Cabinet member decision form
<b>Abingdon moorings - to approve a policy</b>	KEY	Cabinet 4 Dec 2015	Councillor Charlotte Dickson	26 Mar 2015		Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report



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<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 4 Dec 2015	Councillor Matthew Barber	26 Mar 2015		Suzanne Malcolm, Economic Development Manager Email: <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>	Cabinet report
<b>Car park fees and charges - to review current car parks fees and charges and decide what changes, if any, to make</b>	KEY	Cabinet 4 Dec 2015	Councillor Eric Batts	1 Jun 2015		John Backley Email: <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>	Cabinet report
<b>Council tax base - to recommend the Council tax base to Council</b>	KEY	Cabinet 4 Dec 2015 Council 16 Dec 2015	Councillor Matthew Barber	3 Aug 2015		William Jacobs, Head of Finance Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>	Cabinet report
<b>January 2016</b>							
<b>Corporate services contract - to award the contract</b>	KEY	Cabinet 28 Jan 2016	Councillor Matthew Barber	10 Aug 2015	Consult the Joint Scrutiny Committee	Steve Bishop, Strategic Director Email: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>	Cabinet report

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**February 2016 decisions**

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

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