

# Cabinet work programme

8 January 2016

## 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, make savings or to receive income of more than £75,000 or
- to award a revenue or capital grant of over £25,000 or
- to agree an action that, in the view of the relevant strategic director, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council

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.

## 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>January 2016 decisions</b>  |                |  |                           |                              |   |   |   |
| <p><b>Standing item: Property decisions - to approve any property sales or purchases or take 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 January 2016</p> <p>Head of economy, leisure, and property January 2016</p> | Councillor Matthew Barber | 15 Feb 2012                  |   | <p>Suzanne Malcolm, Economic Development Manager<br/>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<br/>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<br>January 2016 | Councillor Matthew Barber | 1 Jun 2015  |  | Anna Robinson, Strategic Director<br>Email:<br><a href="mailto:anna.robinson@southandvale.gov.uk">anna.robinson@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<br>January 2016                  | Councillor Eric Batts     | 14 Sep 2015 |  | John Backley<br>Email:<br><a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>                        | Cabinet member decision form |
| <b>Waste recycling centres - to respond to the county county's consultation on its proposal to close waste recycling centres</b> | No  | Leader of the Council<br>January 2016   | Councillor Matthew Barber | 18 Sep 2015 |  | Ian Matten<br>Email:<br><a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a>                              | Cabinet member decision form |

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| <b>To approve the use of a commuted sum for affordable housing</b> | KEY | Cabinet member for planning (development management and enforcement), assets of community value, housing and environmental health<br>January 2016 | Councillor Roger Cox | 30 Oct 2015 |  | Helen Novelle<br>Email:<br><a href="mailto:helen.novelle@southandvale.gov.uk">helen.novelle@southandvale.gov.uk</a> | Cabinet member decision form |
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| <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<br>January 2016 | Councillor Roger Cox   | 16 Jul 2015                  |   | Paul Holland<br>Email:<br><a href="mailto:paul.holland@southandvale.gov.uk">paul.holland@southandvale.gov.uk</a>       | Cabinet member decision form  |
| <b>Local development scheme - to publish a revised scheme</b>      | KEY            | Cabinet member for planning policy, including the local plan<br>Not before 5 Feb 2016   | Councillor Mike Murray | 8 Jan 2016                   |   | Sophie Horsley<br>Email:<br><a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@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 January 2016 | Councillor Matthew Barber    | 10 Aug 2015 |  | Ben Border<br>Email: <a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a> | Cabinet member decision form |
| <b>Ridgeway leisure facility project - to procure design services</b>  | KEY | Cabinet member for leisure January 2016                                    | Councillor Charlotte Dickson | 25 Aug 2015 |  | Ben Border<br>Email: <a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a> | Cabinet member decision form |

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| <b>Section 106 planning obligations - to approve a supplementary planning document</b> | KEY | Cabinet member for planning (development management and enforcement), assets of community value, housing and environmental health<br>Not before 8 Jan 2016 | Councillor Roger Cox         | 4 Dec 2015  |  | Liz Fay<br>Email:<br><a href="mailto:liz.fay@southandvale.gov.uk">liz.fay@southandvale.gov.uk</a>          | Cabinet member decision form |
| <b>Ridgeway leisure facility - to appoint a multi-disciplinary design team</b>         | KEY | Cabinet member for leisure<br>Not before 18 Jan 2016   | Councillor Charlotte Dickson | 21 Dec 2015 |  | Ben Border<br>Email:<br><a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a> | Cabinet member decision form |
| <b>Ridgeway leisure facility - to agree the final facility mix</b>                     | KEY | Cabinet member for leisure<br>Not before 18 Jan 2016   | Councillor Charlotte Dickson | 21 Dec 2015 |  | Ben Border<br>Email:<br><a href="mailto:ben.border@southandvale.gov.uk">ben.border@southandvale.gov.uk</a> | Cabinet member decision form |



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| <b>Botley Centre - to approve a supplementary planning document</b>   | KEY | Cabinet 18 Jan 2016                       | Councillor Mike Murray       | 27 Nov 2015 |                                      | Sophie Horsley<br>Email:<br><a href="mailto:sophie.horsley@southandvale.gov.uk">sophie.horsley@southandvale.gov.uk</a>                                    | Cabinet report |
| <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<br>Email:<br><a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a>                      | Cabinet report |
| <b>February decisions</b>   |     |   |                              |             |                                      |   |                |
| <b>Abingdon moorings - to approve a policy</b>  | KEY | Cabinet 15 Apr 2016                       | Councillor Charlotte Dickson | 26 Mar 2015 |                                      | Suzanne Malcolm, Economic Development Manager<br>Email:<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>   | Cabinet report |
| <b>Corporate plan - to review the corporate plan and recommend its adoption to Council</b>  | No  | Cabinet 5 Feb 2016<br>Council 17 Feb 2016 | Councillor Matthew Barber    | 23 Jul 2015 |                                      | Sally Truman, Policy and Community Engagement Manager<br>Email:<br><a href="mailto:sally.truman@southandvale.gov.uk">sally.truman@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 5 Feb 2016                        | Councillor Matthew Barber    | 26 Mar 2015 |                                      | Suzanne Malcolm, Economic Development Manager<br>Email:<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>   | Cabinet report |

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| <b>Treasury management mid-year monitoring report 2015/16 - to monitor mid-year performance</b>  | No             | Joint Audit and Governance Committee<br>25 Jan 2016<br><br>Cabinet 5<br>Feb 2016<br><br>Council 17<br>Feb 2016 | Councillor Matthew Barber | 3 Aug 2015                   | Consult the Joint Audit and Governance Committee | Simon Hewings<br>Email:<br><a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a> | Cabinet report  |
| <b>Treasury management and investment strategy 2016/17 to 2018/19 - to consider the draft strategy and recommend its adoption to Council</b> | No             | Joint Audit and Governance Committee<br>25 Jan 2016<br><br>Cabinet 5<br>Feb 2016<br><br>Council 17<br>Feb 2016 | Councillor Matthew Barber | 3 Aug 2015                   | Consult the Joint Audit and Governance Committee | Simon Hewings<br>Email:<br><a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a> | Cabinet report  |

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| <b>Budget 2016/17 - to prepare a draft budget and recommend its adoption to Council</b> | No | Cabinet 5 Feb 2016<br>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<br>Email: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a> | Cabinet report |
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**March decisions**

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| <b>White Horse Leisure Centre - to approve refurbishment of the pool</b>       | KEY | Cabinet member for leisure March 2016 | Councillor Charlotte Dickson | 25 Aug 2015 |  | Chris Webb<br>Email: <a href="mailto:chris.webb@southandvale.gov.uk">chris.webb@southandvale.gov.uk</a>    | Cabinet member decision form |
| <b>Leisure centre use - to approve a lease with Oxfordshire County Council</b> | KEY | Cabinet member for leisure March 2016 | Councillor Charlotte Dickson | 27 Nov 2015 |  | Kate Arnold<br>Email: <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a> | Cabinet member decision form |
| <b>Devolution deal - to agree a devolution deal for Oxfordshire</b>            | KEY | Cabinet March 2016                    | Councillor Matthew Barber    | 30 Sep 2015 |  | David Buckle<br>Email: <a href="mailto:mark.hewer@southandvale.gov.uk">mark.hewer@southandvale.gov.uk</a>  | Cabinet report               |

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**April decisions**

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| <b>Neighbourhood planning funding - to review and update of current grant funding for neighbourhood planning including community right to build and neighbourhood development orders</b> | KEY | Cabinet 15<br>Apr 2016 | Councillor<br>Mike<br>Murray | 21 Dec 2015 |  | Luke Brown<br>Email:<br><a href="mailto:luke.brown@southandvale.gov.uk">luke.brown@southandvale.gov.uk</a> | Cabinet report |
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