


CABINET FORWARD WORK PLAN

1 FEBRUARY 2020 TO 31 MAY 2020

Published on 6 January 2020
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Explanatory Note

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published 28 days before each meeting (the date the decision is to be made).

This Plan includes matters which the Leader has reason to believe will be the subject of a key decision to be taken by Cabinet during the period covered by this Plan. Key decisions are marked as ()

The Plan shows the following details for Key Decisions: -

- Title of the matter for decision
- Date that the decision will be made
- Reporting process (all other meetings that have or will consider the item)
- A description of the purpose of the report to be considered
- Individuals/Parties consulted regarding decision
- Means of Consultation carried out
- Any documents relied upon in carrying out the decision
- Officer contact name and telephone number
- The relevant Cabinet member
- Where the item or part of the item will be considered in private

The Council has adopted the following criteria to determine what item qualifies as a key decision:

1. Any decision which would result in the closure of an amenity or total withdrawal of a service;
2. Any restriction of service greater than 5% measured by reference to current expenditure or hours of availability to the public;
3. Any action incurring expenditure or producing savings greater than 20% of budget service areas against which the budget is determined by Full Council;
4. Any decision in accordance with the Council's Financial Regulations (Part 9), involving financial expenditure of £500,000 or above, with the exception of operational expenditure by Corporate Directors identified within the approved budget and policy framework;
5. Any proposal to change the Council's policy framework (documents listed within the Council's Constitution)
6. Any contract (or programme) which:

- exceeds an annual value of £1 million or the total contract value; or
 - exceeds £4million including any optional extension period; or
 - involves the transfer of 50 or more employees in or out of the council; or
 - relates to a matter which is commercially, politically or strategically sensitive.
7. Any proposal which would have a significant effect on communities living or working in an area comprising two or more electoral divisions.

Membership of Cabinet:

Name	Portfolio Details
Cllr Philip Whitehead	Leader of the Council and Cabinet Member for Economic Development
Cllr Richard Clewer	Deputy Leader and Cabinet Member for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration
Cllr Allison Bucknell	Cabinet Member for Communications, Communities, Leisure and Libraries
Cllr Ian Blair-Pilling	Cabinet Member for IT, Digitalisation and Operational Assets
Cllr Pauline Church	Cabinet Member for Children, Education and Skills
Cllr Simon Jacobs	Cabinet Member for Finance and Procurement
Cllr Laura Mayes	Cabinet Member for Adult Social Care, Public Health and Public Protection
Cllr Toby Sturgis	Cabinet Member for Spatial Planning, Development Management and Investment
Cllr Bridget Wayman	Cabinet Member for Highways, Transport and Waste

Representations/Public Participation

Supporting documents other than those listed in the schedule below may be submitted to Cabinet. If you would like to make representations on any of the items to be considered by Cabinet, please contact the officer named or Cabinet member for the relevant item.

Additionally, the Council welcomes participation at its meetings from members of the public. Meetings of Cabinet are open to members of the public, unless the agenda states that an item or part of an item will be considered in private. Members of the public may ask a question or make a statement. Written notice of questions should be sent to committee@wiltshire.gov.uk by 12.00 noon three clear working days before the meeting. Please contact Democratic Services on 01225 718221 for further information.

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Associate Director	To be considered in Private
February 2020						
4 Feb 2020 Wiltshire Council's Budget 2020/21 and Medium Term Financial Strategy 2020/21 - 2024/25	Key Decision To consider the council's annual budget for 2020-21 prior to consideration by Cabinet and Full Council.			Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Deborah Hindson deborah.hindson@wiltshire.gov.uk	Open
4 Feb 2020 Capital Strategy	Key Decision Capital Strategy & budget setting	Full budget setting consultation		Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk	Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Deborah Hindson deborah.hindson@wiltshire.gov.uk	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>4 Feb 2020 Treasury Management Strategy</p>	<p>Non-Key Treasury Management strategy</p>	<p>part of budget setting consultation</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582</p> <p>Deborah Hindson deborah.hindson@wiltshire.gov.uk</p>	<p>Open</p>
<p>4 Feb 2020 Budget Monitoring, Performance & Risk Management 2019/20 Q3</p>	<p>Non-Key Combined monitoring report</p>	<p>Members Overview & scrutiny</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Toby Eliot, Matthew Tiller toby.eliot@wiltshire.gov.uk, matthew.tiller@wiltshire.gov.uk Tel: 01225 713886, Tel: 01722b434244</p> <p>Robin Townsend, Deborah Hindson deborah.hindson@wiltshire.gov.uk</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>4 Feb 2020 Insurance Cover Tender</p>	<p>Key Decision Report is to present the tender process for the letting of the insurance cover commencing 1st April 2020 for 5 years and agree the approval process to allow contract to be in place.</p>	<p>Consulted with lead member before process started</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Suzanne Jones Deborah Hindson (Director - Finance and Procurement)</p>	<p>Open</p>
<p>4 Feb 2020 Introduction of District Level Licencing for Great Crested Newts, Wiltshire</p>	<p>Non-Key To seek approval for Wiltshire Council to become part of a national roll-out by Natural England of District Level Licencing for Great Crested Newt habitats.</p>	<p>Not applicable</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Lynn Trigwell georgina.clampitt@wiltshire.gov.uk, Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718479 Sam Fox (Director - Economic Development and Planning)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>4 Feb 2020 Wiltshire Housing Site Allocations Plan</p>	<p>Key Decision To consider the adoption of the Wiltshire Housing Site Allocations Plan.</p>	<p>Decision to submit the Wiltshire Housing Site Allocations Plan to the Secretary of State made by Cabinet and Council in 2018. Public consultation has been undertaken during the preparation of the Plan in line with legislation and the Council's Statement of Community Involvement.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Geoff Winslow georgina.clampitt-dix@wiltshire.gov.uk, Geoff.Winslow@wiltshire.gov.uk Tel: 01225 713472, Sam Fox (Director - Economic Development and Planning)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>4 Feb 2020 Trowbridge Bat Mitigation Strategy Supplementary Planning Document</p>	<p>Key Decision To consider adoption of the Trowbridge Bat Mitigation Strategy Supplementary Planning Document.</p>	<p>Consultation undertaken on Draft Supplementary Planning Document early 2019 in line with legislation and Council's Statement of Community Involvement.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Lynn Trigwell, Geoff Winslow georgina.clampitt-dix@wiltshire.gov.uk, Lynn.Trigwell@wiltshire.gov.uk, Geoff.Winslow@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718479,</p> <p>Sam Fox (Director - Economic Development and Planning)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>4 Feb 2020 Streetworks Permitting System</p>	<p>Key Decision Introduction of permit system to replace existing noticing system for works by public utilities and others on the highway network</p>	<p>Public utilities, statutory undertakings, other highway authorities and internal staff involved in streetworks operations, including finance, legal etc. Consultations undertaken with public utilities and those undertaking works on the highways network to regarding the proposals.</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412 Parvis Khansari</p>	<p>Open</p>
<p>4 Feb 2020 School Admission Policies 2021/22</p>	<p>Non-Key To determine school admissions policies for VC & C schools and determine co-ordinated schemes.</p>	<p>Consultation will take place for a period of 6 weeks between October 2019 -Jan 2020</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010 Helean Hughes (Director - Education and Skills)</p>	<p>Open</p>
<p>March</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>24 Mar 2020 Annual Procurement Plan 20/21</p>	<p>Key Decision To inform Cabinet of the planned forthcoming procurements in FY2020-21 and to seek delegated authority for named Directors to award the resulting contracts.</p>	<p>N/A None</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Greg Lewis greg.lewis@wiltshire.gov.uk</p> <p>Deborah Hindson (Director - Finance and Procurement)</p>	<p>Open</p>
<p>24 Mar 2020 Update of Local Development Scheme</p>	<p>Key Decision To update the Council's Local Development Scheme, which sets the development plan documents that the Council has prioritised for preparation and their associated timelines.</p>	<p>Not applicable. Preparation of development plan documents includes public consultation.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Helen Clift georgina.clampitt-dix@wiltshire.gov.uk, helen.clift@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 712531</p> <p>Sam Fox (Director - Economic Development and Planning)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>24 Mar 2020 SEND Inclusion Strategy 2020-2023</p>	<p>Key Decision Following consultation, paper coming to the cabinet to decide on the implementation of the strategy.</p>	<p>This paper is being submitted following consultation during September - December 2019.</p>		<p>Cabinet Member for Children, Education and Skills</p>	<p>Matthew Look, Judith Westcott matthew.look@wiltshire.gov.uk, judith.westcott@wiltshire.gov.uk</p> <p>Helean Hughes (Director - Education and Skills)</p>	<p>Open</p>
<p>24 Mar 2020 School Capital Programme 2020-2025</p>	<p>Key Decision To agree the Schools Capital Programme for 2019 – 2025. This paper addresses investment to improve the condition of maintained schools and expansion of mainstream schools.</p>	<p>Schools Cabinet</p> <p>The School Places Strategy was consulted on prior to publication in 2017.</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Clara Davies clara.davies@wiltshire.gov.uk</p> <p>Helen Jones (Director - Joint Commissioning)</p>	<p>Open</p>
<p>April 2020</p>						
<p>May 2020</p>						