

# **CABINET FORWARD WORK PLAN**


1 DECEMBER 2020 TO 31 MARCH 2021

Published on 6 November 2020

Republished on 16 November 2020 – to include two new items for December 2020, one December 2020 item moved to January 2021 and two new items for January 2021

## **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:**

<b>Name</b>	<b>Portfolio Details</b>
Cllr Philip Whitehead	Leader of the Council and Cabinet Member responsible for Economic Development, Military-Civilian Integration and Communications
Cllr Richard Clewer	Deputy Leader of the Council and Cabinet Member responsible for Corporate Services, Heritage, Arts, Tourism, Housing and Communities
Cllr Pauline Church	Cabinet Member responsible for Finance and Procurement and Commercial Investment
Cllr Laura Mayes	Cabinet Member responsible for Children, Education and Skills
Cllr Simon Jacobs	Cabinet Member responsible for Adult Social Care, Public Health & Public Protection
Cllr Ian Blair-Pilling	Cabinet Member responsible for ICT, Digitalisation, Operational Assets and Leisure & Libraries
Cllr Toby Sturgis	Cabinet Member responsible for Spatial Planning, Development Management and Property
Cllr Bridget Wayman	Cabinet Member responsible 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](mailto: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
December 2020 - Plan published on 6 November 2020						
<b>1 Dec 2020</b> COVID-19 and Financial Update	<b>Non-Key</b> An update on work to contain COVID-19 and Wiltshire Council's support to local communities	N/A		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Layla Bridger <a href="mailto:layla.bridger@wiltshire.gov.uk">layla.bridger@wiltshire.gov.uk</a>  Terence Herbert	Open
<b>1 Dec 2020</b> December 2020 - Readiness for the End of the Transition Period with the EU	<b>Non-Key</b> An update on readiness for the end of the transition period with the EU.	N/A		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	David Bowater <a href="mailto:david.bowater@wiltshire.gov.uk">david.bowater@wiltshire.gov.uk</a>  Terence Herbert, Andy Brown	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>1 Dec 2020</b> Consultation to inform the Wiltshire Local Plan Review</p>	<p><b>Key Decision</b> To approve the next stage of consultation on the Wiltshire Local Plan Review, in line with the Council's Local Development Scheme.</p>	<p>The consultation documents and process will be outlined in the report. These build on earlier consultations on the Local Plan Review that have involved councillors, partners and the public.</p>		<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix, Tim McCombe <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>, <a href="mailto:tim.mccombe@wiltshire.gov.uk">tim.mccombe@wiltshire.gov.uk</a> Tel: 01225 713472,</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><b>1 Dec 2020</b> In House Learning Disability Services Report</p>	<p><b>Key Decision</b> The report will highlight the changes made to the in house learning disability services offer as a result of Covid19 restrictions and will propose new ways of working which will potential change and enhance the offer made to new and existing service users.</p>	<p>Existing service users and their families Voluntary and third sector organisations who support individuals across the County who have a Learning Disability. Informal discussions have already taken place as a result of the changes made to services as a result of the Covid19 restrictions.</p> <p>Once Cabinet have viewed the report formal consultation may be required with the wider group of existing service users.</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Claire Edgar <a href="mailto:claire.edgar@wiltshire.gov.uk">claire.edgar@wiltshire.gov.uk</a></p> <p>Claire Edgar (Director - Learning Disabilities and Mental Health)</p>	<p>Open</p>
<p><b>1 Dec 2020</b> Update on Disposal Programme</p>	<p><b>Non-Key</b> Report to provide an update on the disposal programme and declare new sites as surplus and available for review</p>	<p>Ward Members will be consulted via circulation of the report and Cabinet Member engaged at first draft.</p>		<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Mike Dawson <a href="mailto:mike.dawson@wiltshire.gov.uk">mike.dawson@wiltshire.gov.uk</a></p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Part exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>1 Dec 2020</b> Management Arrangements for the Contracted Leisure Centres</p>	<p><b>Key Decision</b> To seek approval for the management of the contracted leisure centres</p>	<p>Cabinet Liaison, cabinet member, relevant scrutiny chairs</p>		<p>Cllr Ian Blair-Pilling <a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>	<p>Louise Cary, Jessica Gibbons <a href="mailto:louise.cary@wiltshire.gov.uk">louise.cary@wiltshire.gov.uk</a>, <a href="mailto:jessica.gibbons@Wiltshire.gov.uk">jessica.gibbons@Wiltshire.gov.uk</a> Tel: 01722 434274,  Jessica Gibbons (Director - Communities and Neighbourhood Services)</p>	<p>Fully exempt</p>
<p><b>1 Dec 2020</b> Land acquisition</p>	<p><b>Key Decision</b> Cabinet are asked to consider whether the Council should make an offer to acquire an option on land that has recently come to the market.</p>	<p>N/A N/A</p>		<p>Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a></p>	<p>Simon Hendey <a href="mailto:simon.hendey@wiltshire.gov.uk">simon.hendey@wiltshire.gov.uk</a>  Simon Hendey (Director - Housing and Commercial)</p>	<p>Fully exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
January 2021 - Plan published on 30 November 2020						
<b>5 Jan 2021</b> COVID-19 Update	<b>Non-Key</b> An update on the work of the council in response to the pandemic	N/A		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Layla Bridger <a href="mailto:layla.bridger@wiltshire.gov.uk">layla.bridger@wiltshire.gov.uk</a>  Terence Herbert	Open
<b>5 Jan 2021</b> Porton Science Park - Collaborative Innovation Centre	<b>Key Decision</b> To seek consideration for entering into funding agreements to secure external match funding for the second phase building at Porton Science Park.	This project has already been agreed by Cabinet in January 2020, therefore this decision for delegated authority can be considered by Council members without further consultation.		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Scott Anderson, Emma Carpenter, Richard Walters <a href="mailto:scott.anderson@wiltshire.gov.uk">scott.anderson@wiltshire.gov.uk</a> , <a href="mailto:emma.carpenter@wiltshire.gov.uk">emma.carpenter@wiltshire.gov.uk</a> , <a href="mailto:richard.walters@wiltshire.gov.uk">richard.walters@wiltshire.gov.uk</a> Tel: 01722 434689, ,  Simon Hendey (Director - Housing and Commercial)	Open



Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>5 Jan 2021</b> Temporary Agency Staff Procurement</p>	<p><b>Key Decision</b> Procurement of Temporary Agency Staff</p>	<p>TBC</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Joanne Pitt, Tracey Russell <a href="mailto:joanne.pitt@wiltshire.gov.uk">joanne.pitt@wiltshire.gov.uk</a>, <a href="mailto:tracey.russell@wiltshire.gov.uk">tracey.russell@wiltshire.gov.uk</a>  Barry Pirie</p>	<p>Open</p>
<p><b>5 Jan 2021</b> Housing Related Support</p>	<p><b>Key Decision</b> Recommendations for housing related support services within sheltered accommodation.</p>	<p>Health select committee Residents currently using the service Prior to Cabinet: Health Select Committee Between November 2020 - March 2021 - with residents in sheltered housing</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Vincent Edwards  Helen Jones (Director - Commissioning)</p>	<p>Open</p>
<p><b>5 Jan 2021</b> Nursing care contracts</p>	<p><b>Key Decision</b> Recommendations for the procurement of nursing bed contracts</p>	<p>Providers Council teams B&amp;NES, Swindon &amp; Wiltshire Clinical Commissioning Group Engagement with providers, internal Council teams and B&amp;NES, Swindon &amp; Wiltshire Clinical Commissioning Group will inform the recommendations</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Vincent Edwards  Helen Jones (Director - Commissioning)</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><b>5 Jan 2021</b> Extra Care Housing</p>	<p><b>Key Decision</b> Recommendations for support services in Extra Care Housing schemes: Crammer Court, Needham House, Bell Orchard and Meadow Court</p>	<p>Health Select Committee Current ECH service users</p> <p>Prior to consideration at Cabinet, the following consultation will take place: Health Select Committee (10.11.20) Current Service Users (October - November 2020)</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Vincent Edwards</p> <p>Helen Jones (Director - Commissioning)</p>	<p>Open</p>
<p><b>5 Jan 2021</b> Integrated Urgent Care (IUC) Contract Extension</p>	<p><b>Key Decision</b> To provide main considerations and seek approval to extend the IUC contract and aligned services under the single contract across the Bath and North East Somerset, Swindon and Wiltshire Sustainability and Transformation Plan</p>	<p>Wiltshire Locality Commissioning Group (formerly JCB) will be consulted on the proposals at their meeting on the 27th November</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Jessica Mitchell <a href="mailto:jessica.mitchell@wiltshire.gov.uk">jessica.mitchell@wiltshire.gov.uk</a></p> <p>Helen Jones (Director - Commissioning)</p>	<p>Part exempt</p>
<p><b>5 Jan 2021</b> Stone Circle Company business plans</p>	<p><b>Key Decision</b> cabinet is asked to consider the business plans proposed by the Stone Circle companies for the financial year 2021/22</p>	<p>N/A N/A</p>		<p>Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a></p>	<p>Simon Hendey <a href="mailto:simon.hendey@wiltshire.gov.uk">simon.hendey@wiltshire.gov.uk</a></p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Part exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
February 2021 - Plan published on 4 January 2021						
<b>2 Feb 2021</b> School Admissions Policies 2022-2023	<b>Non-Key</b> To determine the School Admission Policies 2022/2023	Consultation will take place as outlined in the School Admissions Code		Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Debbie Clare <a href="mailto:debbie.clare@wiltshire.gov.uk">debbie.clare@wiltshire.gov.uk</a> Tel: 01225 713010  Helean Hughes (Director - Education and Skills)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>2 Feb 2021</b> Update on Council's Response to the Climate Emergency</p>	<p><b>Non-Key</b> Third six-monthly update to Cabinet setting out progress on tackling the climate emergency</p>	<p>a stakeholder consultation for the climate strategy will take place once a consultation draft is ready</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Helen Clift, Ariane Crampton <a href="mailto:helen.clift@wiltshire.gov.uk">helen.clift@wiltshire.gov.uk</a>, <a href="mailto:ariane.crampton@wiltshire.gov.uk">ariane.crampton@wiltshire.gov.uk</a> Tel: 01225 712531, Tel: 01225 718463</p> <p>Sam Fox (Director - Economic Development and Planning)</p>	<p>Open</p>
<p><b>2 Feb 2021</b> Special School Transformation Programme Update</p>	<p><b>Key Decision</b> Update on the Special School Transformation Programme including the construction of the new build at the Rowde site, and the development of the Free School in the south of Wiltshire.</p>	<p>The update will cover the co-production process being undertaken with key stakeholders including children and young people, parents and carers, staff and governors and local communities.</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Alison Enever <a href="mailto:alison.enever@wiltshire.gov.uk">alison.enever@wiltshire.gov.uk</a></p> <p>Helen Jones (Director - Commissioning)</p>	<p>Open</p>
<p>March 2021</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
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