

CABINET FORWARD WORK PLAN

1 NOVEMBER 2023 TO 29 FEBRUARY 2024

Published on 16 October 2023


Republished on 18 October 2023 – to include an additional report for November Cabinet – Mid Year Treasury Management Review 2023/24, and an additional report for December Cabinet – Council House Build Programme – Annual Update

Republished 30 October to renamed ICB item

Republished 3 Nov to renamed Depot Plan item

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 Richard Clewer	Leader of the Council and Cabinet Member responsible for Military-Civilian integration, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing
Cllr Laura Mayes	Deputy Leader of the Council and Cabinet Member responsible for Children's Services, Education and Skills
Cllr Ian Blair-Pilling	Cabinet Member responsible for Public Health, Leisure, Libraries, FM and Operational Assets
Cllr Nick Botterill	Cabinet Member responsible for Finance, Development Management, Strategic Planning
Cllr Ashley O'Neill	Cabinet Member responsible for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards
Cllr Nick Holder	Cabinet Member responsible for Environment and Climate Change
Cllr Caroline Thomas	Cabinet Member responsible for Transport, Street Scene and Flooding
Cllr Jane Davies	Cabinet Member responsible for Adult Social Care, SEND and Inclusion
Cllr Phil Alford	Cabinet Member responsible for Housing, Strategic Assets, Asset Transfer

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
14 November 2023						
14 Nov 2023 Financial Year 2023/24 - Quarter Two Revenue Budget Monitoring	Non-Key Quarterly Revenue Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open
14 Nov 2023 Financial Year 2023/24 - Quarter Two Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk 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>14 Nov 2023 Mid Year Treasury Management Review 2023/24</p>	<p>Non-Key Mid year Treasury Management performance report for the financial year 2023/24</p>	<p>None None</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Andy Brown, Sally Self, Lizzie Watkin andy.brown@wiltshire.gov.uk, sally.self@wiltshire.gov.uk, lizzie.watkin@wiltshire.gov.uk</p> <p>Andy Brown</p>	<p>Open</p>
<p>14 Nov 2023 Performance and Risk Report 2023-23 Q2</p>	<p>Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.</p>	<p>Oversight and Scrutiny are invited to review the report.</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Martin Nicholls, Catherine Pink martin.nicholls@wiltshire.gov.uk, catherine.pink@wiltshire.gov.uk</p> <p>Perry Holmes</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>14 Nov 2023 ICB Community Services Retender Preparation - BCF Impact (Renamed 'Integrated Care Board Community Health Contract')</p>	<p>Key Decision BSW are retendering all their community services from April 2025. The requirement is to include some currently funded BCF Community Schemes.</p>	<p>Swindon L/A Primary Care Networks, VCSE. Wiltshire CIL, BANES L/A This is an ICB programme that includes extensive consultation with users, carers, providers, L/As on a BSW wide basis</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Helen Mullinger helen.mullinger@wiltshire.gov.uk Alison Elliott (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>14 Nov 2023 Home Upgrade Grant scheme 2 (HUG2) Procurement</p>	<p>Key Decision The report describes the proposed commissioning and procurement approach for the £3.6M funding HUG2. HUG2 is a grant funding scheme launched by the Department for Energy Security and Net Zero to help Local Authorities to provide energy efficiency upgrades and clean heating systems to low income households. A RoOD was approved during March 20203 for the receipt of the HUG2 funding.</p> <p>Wiltshire Council has been allocated £3,622,500 HUG2 funding to retrofit 175 homes by March 2025. Following completion of these homes in advance of the end of the delivery period, additional funding of up to £7,205,882 can be requested.</p> <p>Cabinet is asked to approve the proposed procurement approach to achieve delivery of the HUG2 funded energy efficiency measures.</p>	<p>N/A N/A</p>		<p>Cllr Nick Holder Nick.Holder@wiltshire.gov.uk</p>	<p>Stacy Sheppard stacy.sheppard@wiltshire.gov.uk</p> <p>Sarah Valdus (Director - Environment)</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>14 Nov 2023 Fleet Strategy 2023 - 30</p>	<p>Key Decision Fleet Strategy 2023 - 30</p>	<p>Internal stakeholders, government consultants and neighbouring authority Internal stakeholders, government consultants and neighbouring authority</p>		<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@wiltshire.gov.uk Samantha Howell</p>	<p>Open</p>
<p>14 Nov 2023 Strategic Operational Depot Strategy (formerly Depot Plan)</p>	<p>Key Decision A 30 year plan for the council's depot provision</p>			<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@wiltshire.gov.uk Samantha Howell</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>14 Nov 2023 Advocacy Contract Retender</p>	<p>Key Decision Main Advocacy contract for statutory and generic services. 01/07/2020-03/06/2024 total contract value £1,623,774.00 This is jointly funded by the Council and ICB.</p> <p>Advocacy support for DOLS & Community DOLS 01/01/2023-30/06/2024 total contract value £177,468.00 This is funded by IBCF.</p>	<p>More information to follow</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Victoria Bayley</p> <p>Alison Elliott (Director - Commissioning)</p>	<p>Open</p>
<p>14 Nov 2023 A350 Chippenham Bypass (ph 4 & 5) - Contract Award</p>	<p>Key Decision To award a contract for the construction of the A350 Chippenham Bypass Dualling, subject to the approval of the Full Business Case by the Department for Transport</p>	<p>public, town and parish councils public utilities Public engagement undertaken with the public, town and parish councils in January and February 2023</p>		<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412</p> <p>Samantha Howell</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
14 Nov 2023 Waste Services Delivery Strategy	Key Decision To inform Cabinet of the options identified for the delivery of waste services beyond 2026 contract expiry and to set out recommendations for the future service delivery method.	normal checklist N/A		Cllr Nick Holder Nick.Holder@wiltshire.gov.uk	Martin Litherland martin.litherland@wiltshire.gov.uk Sarah Valdus (Director - Environment)	Fully exempt
12 December 2023						
12 Dec 2023 Allocation of Community Infrastructure Levy Funding to Manage Phosphates in the River Avon Special Area of Conservation	Key Decision The council has a strategic mitigation solution for Phosphorus arising from development in the Hampshire Avon catchment SAC. Further funding of £850,000 from CIL is requested to enable permissions already granted to remain phosphorus neutral for the minimum 80 years required by habitat regulations.	Cabinet Member for Finance, Development Management and Strategic Planning Internal Cabinet Members		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lynn Trigwell Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 718479 Sarah Valdus (Director - Environment)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>12 Dec 2023 Various Sites. Appropriation of Property Assets held in the General Fund into the Housing Revenue Account and the appropriation of property out of the Account into the General Fund.</p>	<p>Non-Key The Council has a number of property assets where a decision has been made to bring forward affordable housing and it is proposed that they now be appropriated to, and held in, the Housing Revenue Account (HRA).</p> <p>There are other sites, currently held in the HRA but being used, or proposed for use, for service provision, which requires them to be appropriated into the General Fund</p> <p>An accounting adjustment is required to deal with the movements of property assets in to/out of what is a statutorily ring-fenced account.</p>	<p>Standard consultees and relevant council officers. This report is procedural only and therefore consultation will be limited to relevant Council officers.</p>		<p>Cllr Phil Alford Phil.Alford@wiltsire.gov.uk</p>	<p>Robert Scott Robert.Scott@wiltshire.gov.uk</p> <p>James Barrahan (Director - Assets)</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>12 Dec 2023 Council Tax Reduction Scheme Review and Charges for Long Term Empty Properties (Consultation)</p>	<p>Key Decision The report proposes changes to the current council tax reduction scheme for those of working age, particularly those in receipt of Universal Credit and to undertake a public consultation on the proposals. The proposals could increase the generosity of the scheme but also aim to improve administration. The report also includes a separate recommendation to amend the premiums added to long term empty dwellings and makes reference to potential changes to the treatment of second homes, pending the enactment of the Levelling Up and Regeneration Bill for England.</p>	<p>Police, Fire, Voluntary Sector, Town and Parish Councils, stakeholders including customers and staff The report seeks agreement to begin a 12 week proposal on changes to the council tax reduction scheme.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Ian P Brown ianp.brown@wiltshire.gov.uk Tel: 01225 716701 Lizzie Watkin (Director - Finance and Procurement)</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>12 Dec 2023 Council House Build Programme Annual Update</p>	<p>Non-Key Cabinet Report to update on the ongoing 10 year Council House Build Programme of 1,000 additional Council Homes.</p>	<p>N/A</p>		<p>Cllr Phil Alford Phil.Alford@wilts-hire.gov.uk</p>	<p>Andrew M Mead andrewm.mead@wiltshire.gov.uk</p> <p>James Barraah (Director - Assets)</p>	<p>Open</p>
<p>12 Dec 2023 Appropriation of Land for Planning Purposes</p>	<p>Non-Key Report to appropriate the land for planning purposes to enable development of the site</p>	<p>The planning process will have included consultation with local elected member and stakeholders, but the technical reason for the report will be explained to relevant parties (including the local elected member)</p>		<p>Cllr Phil Alford Phil.Alford@wilts-hire.gov.uk</p>	<p>Mark Hunnybun mark.hunnybun@wiltshire.gov.uk</p> <p>James Barraah (Director - Assets)</p>	<p>Open</p>
<p>12 Dec 2023 Disposals Programme Update</p>	<p>Non-Key This report sets out performance over the last year and forecast receipts from disposals for the next financial year. The report further seeks approval to declare specific sites surplus</p>	<p>Heads of Services. - Specific legal and financial consultation. Asset Gateway and Capital Programme Board Consultation will take place in line with the surplus asset process and through the Asset Gateway and Capital Programme Board.</p>		<p>Cllr Phil Alford Phil.Alford@wilts-hire.gov.uk</p>	<p>Robert Scott Robert.Scott@wiltshire.gov.uk</p> <p>Andy Brown</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>12 Dec 2023 Provision of Education for Learner with Social, Emotional and Mental Health Needs</p>	<p>Key Decision Wiltshire Council have acquired two settings for the provision of education to children and young people with SEND. It is intended that these services will be provided by a third party educational provider following a full tender process. Cabinet is asked to agree to delegate responsibilities for the tendering and appointment of a provider to deliver this service.</p>	<p>Consultation has taken place with members, potential providers, and parents and carers to ascertain how best to support these children and young people. These have been in the format of member briefings, Market Engagement Events and parent carer forums.</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Kai Muxlow Helean Hughes (Director - Education & Skills)</p>	<p>Open</p>
<p>12 Dec 2023 Chippenham Southern Land Development Update</p>	<p>Key Decision Report to provide the latest position regarding land to the south of Chippenham and termination of the GDA with Homes England</p>	<p>Exemption is currently TBC Meeting with ESC will need to be with the Chair and Vice-Chair in advance of Cabinet</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>David Ashdown, Louise Cary david.ashdown@wiltshire.gov.uk, louise.cary@wiltshire.gov.uk Tel: 01225 718450, Tel: 01722 434274 Andy Brown</p>	<p>Part exempt</p>

January 2024

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>16 Jan 2024 Wiltshire Design Guide – Final Draft for Adoption as a Supplementary Planning Guidance</p>	<p>Key Decision Wiltshire Council has produced a draft Wiltshire Design Guide which, once adopted, will be used to ensure that developments in Wiltshire are consistently of a high-quality design. The final version has been through public consultation ahead of consideration by Cabinet and Council.</p>	<p>external public including duty to cooperate, statutory consultees, community and specialist interest groups Statutory consultation under the Town and Country Planning (Local Planning) (England) Regulations 2012 (part 5 regulations 11 to 16) Planning and Compulsory Purchase Act 2004. This set out that the council was consulting on the draft Wiltshire Design Guide with the intension that it will become a supplementary planning document (SPD) in support of Core Policy 57.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lynn Trigwell Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Open</p>
<p>February 2024</p>						
<p>6 Feb 2024 Financial Year 2023/24 - Quarter Three Revenue Budget Monitoring</p>	<p>Non-Key Quarterly Revenue Budget Monitoring report for financial year 2023/24</p>	<p>Internal Internal</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lizzie Watkin lizzie.watkin@wiltshire.gov.uk</p> <p>Andy Brown</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
6 Feb 2024 Financial Year 2023/24 - Quarter Three Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open
6 Feb 2024 Performance and Risk Report 2023-23 Q3	Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Oversight and Scrutiny are invited to review the report.		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Catherine Pink, Martin Nicholls catherine.pink@wiltshire.gov.uk , martin.nicholls@wiltshire.gov.uk Perry Holmes	Open
6 Feb 2024 School Admissions Policies 2025-2026	Non-Key Statutory annual report	As outlined in the School Admissions Code		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010 Helean Hughes (Director - Education & Skills)	Open

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