

**CABINET FORWARD WORK PLAN**

1 MAY 2015 TO 31 AUGUST 2015

## **Explanatory Note**

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published at the beginning of each month.

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 per cent measured by reference to current expenditure or hours of availability to the public.
3. Any action incurring expenditure or producing savings greater than 20 per cent 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 policy framework.
6. 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 Jane Scott	Leader of the Council
Cllr John Thompson	Deputy Leader of the Council and Cabinet Member responsible for communities, campuses, area boards and broadband
Cllr Keith Humphries	Cabinet Member responsible for health (including public health) and adult social care
Cllr Laura Mayes	Cabinet Member responsible for children's services
Cllr Fleur de Rhe-Philippe	Cabinet Member responsible for economic development, skills and strategic transport
Cllr Jonathon Seed	Cabinet Member responsible for housing (excluding strategic housing), leisure, libraries and flooding
Cllr Toby Sturgis	Cabinet Member responsible for strategic planning (strategic and development management) property, waste and strategic housing
Cllr Richard (Dick) Tonge	Cabinet Member responsible for finance, performance, risk, systems thinking, procurement and welfare reform
Cllr Stuart Wheeler	Cabinet Member responsible for hubs, governance (including information management) support services (HR, legal, ICT, business services, democratic services) heritage and arts and customer care
Cllr Philip Whitehead	Cabinet Member responsible for highways and transport

## 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 and its Committees 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 Yamina Rhouati, Democratic Governance Manager [Yamina.Rhouati@wiltshire.gov.uk](mailto:Yamina.Rhouati@wiltshire.gov.uk) by 12.00 noon three working days before the meeting. Please contact Democratic Services on 01225 718024 for further information.


Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private (No, unless otherwise stated)
Special Meeting of Cabinet - 11 May 2015						
<b>11 May 2015</b> Community Infrastructure Levy	 To inform Cabinet on the outcome of the Examination of the Wiltshire Community Infrastructure Levy Draft Charging Schedule and next steps.	Environment Select Committee has been involved during its preparation.		Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Alistair Cunningham <a href="mailto:alistair.cunningham@wiltshire.gov.uk">alistair.cunningham@wiltshire.gov.uk</a> Tel: 01225 713203	
19 May 2015						
<b>19 May 2015</b> Highways Asset Management Policy and Strategy	 To adopt the proposed Highways Asset Management Policy and Strategy.	To be considered by Environment Select Committee in April.	Highways Asset Management Policy and Strategy	Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Peter Binley <a href="mailto:peter.binley@wiltshire.gov.uk">peter.binley@wiltshire.gov.uk</a>	
<b>19 May 2015</b> Waste Management Contract Award (Part II Item)	 To seek Cabinet approval to the contractors submitting the most economically advantageous tenders for each of the contract lots.		Notification of a Private Meeting - Waste Management Contract Award	Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Tracy Carter <a href="mailto:tracy.carter@wiltshire.gov.uk">tracy.carter@wiltshire.gov.uk</a>	Yes

<p><b>19 May 2015</b> Mental Health and Wellbeing Strategy and Implementation Plan</p>	<p>To provide Cabinet with opportunity to review the final strategy and the implementation following public consultation.</p>		<p>Draft Strategy document</p>	<p>Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a></p>	<p>Karen Spence <a href="mailto:karen.spence@wiltshire.gov.uk">karen.spence@wiltshire.gov.uk</a></p>	
<p><b>19 May 2015</b> Wiltshire Council CSE Action Plan</p>	<p>To present the Wiltshire Council Child Sexual Exploitation (CSE) Action Plan and to seek approval of the plan and the proposed monitoring arrangements.</p>	<p>CSE Task Group. Public health, Community Safety, Communications Team, Licencing team, Safeguarding Teams, Equalities, Finance and Legal.</p>	<p>Appendix 1 – Action Plan</p>	<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Emily Higson <a href="mailto:emily.higson@wiltshire.gov.uk">emily.higson@wiltshire.gov.uk</a></p>	
<p>Single Member Decision</p>						
<p><b>Not before 19th May 2015</b> Review of Household Recycling Centre Opening Hours</p>	<p><b>🔑</b> To propose changes to household recycling centre opening hours, in order to make the budget savings agreed by full Council on 24 February 2015.</p>	<p>As part of the budget setting process the Overview and Scrutiny Management Committee were asked to approve and scrutinise the budget proposals and Wiltshire Council's Financial Plan Update 2015/16. Cabinet considered their findings as well as feedback from four public meetings held across the county from 26 January to 5 February. Trade union feedback was sought at the Group Leaders meeting held on 5 February.</p>	<p>Appendix 1 – Proposed revised opening days per site. Appendix 2 - Average number of visitors to all household recycling centres per day and per hour in 2014</p>	<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Tracy Carter <a href="mailto:tracy.carter@wiltshire.gov.uk">tracy.carter@wiltshire.gov.uk</a></p>	

16 June 2015

<b>16 Jun 2015</b> Revenue Outturn 2014/2015	To advise cabinet of the revenue outturn position for financial year 2014/2015.			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a>	
<b>16 Jun 2015</b> Performance Management Update	Update on performance.			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Robin Townsend <a href="mailto:Robin.Townsend@wiltshire.gov.uk">Robin.Townsend@wiltshire.gov.uk</a>	
<b>16 Jun 2015</b> Annual Report on Treasury Management 2014-15	To provide an update on the Treasury Management outturn for the financial year 2014/15 and then forward on to Council.			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a>	
<b>16 Jun 2015</b> One Joined up Family Support Service for Families in Wiltshire	 To propose bringing together the commissioned service for families requiring support who do not meet the threshold for social care intervention and the in-house service which currently works with families who are in receipt of statutory intervention.			Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Julia Cramp <a href="mailto:julia.cramp@wiltshire.gov.uk">julia.cramp@wiltshire.gov.uk</a> Tel: 01225 718221	

<p><b>16 Jun 2015</b> Council Housing Maintenance Options Paper</p>	<p> To consider the future options for the Council's housing maintenance service</p>			<p>Cllr Jonathon Seed <a href="mailto:jonathon.seed@wiltshire.gov.uk">jonathon.seed@wiltshire.gov.uk</a></p>	<p>James Cawley <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951</p>	
<p><b>16 Jun 2015</b> Council Housing Services - Policies and Procedures</p>				<p>Cllr Jonathon Seed <a href="mailto:jonathon.seed@wiltshire.gov.uk">jonathon.seed@wiltshire.gov.uk</a></p>	<p>James Cawley <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951</p>	
<p><b>16 Jun 2015</b> New Forest National Park Management Plan</p>	<p>Following consultation with the Southern Area Board, Cabinet will be asked to review the management plan and feed into the consultation exercise that the New Forest Park Authority is conducting before the Plan is formally adopted.</p>	<p>Consultation with Southern Area Board</p>	<p>Management Plan</p>	<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Alistair Cunningham <a href="mailto:alistair.cunningham@wiltshire.gov.uk">alistair.cunningham@wiltshire.gov.uk</a> Tel: 01225 713203</p>	
<p>21 July 2015</p>						
<p><b>21 Jul 2015</b> Draft Annual Governance Statement 2014-15</p>	<p>To consider the draft Annual Governance Statement and make any amendments or observations on the content as deemed appropriate.</p>	<p>CLT/Cabinet Liaison, Audit Committee, Standards Committee</p>	<p>Draft Annual Governance Statement</p>	<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Ian Gibbons <a href="mailto:ian.gibbons@wiltshire.gov.uk">ian.gibbons@wiltshire.gov.uk</a> Tel: 01225 713052</p>	

<p><b>21 Jul 2015</b> Statement of Accounts</p>	<p> To consider the Statement of Accounts for comment to the Audit Committee.</p>			<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a></p>	
<p><b>21 Jul 2015</b> Stonehenge and Avebury World Heritage Site Management Plan</p>	<p>To inform Cabinet of the need for the Council to endorse the management plan.</p>		<p>Briefing paper</p>	<p>Cllr Stuart Wheeler <a href="mailto:stuart.wheeler@wiltshire.gov.uk">stuart.wheeler@wiltshire.gov.uk</a></p>	<p>Melanie Pomeroy-Kellinger, Peter Tyas <a href="mailto:Melanie.Pomeroy-Kellinger@wiltshire.gov.uk">Melanie.Pomeroy-Kellinger@wiltshire.gov.uk</a>, <a href="mailto:peter.tyas@wiltshire.gov.uk">peter.tyas@wiltshire.gov.uk</a></p>	