

**CABINET FORWARD WORK PLAN**

1 AUGUST 2016 TO 30 NOVEMBER 2016

## **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% 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>
Baroness 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 Laura Mayes	Cabinet Member responsible for children's services
Cllr Fleur de Rhe-Philippe	Cabinet Member responsible for economic development, skills and strategic transport and strategic property
Cllr Jonathon Seed	Cabinet Member responsible for housing (excluding strategic housing), leisure, libraries and flooding
Cllr Toby Sturgis	Cabinet Member responsible for strategic planning, development management, strategic housing, operational property and waste
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
Cllr Jerry Wickham	Cabinet Member responsible for health (including public health) and adult social care

## **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	Report Author and Associate Director	To be considered in Private
13 September 2016						
<b>13 Sep 2016</b> Update on Mobilisation of Future Waste Management and Collection Services	<b>Non-Key</b> To provide an update on progress of the mobilisation of new waste management and collection contracts to take effect from August 2017.			Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Tracy Carter, John Geary <a href="mailto:tracy.carter@wiltshire.gov.uk">tracy.carter@wiltshire.gov.uk</a> , <a href="mailto:john.geary@wiltshire.gov.uk">john.geary@wiltshire.gov.uk</a> Tel: 01225 713258, Tel: 01225 713150  Tracy Carter	Part exempt
<b>13 Sep 2016</b> Carers Strategy	<b>Key Decision</b> To consider approval of the Carers Strategy.			Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>	Sue Geary, Karen Walters <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a> , <a href="mailto:karen.walters@wiltshire.gov.uk">karen.walters@wiltshire.gov.uk</a> Tel: 01225 713922, Tel: 01225 712716	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>13 Sep 2016</b> Care Leavers Report</p>	<p><b>Non-Key</b> To update Cabinet on the progress made in improving services for Care leavers since Ofsted judged the service as Requires Improvement during inspection in June 2015.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Martin Davis <a href="mailto:martin.davis@wiltshire.gov.uk">martin.davis@wiltshire.gov.uk</a> Tel: 01225 712590  Terence Herbert</p>	<p>Open</p>
<p><b>13 Sep 2016</b> Report on Treasury Management Strategy 2016-17 – First Quarter ended 30 June 2016</p>	<p><b>Non-Key</b> To provide a quarterly update on the 2016/17 treasury management position for the quarter to the end of June 2016</p>			<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Keith Stephens <a href="mailto:keith.stephens@wiltshire.gov.uk">keith.stephens@wiltshire.gov.uk</a> Tel: 01225 713603  Michael Hudson</p>	<p>Open</p>
<p><b>13 Sep 2016</b> Performance Management and Risk Outturn Report: Q1 2016/17</p>	<p><b>Non-Key</b> To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.</p>			<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Toby Eliot <a href="mailto:toby.eliot@wiltshire.gov.uk">toby.eliot@wiltshire.gov.uk</a> Tel: 01225 713886  Robin Townsend</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
<b>13 Sep 2016</b> Public Health Annual Report	<b>Non-Key</b> To inform Cabinet members of Public Health's activities in Wiltshire during 2015/16.			Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>	Maggie Rae <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a> Tel: 01225 718338	Open
<b>13 Sep 2016</b> Revenue Budget Monitoring	<b>Non-Key</b> Revenue monitoring report 2016/2017 period 4			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244  Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a> Tel: 01225 713601	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>13 Sep 2016</b> Porton Science and Innovation Park - Procurement and Business Support Funding</p>	<p><b>Key Decision</b> To provide cabinet with an update on progress in delivering the first phase of the Porton Science and Innovation Park, comprising a Life Sciences Incubator and Grow On Space, and seek Cabinet's approval to: procure an operator for the building in line with the council's business support model; enter into a Funding Agreement with DCLG for ERDF revenue to provide innovation support; and to procure the provision of this innovation support to benefit businesses active in life sciences research and development both at Porton and across the Swindon and Wiltshire Local Enterprise Partnership area.</p>	<p>No formal consultation.</p>		<p>Cllr Fleur de Rhé-Philipe <a href="mailto:fleur.derhephilipe@wiltshire.gov.uk">fleur.derhephilipe@wiltshire.gov.uk</a></p>	<p>Scott Anderson, Richard Walters <a href="mailto:scott.anderson@wiltshire.gov.uk">scott.anderson@wiltshire.gov.uk</a>, <a href="mailto:richard.walters@wiltshire.gov.uk">richard.walters@wiltshire.gov.uk</a> Tel: 01722 434689,  Alistair Cunningham</p>	<p>Open</p>
<p>11 October 2016</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>11 Oct 2016</b> Passenger Transport Review</p>	<p><b>Key Decision</b> To decide on future strategy and funding for passenger transport services.</p>			<p>Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a></p>	<p>Parvis Khansari, Jason Salter, Karen Jones <a href="mailto:parvis.khansari@wiltshire.gov.uk">parvis.khansari@wiltshire.gov.uk</a>, <a href="mailto:jason.salter@wiltshire.gov.uk">jason.salter@wiltshire.gov.uk</a>, <a href="mailto:karen.jones@wiltshire.gov.uk">karen.jones@wiltshire.gov.uk</a> Tel: 01225 713340, Tel: 01225 713334,</p>	<p>Open</p>
<p><b>11 Oct 2016</b> A303 Amesbury to Berwick Down Road Scheme</p>	<p><b>Key Decision</b> To update Members on status of A303 Amesbury to Berwick Down road scheme and obtain approval for resource designation required to fulfil Council's statutory responsibilities with respect to this project</p>	<p>Public Local Members Parish Councils Heritage bodies Scheme will be subject to a public consultation at key stages in process, including at options sift and pre DCO application stages</p>		<p>Cllr Fleur de Rhé-Philippe <a href="mailto:fleur.derhephilipe@wiltshire.gov.uk">fleur.derhephilipe@wiltshire.gov.uk</a></p>	<p>Allan Creedy <a href="mailto:allan.creedy@wiltshire.gov.uk">allan.creedy@wiltshire.gov.uk</a> Tel: 01225 713444  Parvis Khansari</p>	<p>Open</p>
<p>15 November 2016</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>15 Nov 2016</b> Adoption of the Supplementary Planning Document 'Waste storage and collection: guidance for developers'</p>	<p><b>Non-Key</b> To: (i) inform Cabinet of the purpose of the Supplementary Planning Document 'Waste storage and collection: guidance for developers' (Waste Storage and Collection SPD) and how it has been prepared for adoption; (ii) seek approval that the Waste Storage and Collection SPD be recommended to Council for adoption.</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Gareth Jones <a href="mailto:garethi.jones@wiltshire.gov.uk">garethi.jones@wiltshire.gov.uk</a> Tel: 01225 776655  Tracy Carter</p>	<p>Open</p>