

**CABINET FORWARD WORK PLAN**

1 APRIL 2017 TO 31 JULY 2017

## **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
4 April 2017						
<b>4 Apr 2017</b> A350 Phase 3 Chippenham Duelling & M4 J17 Improvement Works	<b>Key Decision</b> To seek approval to award contracts for A350 Phase 3 Chippenham Duelling and M4 J17 Improvement Works.			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> Tel: 01225 713412  Parvis Khansari	Part exempt
<b>4 Apr 2017</b> Wiltshire End of Life Care Strategy	<b>Non-Key</b> To provide cabinet with the opportunity to review the refreshed End of Life Care Strategy for Wiltshire - produced by Wiltshire CCG and Wiltshire Council.			Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>	Kate Blackburn, Gail Warnes <a href="mailto:Kate.Blackburn@wiltshire.gov.uk">Kate.Blackburn@wiltshire.gov.uk</a> , <a href="mailto:gail.warnes@nhs.net">gail.warnes@nhs.net</a>  Frances Chinemana, Dr Ted Wilson <a href="mailto:ted.wilson@nhs.net">ted.wilson@nhs.net</a>	Open
23 May 2017						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>23 May 2017</b> Recommissioning of the Wiltshire Substance Misuse Service</p>	<p><b>Key Decision</b> To seek Cabinet approval to begin the commissioning process to retender the Wiltshire Substance Misuse Service (over 18's drugs and alcohol service)</p>	<p>Wiltshire Police, Wiltshire/Dorset Fire, CCG, OPCC, Housing Consultation has taken (and continues to) with the members of the Community Safety Partnership to shape the post 2018 substance misuse service for post 2018.</p>		<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Ceri Williams <a href="mailto:ceri.williams@wiltshire.gov.uk">ceri.williams@wiltshire.gov.uk</a></p> <p>Frances Chinemana</p>	<p>Open</p>
<p><b>23 May 2017</b> Developing Integrated Urgent Care</p>	<p><b>Non-Key</b> To provide an update on the joint procurement and to consider the agreement of the timetable for the decision to award the tender.</p>			<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@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>Part exempt</p>
<p><b>23 May 2017</b> Adoption West Implementation Decision Report</p>	<p><b>Non-Key</b> Proposals for the establishment of the Adoption West Regional Adoption Agency (RAA) including legal, financial and workforce arrangements for combining local authority adoption services.</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</p> <p>Terence Herbert</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>23 May 2017</b> Draft Wiltshire Housing Site Allocations Plan</p>	<p><b>Key Decision</b> To consider the draft Wiltshire Housing Site Allocation Plan and approach to consultation.</p> <p>Further information regarding this item can be found in Briefing Note 310 which is attached to this entry.</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix, Helen Clift <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>, <a href="mailto:Helen.Clift@wiltshire.gov.uk">Helen.Clift@wiltshire.gov.uk</a> Tel: 01225 713472, Tel: 01225 712531</p> <p>Alistair Cunningham</p>	<p>Open</p>
<p>13 June 2017</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>13 Jun 2017</b> Wiltshire Domestic Abuse Support Services Procurement</p>	<p><b>Key Decision</b> Inform Members of the intention to undertake a procurement process of the Wiltshire Domestic Abuse Support Services, currently commissioned jointly by the Local Authority and Office for the Police and Crime Commissioner.</p> <p>The current contracts are all coming to the end of their agreements – 30 September 2017. It is therefore timely to now re-align into a single contract, to be put out for competitive tender.</p> <p>The proposed new domestic abuse service model will offer an integrated service approach to tackling domestic abuse, focusing on earlier intervention and prevention, to include targeted support for adults and children living with the effects of domestic abuse and address service user needs for supported accommodation.</p>			<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Hayley Mortimer <a href="mailto:hayley.mortimer@wiltshire.gov.uk">hayley.mortimer@wiltshire.gov.uk</a></p> <p>Frances Chinemana</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 Jun 2017</b> Draft Statement of Accounts 2016/2017	<b>Non-Key</b> Draft Statement of Accounts 2016/2017			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	Open
<b>13 Jun 2017</b> Annual Reports on Treasury Management 2016/2017	<b>Non-Key</b> Annual report			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Stuart Donnelly <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> Tel: 01225 718582  Michael Hudson	Open
<b>13 Jun 2017</b> Revenue Outturn 2016/2017	<b>Non-Key</b> Revenue Outturn for year			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	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 Jun 2017</b> Capital Monitoring Outturn 2016/2017</p>	<p><b>Non-Key</b> Capital Outturn for the year</p>			<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Stuart Donnelly <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> Tel: 01225 718582  Michael Hudson</p>	<p>Open</p>
<p><b>13 Jun 2017</b> Performance Management and Risk Outturn Report: Q4 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>
<p>11 July 2017</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 Jul 2017</b> Impact of Adult Care Charging Policy</p>	<p><b>Non-Key</b> Report to the Cabinet and Health Select Committee (HSC) detailing the impact of the new charging policy on individuals and to provide comprehensive data as to expected full year financial impact.</p>			<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Sue Geary, Olly Spence <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a>, <a href="mailto:olly.spence@wiltshire.gov.uk">olly.spence@wiltshire.gov.uk</a> Tel: 01225 713922, Tel: 01225 718090  James Cawley</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>11 Jul 2017</b> Post 16 Area Wide Review of Education in Wiltshire</p>	<p><b>Non-Key</b> To present the findings of the post 16 area review of education in Wiltshire, Gloucestershire and Swindon.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Helen Clift, Ariane Crampton, James Fortune <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>, <a href="mailto:James.Fortune@wiltshire.gov.uk">James.Fortune@wiltshire.gov.uk</a> Tel: 01225 712531, Tel: 01225 718463, Tel: 01225 713341</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 Jul 2017</b> Adoption Agency Annual Update</p>	<p><b>Non-Key</b> To provide an annual update to Cabinet regarding adoption.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Lynda Cox, Martin Davis, Matthew Turner <a href="mailto:lynda.cox@wiltshire.gov.uk">lynda.cox@wiltshire.gov.uk</a>, <a href="mailto:martin.davis@wiltshire.gov.uk">martin.davis@wiltshire.gov.uk</a>, <a href="mailto:matthew.turner@wiltshire.gov.uk">matthew.turner@wiltshire.gov.uk</a> Tel: 01225 718227, Tel: 01225 712590, Tel: 01225 712541  Terence Herbert</p>	<p>Open</p>
<p><b>11 Jul 2017</b> Wiltshire Council Child Sexual Exploitation Annual Update</p>	<p><b>Non-Key</b> To provide Cabinet with the annual update on the progress of the Council's CSE action plan, as agreed when the plan was adopted in 2015.</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> Tel: 01225 713990  Terence Herbert</p>	<p>Open</p>