

CABINET FORWARD WORK PLAN

1 MAY 2017 TO 31 AUGUST 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:

| Name | Portfolio Details |
|---------------------------|--|
| 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-Philipe | 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 |

Please note: This council will be holding its elections on 4 May following which the Annual Council meeting on 16 May will elect a Leader of the Council who in turn will then appoint his or her Cabinet. These pages will be updated following Annual Council to confirm details of Cabinet members.

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 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 |
|---|---|---|----------------------|---|--|-----------------------------|
| 23 May 2017 | | | | | | |
| 23 May 2017 Adoption West Implementation Decision Report | Key Decision Proposals for the establishment of the Adoption West Regional Adoption Agency (RAA) including legal, financial and workforce arrangements for combining local authority adoption services. | | | Cllr Laura Mayes laura.mayes@wiltshire.gov.uk | Martin Davis martin.davis@wiltshire.gov.uk Tel: 01225 712590 Terence Herbert | Open |
| 23 May 2017 Procurement of an Integrated Highways Asset Management System | Key Decision To achieve long term improvements in asset condition through improved investment decisions and to deliver an efficient and modern Highways Service; an open tender exercise should be undertaken to procure remote hosted Highway Asset Management Software that best meets the Council's requirements and offers a competitive process that will evidence best value for the functionality. | Internal consultations with finance, procurement and ICT. | | Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk | Paul Bromley paul.bromley@wiltshire.gov.uk Parvis Khansari | Part exempt |

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|--|---|--------------------|----------------------|---|---|-----------------------------|
| <p>23 May 2017 Wiltshire Pension Fund - Ill-Health Insurance for Scheme Employers</p> | <p>Key Decision This report requests Cabinet approve the direct award of a contract to Legal & General for the purchase of an ill-health retirement insurance policy on behalf of the Wiltshire Pension Fund scheme employers to mitigate the risks in respect of ill-health early retirement claims</p> | <p>n/a n/a</p> | | <p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p> | <p>David Anthony david.anthony@wiltshire.gov.uk Tel: 01225 713620 Michael Hudson</p> | <p>Open</p> |
| <p>23 May 2017 Update on Future Waste Management and Collection Services</p> | <p>Key Decision To enable the council to maintain service delivery to residents, to comply with its statutory duties to collect and dispose of waste and to continue to progress towards achieving its statutory targets.</p> | | | <p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p> | <p>Tracy Carter tracy.carter@wiltshire.gov.uk Tel: 01225 713258 Tracy Carter</p> | <p>Fully exempt</p> |
| <p>20 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>20 Jun 2017 Consultancy - Neutral Vendor Service</p> | <p>Key Decision To seek Cabinet approval to enter into an agreement for the provision of a neutral vendor service for Consultants. This service will be the primary route for the securing of Consultants to meet the council's needs.</p> | | | <p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p> | <p>Greg Lewis greg.lewis@wiltshire.gov.uk</p> <p>Robin Townsend</p> | <p>Open</p> |
| <p>20 Jun 2017 Draft Wiltshire Housing Site Allocations Plan</p> | <p>Key Decision 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 toby.sturgis@wiltshire.gov.uk</p> | <p>Georgina Clampitt-Dix, Helen Clift georgina.clampitt-dix@wiltshire.gov.uk, Helen.Clift@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 712531</p> <p>Alistair Cunningham</p> | <p>Open</p> |

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|---|---|--|----------------------|--|---|-----------------------------|
| <p>20 Jun 2017 Recommissioning of the Wiltshire Substance Misuse Service</p> | <p>Key Decision 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 jerry.wickham@wiltshire.gov.uk</p> | <p>Ceri Williams ceri.williams@wiltshire.gov.uk</p> <p>Frances Chinemana</p> | <p>Open</p> |
| <p>20 Jun 2017 Business Plan</p> | <p>Key Decision To outline the council's draft Business Plan for scrutiny and further engagement</p> | | | <p>Cllr Baroness Scott of Bybrook OBE jane.scott@wiltshire.gov.uk</p> | <p>David Bowater, Toby Eliot david.bowater@wiltshire.gov.uk, toby.eliot@wiltshire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p> | <p>Open</p> |

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|---|--|--------------|----------------------|--|--|-----------------------------|
| <p>20 Jun 2017 Wiltshire Domestic Abuse Support Services Procurement</p> | <p>Key Decision 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 jerry.wickham@wiltshire.gov.uk</p> | <p>Hayley Mortimer hayley.mortimer@wiltshire.gov.uk</p> <p>Frances Chinemana</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 |
|---|---|--------------|----------------------|---|--|-----------------------------|
| 20 Jun 2017 Draft Statement of Accounts 2016/2017 | Non-Key Draft Statement of Accounts 2016/2017 | | | Cllr Dick Tonge richard.tonge@wiltshire.gov.uk | Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson | Open |
| 20 Jun 2017 Annual Reports on Treasury Management 2016/2017 | Non-Key Annual report | | | Cllr Dick Tonge richard.tonge@wiltshire.gov.uk | Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson | Open |
| 20 Jun 2017 Revenue Outturn 2016/2017 | Non-Key Revenue Outturn for year | | | Cllr Dick Tonge richard.tonge@wiltshire.gov.uk | Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson | Open |

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| <p>20 Jun 2017 Capital Monitoring Outturn 2016/2017</p> | <p>Non-Key Capital Outturn for the year</p> | | | <p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p> | <p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson</p> | <p>Open</p> |
| <p>20 Jun 2017 Performance Management and Risk Outturn Report: Q4 2016/17</p> | <p>Non-Key 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 richard.tonge@wiltshire.gov.uk</p> | <p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886 Robin Townsend</p> | <p>Open</p> |
| <p>20 Jun 2017 Procurement of Housing Repairs & Maintenance Service - Financial Data</p> | <p>Key Decision Following decision reached by Cabinet to agree in principle to the enlargement of the Direct Labour Organisation and recruitment of the required management structure - This report seeks to provide the financial evidence.</p> | <p>Managers Tenant Reps Housing Board Consultation with managers and the Repairs and Maintenance Steering Group with tenant and Housing Board representation</p> | | <p>Cllr Jonathon Seed jonathon.seed@wiltshire.gov.uk</p> | <p>Janet O'Brien, Tim Bruce janet.obrien@wiltshire.gov.uk, tim.bruce@wiltshire.gov.uk Tel: 01249 706550, James Cawley</p> | <p>Fully exempt</p> |

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|---|--|--------------|----------------------|--|---|-----------------------------|
| <p>20 Jun 2017 Boscombe Down Access Proposal</p> | <p>Non-Key For CCAC to approve additional funding to develop the proposal, and for CCAC to endorse the proposed approach for developing the project</p> | | | <p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p> | <p>Richard Walters richard.walters@wiltshire.gov.uk</p> <p>Alistair Cunningham</p> | <p>Fully exempt</p> |
| <p>20 Jun 2017 Children's Services Integration Project</p> | <p>Key Decision To update Cabinet on the Children's Services Integration (CSI) Project.</p> | | | <p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p> | <p>Terence Herbert, Lucy Townsend terence.herbert@wiltshire.gov.uk, lucy.townsend@wiltshire.gov.uk</p> <p>Terence Herbert</p> | <p>Open</p> |

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| <p>20 Jun 2017 Annual Governance Statement 2016/17</p> | <p>Non-Key To ask Cabinet to consider a draft Annual Governance Statement for 2016/17 for comment before final approval is sought from the Audit Committee.</p> | | | <p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p> | <p>Ian Gibbons ian.gibbons@wiltshire.gov.uk Tel: 01225 713052 Ian Gibbons</p> | <p>Open</p> |
| <p>20 Jun 2017 Draft Digital Strategy</p> | <p>Key Decision To sign off the Digital Strategy for Wiltshire Council</p> | <p>All ADs Consultation has been conducted across all services at both AD and HoS levels</p> | | <p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p> | <p>Catherine Dixon catherine.dixon@wiltshire.gov.uk Robin Townsend</p> | <p>Open</p> |
| <p>3 July 2017</p> | | | | | | |

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| <p>3 Jul 2017 A303 Amesbury to Berwick Down Road Scheme</p> | <p>Key Decision Update Members on outcome of public consultation and scheme progress Authorise delegated decision making to Cabinet Member, where appropriate</p> | <p>Wiltshire Council, Historic England, National Trust, English Heritage and other key stakeholders, local councillors, parish councils, public and any other interested party Highways England have undertaken an initial non-statutory public consultation between 12th January and 5th March 2017. Statutory public consultation planned for late 2017.</p> | | <p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p> | <p>Allan Creedy, Karen Jones allan.creedy@wiltshire.gov.uk, karen.jones@wiltshire.gov.uk Tel: 01225 713444, Parvis Khansari</p> | <p>Open</p> |

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|---|--|--------------|----------------------|---|--|-----------------------------|
| <p>3 Jul 2017 Asset and Service Devolution and Community Asset Transfer Policy</p> | <p>Key Decision To approve the new Asset & Service Devolution and Community Asset Transfer Policy. To select an option in regards to staff resourcing of the programme to rollout out the devolution of assets and services across the County</p> | | | <p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p> | <p>Lauren Ashdown, Ian Brown, Mike Dawson, Adrian Hampton, Emma Licciardi, Jo Madeley, Leanne Sykes lauren.ashdown@wiltshire.gov.uk, ian.brown@wiltshire.gov.uk, mike.dawson@wiltshire.gov.uk, adrian.hampton@wiltshire.gov.uk, emma.licciardi@wiltshire.gov.uk, jo.madeley@wiltshire.gov.uk, leanne.sykes@wiltshire.gov.uk</p> <p>Robin Townsend</p> | <p>Open</p> |

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| <p>3 Jul 2017 Impact of Adult Care Charging Policy</p> | <p>Non-Key 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 jerry.wickham@wiltshire.gov.uk</p> | <p>Sue Geary, Olly Spence sue.geary@wiltshire.gov.uk, olly.spence@wiltshire.gov.uk Tel: 01225 713922, Tel: 01225 718090 James Cawley</p> | <p>Open</p> |
| <p>3 Jul 2017 Draft Business Plan</p> | <p>Key Decision To agree an amended draft Business Plan for submission to full council, following scrutiny and engagement on the initial draft.</p> | | | <p>Cllr Baroness Scott of Bybrook OBE jane.scott@wiltshire.gov.uk</p> | <p>David Bowater, Toby Eliot david.bowater@wiltshire.gov.uk, toby.eliot@wiltshire.gov.uk Tel: 01225 713886 Robin Townsend</p> | <p>Open</p> |

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| <p>3 Jul 2017 Adoption Agency Annual Update 2017</p> | <p>Non-Key To provide an annual update to Cabinet regarding Adoption.</p> | | | <p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p> | <p>Lynda Cox, Martin Davis, Matthew Turner lynda.cox@wiltshire.gov.uk, martin.davis@wiltshire.gov.uk, matthew.turner@wiltshire.gov.uk Tel: 01225 718227, Tel: 01225 712590, Tel: 01225 712541</p> <p>Terence Herbert</p> | <p>Open</p> |

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|--|--|--------------|----------------------|--|---|-----------------------------|
| <p>3 Jul 2017 Post 16 Area Wide Review of Education in Wiltshire</p> | <p>Non-Key To present the findings of the post 16 area review of education in Wiltshire, Gloucestershire and Swindon.</p> | | | <p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p> | <p>Helen Clift, Ariane Crampton, James Fortune Helen.Clift@wiltshire.gov.uk, ariane.crampton@wiltshire.gov.uk, James.Fortune@wiltshire.gov.uk Tel: 01225 712531, Tel: 01225 718463, Tel: 01225 713341</p> | |
| <p>3 Jul 2017 Wiltshire Council Child Sexual Exploitation Annual Update</p> | <p>Non-Key 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 laura.mayes@wiltshire.gov.uk</p> | <p>Emily Higson emily.higson@wiltshire.gov.uk Tel: 01225 713990 Terence Herbert</p> | <p>Open</p> |