

**CABINET FORWARD WORK PLAN**

1 JULY 2015 TO 31 OCTOBER 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 - 9 July 2015						
<b>9 Jul 2015</b> Draft Chippenham Site Allocations Plan	 To report on the outcome of the consultation on the Draft Chippenham Site Allocations Plan following Cabinet on 10 February 2015 and consider proposed changes to the Draft Plan prior to full Council considering its Submission to the Secretary of State for Examination.	Public consultation undertaken on Draft Chippenham Site Allocations Plan 23 February to 8 April 2015.	Draft Chippenham Site Allocations Plan, February 2015 and Evidence Papers	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	
<b>9 Jul 2015</b> Statement of Community Involvement Update 2015	To report on the outcome of the consultation on the updated Wiltshire Council Statement of Community (SCI) Involvement and approve the final SCI in the light of the consultation prior to it being considered for adoption by full Council in July 2015.	Public consultation on 'Wiltshire Council Statement of Community Involvement Update 2015' took place 20 April to 2 June 2015.	Wiltshire Council Statement of Community Involvement, Update 2015 and consultation report	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	
21 July 2015						

<b>21 Jul 2015</b> Draft Annual Governance Statement 2014-15	To consider the draft Annual Governance Statement and make any amendments or observations on the content as deemed appropriate.	CLT/Cabinet Liaison, Audit Committee, Standards Committee	Draft Annual Governance Statement	Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Ian Gibbons <a href="mailto:ian.gibbons@wiltshire.gov.uk">ian.gibbons@wiltshire.gov.uk</a> Tel: 01225 713052	
<b>21 Jul 2015</b> Statement of Accounts	 To consider the Statement of Accounts for comment to the Audit Committee.			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>21 Jul 2015</b> Children's Community Services Retender: Preferred Provider (Part II Item)	 Sign off of preferred provider following evaluation and outcome of invitation to tender process.		Private Meeting - Children's Community Services Retender	Cllr Keith Humphries, Cllr Laura Mayes <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a> <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Carolyn Godfrey, Maggie Rae <a href="mailto:carolyn.godfrey@wiltshire.gov.uk">carolyn.godfrey@wiltshire.gov.uk</a> , <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a> Tel: 01225 713750,	Yes
<b>21 Jul 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
<b>21 Jul 2015</b> Salisbury Community	 To consider a Community Area Asset Transfer and service delegation in Salisbury.	Highways, Environment, Finance and Legal.	Notice of Late Item not included on Workplan for 21 July 2015	Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Vincent Albano <a href="mailto:vincent.albano@wiltshire.gov.uk">vincent.albano@wiltshire.gov.uk</a>	

<p><b>21 Jul 2015</b> Highways and Streetscene Contract (Part II Item)</p>	<p> To review contract highways and streetscene contract.</p>		<p>draft Notification of Private Meeting and key decision - Highways and Streetscene Contract 6.7.15</p>	<p>Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a></p>	<p>Parvis Khansari <a href="mailto:parvis.khansari@wiltshire.gov.uk">parvis.khansari@wiltshire.gov.uk</a></p>	<p>Yes</p>
<p>15 September 2015</p>						
<p><b>15 Sep 2015</b> Adoption Agency Six Month Update</p>	<p>To ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2013 Statutory Adoption Guidance and the 2014 Adoption National Minimum Standards.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Terence Herbert <a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a></p>	
<p><b>15 Sep 2015</b> Deferred Payment Agreement Policy</p>	<p> To agree the new Deferred Payment Agreement policy.</p>	<p>Consultation on the policy has taken place for three months.</p>		<p>Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@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>15 Sep 2015</b> Future Delivery Model for the Repairs, Improvements and Maintenance of Council owned Assets</p>	<p> To agree an appropriate future delivery model for repairs, improvements and maintenance of Council owned assets.</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>15 Sep 2015</b> Transfer of the Colonel William Llewellen Palmer Educational Charity</p>	<p> To seek approval for the transfer of the assets and administration of the trust from Wiltshire Council to Bradford on Avon Town Council.</p>	<p>Consultation with Property Services, Legal Services and with Carolyn Godfrey on behalf of the Corporate Leadership Team.</p>	<p>Business Case from Bradford on Avon Town Council</p>	<p>Cllr Richard Gamble, Cllr Laura Mayes <a href="mailto:richard.gamble@wiltshire.gov.uk">richard.gamble@wiltshire.gov.uk</a>, <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Peter Dunford <a href="mailto:peter.dunford@wiltshire.gov.uk">peter.dunford@wiltshire.gov.uk</a> Tel: 01225 713060</p>	
<p><b>15 Sep 2015</b> Revenue Budget Monitoring</p>	<p>To receive an update on the Council's revenue budget.</p>			<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a></p>	
<p><b>15 Sep 2015</b> Treasury Management Strategy 2015-16 - First Quarter Ended 30 June 2015</p>	<p>To provide a quarterly update on the 2015/16 treasury management position for the quarter to the end of June 2015.</p>	<p>Corporate Leadership Team</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>15 Sep 2015</b> One Joined up Family Support Service for Families in Wiltshire</p>	<p><b>key</b> 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.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Julia Cramp <a href="mailto:julia.cramp@wiltshire.gov.uk">julia.cramp@wiltshire.gov.uk</a> Tel: 01225 718221</p>	
<p><b>15 Sep 2015</b> Performance and Risk Outturn report: Q1 2015/16</p>	<p>To provide an update on Q1 outturns against key measures and activities aligned against the Business Plan and strategic risk register.</p>		<p>Link to outturns published through Citizen's Dashboard Strategic Risk Register</p>	<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Jason Teal <a href="mailto:Jason.Teal@wiltshire.gov.uk">Jason.Teal@wiltshire.gov.uk</a></p>	
<p><b>15 Sep 2015</b> New Forest National Park Management Plan</p>	<p>To consider and, subject to approval, adopt the updated New Forest Management Plan.</p>	<p>Consultation with Southern Area Board</p>	<p>New Forest 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><b>15 Sep 2015</b> Council Housing Services - Policies and Procedures (details awaited)</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>	



6 October 2015

<b>6 Oct 2015</b> Public Health Annual Report	To inform Cabinet members of Public Health's activities in Wiltshire during 2014/15.			Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	Maggie Rae <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a>	
<b>6 Oct 2015</b> Transfer of Health Visitor Services (0- 5s) (details awaited)				Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>		
<b>6 Oct 2015</b> Gypsy and Traveller Plan (details awaited)						