


**CABINET FORWARD WORK PLAN**

1 MARCH 2018 TO 30 JUNE 2018

## **Explanatory Note**

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published 28 days before each meeting (the date the decision is to be made).

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 Scott of Bybrook OBE	Leader of the Council and Cabinet Member responsible for economic development
Cllr John Thompson	Deputy Leader of the Council and Cabinet Member responsible for communications, communities, leisure and libraries
Cllr Laura Mayes	Cabinet Member responsible for children, education and skills
Cllr Toby Sturgis	Cabinet Member responsible for planning and strategic asset management
Cllr Philip Whitehead	Cabinet Member responsible for finance, procurement, IT and operational assets
Cllr Richard Clewer	Cabinet Member responsible for corporate services, heritage, housing, arts and tourism
Cllr Bridget Wayman	Cabinet Member responsible for highways, transport and waste
Cllr Jerry Wickham	Cabinet Member responsible for adult social care, public health and protection

**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
28 March 2018						
<b>27 Mar 2018</b> Outdoor Education (Part II Report)	<b>Key Decision</b> To advise Cabinet of outcome of the Outdoor Education Review and seek decision on recommendations.	To be confirmed		Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Alan Stubbersfield <a href="mailto:alan.stubbersfield@wiltshire.gov.uk">alan.stubbersfield@wiltshire.gov.uk</a>  Stubbersfield <a href="mailto:alan.stubbersfield@wiltshire.gov.uk">alan.stubbersfield@wiltshire.gov.uk</a>	Fully exempt

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>27 Mar 2018</b> Integrated Community Equipment and Support Services - Recommissioning (Part I and Part II Report)</p>	<p><b>Key Decision</b> Wiltshire Council and NHS Wiltshire Clinical Commissioning Group (CCG) currently delivers its Integrated Community Equipment and Support Services through a contract with Medequip. This contract, held by the Council on behalf of both commissioners, is due to end on 3 January 2019.</p> <p>Wiltshire Council and Wiltshire CCG want to explore opportunities around commissioning these services jointly.</p>			<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Sue Geary, Jessica Mitchell <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a>, <a href="mailto:jessica.mitchell@wiltshire.gov.uk">jessica.mitchell@wiltshire.gov.uk</a> Tel: 01225 713922,  (Director - Adult Care Commissioning)</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
<p><b>27 Mar 2018</b> Income Generation - Advertising</p>	<p><b>Key Decision</b> This report will outline the strategy for generating income through third party advertising across the councils assets. The report will also put forward a strategy for marketing, income generation from hiring spaces and specialist events; this will be limited to existing Campuses, Community Hubs and City Hall.</p>			<p>Cllr John Thomson <a href="mailto:john.thomson@wiltshire.gov.uk">john.thomson@wiltshire.gov.uk</a></p>	<p>Karen Hodder, Leanne Sykes <a href="mailto:karen.hodder@wiltshire.gov.uk">karen.hodder@wiltshire.gov.uk</a>, <a href="mailto:leanne.sykes@wiltshire.gov.uk">leanne.sykes@wiltshire.gov.uk</a>  Laurie Bell</p>	<p>Open</p>
<p><b>27 Mar 2018</b> The Enterprise Network - Old Fire Station Extension</p>	<p><b>Key Decision</b> The project is to refurbish and extend the Old Fire Station Enterprise Centre building in Salt Lane, Salisbury, to enable the Enterprise Centre currently operating from the building at over capacity to grow and provide further needed incubation space for new enterprises in the city.</p>			<p>Cllr Baroness Scott of Bybrook OBE <a href="mailto:jane.scott@wiltshire.gov.uk">jane.scott@wiltshire.gov.uk</a></p>	<p>Angela Hays <a href="mailto:angela.hays@wiltshire.gov.uk">angela.hays@wiltshire.gov.uk</a>  Tim Martienssen</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>27 Mar 2018</b> Performance Management and Risk Outturn Report: Q3 2017/18</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 Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@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</p> <p>Robin Townsend</p>	<p>Open</p>
<p><b>27 Mar 2018</b> Corporate Peer Challenge</p>	<p><b>Non-Key</b> To provide the feedback report of the LGA following the corporate peer challenge in November and an associated action plan to address the recommendations.</p>	<p>Corporate Peer Challenge interviews a wide range of staff and partners Corporate Peer Challenge timetable and further input from Directors</p>		<p>Cllr Baroness Scott of Bybrook OBE <a href="mailto:jane.scott@wiltshire.gov.uk">jane.scott@wiltshire.gov.uk</a></p>	<p>Robin Townsend <a href="mailto:Robin.Townsend@wiltshire.gov.uk">Robin.Townsend@wiltshire.gov.uk</a> Tel: 01225 718474</p> <p>Robin Townsend</p>	<p>Open</p>
<p><b>27 Mar 2018</b> Proposals for the Creation of a Major Road Network - Consultation</p>	<p><b>Non-Key</b> To advise Cabinet of a new significant funding opportunity for major road scheme funding, and to seek views on the need to establish associated regional governance</p>		<p>Proposals for the Creation of a Major Road Network - Consultation</p>	<p>Cllr Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@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</p> <p>Parvis Khansari</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>27 Mar 2018</b> Land at Middlefields, Hungerdown Lane Chippenham</p>	<p><b>Non-Key</b> At its meeting on 15th September 2015, the Council's Cabinet Capital Assets Committee approved the sale of 0.59 hectares (1.45 acres) of land forming part of Middlefields, Hungerdown Lane, Chippenham to The Orders of St John Care Trust. The Trust no longer requires the site and therefore authority is sought to sell the land on the open market</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Mark Hunnybun <a href="mailto:mark.hunnybun@wiltshire.gov.uk">mark.hunnybun@wiltshire.gov.uk</a>  (Director - Housing and Commercial Development)</p>	<p>Open</p>
<p>24 April 2018</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>24 Apr 2018</b> Sexual Health and Blood Borne Virus Strategy 2017-2020</p>	<p><b>Non-Key</b> To enable Cabinet to review the Sexual Health and Blood Borne Virus Health Needs Assessments and approve the joint strategy developed as an outcome of these documents</p>	<p>Service users and service providers were consulted as part of the Health Needs Assessments.</p> <p>The Wiltshire Sexual Health Partnership Board were consulted on draft and final versions of both the Health Needs Assessments and the Strategy document. Both of the Health Needs Assessments and the Strategy document have been developed in consultation with the Wiltshire Sexual Health Partnership Board who have received regular updates on their development and have approved them as complete.</p> <p>During the development of the Needs Assessment documents members of the public and service providers were consulted on the range of services available and the gaps in provision which existed.</p>		<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Stephen Jones <a href="mailto:stephen.jones@wiltshire.gov.uk">stephen.jones@wiltshire.gov.uk</a></p> <p>Tracy Daszkiewicz (Director - Public Health and Protection)</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>24 Apr 2018</b> Learning Disabilities In-house Respite Services</p>	<p><b>Key Decision</b> Wiltshire Council operates 4 residential respite care homes for learning disabilities. Reviews have highlighted ongoing under-usage of the services as a whole.</p> <p>The cabinet report will report on the proposed closure of one of the homes due to under-usage following the outcome of the consultation with usages and their carers.</p>	<p>People with learning disabilities (and their family carers) who use any of the 4 in-house residential respite services.</p> <p>A 28 consultation will affected users and their family carers will be carried out in February. The consultation will consult on the proposed closure of one of the 4 residential respite care homes.</p>		<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Rhonda Ward <a href="mailto:rhonda.ward@wiltshire.gov.uk">rhonda.ward@wiltshire.gov.uk</a></p> <p>Emma Legg ( Director of Adult Care - Access and Reablement)</p>	<p>Open</p>
<p><b>24 Apr 2018</b> Special School Provision in Wiltshire</p>	<p><b>Key Decision</b> Follow on from paper in November 2017.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Susan Tanner <a href="mailto:susan.tanner@wiltshire.gov.uk">susan.tanner@wiltshire.gov.uk</a></p> <p>Stubbersfield <a href="mailto:alan.stubbersfield@wiltshire.gov.uk">alan.stubbersfield@wiltshire.gov.uk</a></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>24 Apr 2018</b> A303 Amesbury to Berwick Down Road Scheme</p>	<p><b>Key Decision</b> 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 Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@wiltshire.gov.uk</a></p>	<p>Allan Creedy, Karen Jones <a href="mailto:allan.creedy@wiltshire.gov.uk">allan.creedy@wiltshire.gov.uk</a>, <a href="mailto:karen.jones@wiltshire.gov.uk">karen.jones@wiltshire.gov.uk</a> Tel: 01225 713444,  Parvis Khansari</p>	<p>Open</p>
<p><b>24 Apr 2018</b> Update on contract mobilisation of future waste management and collection services</p>	<p><b>Key Decision</b> To provide an update on progress of the mobilisation of new waste management and collection contracts to take effect from July 2018</p>			<p>Cllr Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@wiltshire.gov.uk</a></p>	<p>John Geary <a href="mailto:john.geary@wiltshire.gov.uk">john.geary@wiltshire.gov.uk</a> Tel: 01225 713150  Tracy Carter</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>24 Apr 2018</b> Freehold of assets to be sold</p>	<p><b>Key Decision</b> Disposal of the freehold of a range of assets, all of which are surplus to operational requirements</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Mike Dawson <a href="mailto:mike.dawson@wiltshire.gov.uk">mike.dawson@wiltshire.gov.uk</a></p> <p>(Director - Housing and Commercial Development)</p>	<p>Open</p>
<p><b>24 Apr 2018</b> Melksham King George V Field</p>	<p><b>Non-Key</b> To seek authority to transfer the trusteeship and ownership of the King George V Field in Melksham to Melksham Town Council</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>John Price <a href="mailto:john.price@wiltshire.gov.uk">john.price@wiltshire.gov.uk</a></p> <p>(Director - Housing and Commercial Development)</p>	<p>Open</p>
<p>15 May 2018</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 May 2018</b> Wiltshire Housing Site Allocations Development Plan Document - Proposed Submission Materials</p>	<p><b>Key Decision</b> Cabinet resolved in June 2017 to approve the 'pre-submission' draft of the Wiltshire Housing Allocations DPD for consultation in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The consultation commenced 10 July 2017 and lasted 10 weeks.</p> <p>In total, 10,461 consultees were directly contacted. In addition, officers ran four open day events through July and published materials through a range of media to assist the consultation process. 3,366 individual representations were received from 968 consultees.</p> <p>The next stage of the plan making process involves submission of prescribed documents and information to the Secretary of State for the purpose of commencing the examination process, as set out in the Local Development Scheme.</p> <p>In order to submit the</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a> Tel: 01225 713472</p> <p>Tim Martienssen</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
12 June 2018						
<b>12 Jun 2018</b> Re-commissioning of the residential rehabilitation (drugs and alcohol) framework for 2019-2022	<b>Key Decision</b> To re-commission the providers who will form the framework of residential rehabilitation for Wiltshire's drug and alcohol support service users, who wish to be detoxed and rehabilitated from their addictions. The contract will be 3 years with the option of extending this by 2 years.	As part of the procurement process, we will be engaging with the partners who constitute the Community Safety Partnership		Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>	Laura Schell, Ceri Williams <a href="mailto:laura.schell@wiltshire.gov.uk">laura.schell@wiltshire.gov.uk</a> , <a href="mailto:ceri.williams@wiltshire.gov.uk">ceri.williams@wiltshire.gov.uk</a>  Tracy Daszkiewicz (Director - Public Health and Protection)	Open
<b>12 Jun 2018</b> Annual Reports on Treasury Management 2017/2018	<b>Non-Key</b> Annual Report			Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Stuart Donnelly, Matthew Tiller <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> , <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01225 718582, 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>12 Jun 2018</b> Draft Statement of Accounts and Revenue Outturn 2017/2018</p>	<p><b>Non-Key</b> Statement and outturn for year</p>			<p>Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a></p>	<p>Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244  Michael Hudson</p>	<p>Open</p>