


CABINET FORWARD WORK PLAN

1 JULY 2018 TO 31 OCTOBER 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 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
3 July 2018						
3 Jul 2018 Emergency Stopping Places Strategy	Key Decision An Emergency Stopping Places Strategy for Gypsy and Traveller Sites including the methodology for the identification for suitable sites.	Finance, legal, procurement, equalities, public health, property, housing, local councils and Members Local Members and relevant town and parish councils will be consulted alongside internal colleagues as part of the subsequent planning application process.		Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk	Georgina Clampitt-Dix, Carolyn Gibson georgina.clampitt-dix@wiltshire.gov.uk , carolyn.gibson@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718452 Tim Martienssen	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>3 Jul 2018 Site Disposal</p>	<p>Key Decision Approval to dispose of two sites</p>	<p>Finance, legal, procurement, equalities, public health, property, residents, local councils and Members. Site residents, local Members and town and parish councils will be consulted alongside internal colleagues.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Janet O'Brien janet.obrien@wiltshire.gov.uk Tel: 01249 706550</p> <p>Alan Richell (Interim Director - Housing and Commercial Development)</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>3 Jul 2018 Wiltshire Housing Site Allocations Development Plan Document - Proposed Submission Materials</p>	<p>Key Decision 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 toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix georgina.clampitt-dix@wiltshire.gov.uk 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
<p>3 Jul 2018 Local Government and Social Care Ombudsman</p>	<p>Non-Key To inform Cabinet of the findings and recommendations in the report of the Local Government and Social Care Ombudsman (“the Ombudsman”) dated 12 April 2018 and to confirm the Council’s response to the report.</p>			<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Sukdave Ghuman, Ian Gibbons sukdave.ghuman@wiltshire.gov.uk, ian.gibbons@wiltshire.gov.uk Tel: (01225) 713070, Tel: 01225 713052</p> <p>Ian Gibbons, Debbie Medlock (Interim Director of Learning Disabilities and Mental Health, Adult Care)</p>	<p>Open</p>
<p>3 Jul 2018 Annual Governance Statement</p>	<p>Non-Key To receive the draft Annual Governance Statement</p>			<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>David Bowater david.bowater@wiltshire.gov.uk</p> <p>Ian Gibbons</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>3 Jul 2018 Performance Management and Risk Outturn Report: Q4 2017/18</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 Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p>3 Jul 2018 Families & Children's Services Social Work Capacity</p>	<p>Key Decision The report outlines the request to increase social work capacity within Families & Children's Services in order to ensure a stable workforce and maintain service performance.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Lucy Townsend lucy.townsend@wiltshire.gov.uk</p> <p>Lucy Townsend (Director - Family and Children's Services)</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>3 Jul 2018 Wiltshire Council Adoption Service: 2017-18 Year End Report</p>	<p>Non-Key It is statutory requirement that the cab assured of the effectiveness of the adoption service within Wiltshire Council. This is done by means of an annual report and 6 month interim report. This report is for the year 2017 - 18.</p>		<p>Wiltshire Council Adoption Service: 2017-18 Year End Report</p>	<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Matthew Turner matthew.turner@wiltshire.gov.uk Tel: 01225 712541</p> <p>Lucy Townsend (Director - Family and Children's Services)</p>	<p>Open</p>
<p>3 Jul 2018 Proposed Changes to the Senior Management Structure</p>	<p>Non-Key To outline proposed changes to the senior management structure at tier 1 following the decision not to appoint to the joint corporate director (with CCG)</p>			<p>Leader of the Council</p>	<p>Joanne Pitt joanne.pitt@wiltshire.gov.uk</p> <p>Barry Pirie</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>3 Jul 2018 Wiltshire Council's Housing Board Annual Report</p>	<p>Non-Key To update Cabinet regarding the activities of Wiltshire Council's Housing Board between December 2016 and November 2017 and comply with its Terms of Reference which requires an update to be provided to Cabinet.</p>			<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Ian Seeckts ian.seeckts@wiltshire.gov.uk Tel: 01722 434353</p> <p>Alan Richell (Interim Director - Housing and Commercial Development)</p>	<p>Open</p>
<p>3 Jul 2018 Housing Repairs and Maintenance Service (Part I and Part II Report)</p>	<p>Key Decision Following up a decision approved in March 2017 to expand the current Direct Labour Organisation within the housing service to take on responsibility for all responsive repairs and voids services with effect from April 2019.</p>	<p>Legal, finance, procurement, HR, Cabinet Member, Housing Board In advance of the decision consultation has been with internal colleagues and the Cabinet Member. A focus group including Housing Board members and some residents has also been involved in agreeing the proposal. Following the decision, consultation will take place with staff, partners and other stakeholders</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Janet O'Brien janet.obrien@wiltshire.gov.uk Tel: 01249 706550</p> <p>Alan Richell (Interim Director - Housing and Commercial Development)</p>	<p>Part exempt</p>
<p>August - no meeting</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
25 September 2018						
25 Sep 2018 New Highways Term Constltancy Contract	Key Decision The re-procurement of a new highways term consultancy contract when the current contract ends in December 2019	Sustainable Transport Spatial Planning Economic Regeneration Strategy and Assets Passenger Transport Environmental Control and Public Protection Waste To consult with Legal and Finance		Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk	Steve Cross steve.cross@wiltshire.gov.uk Parvis Khansari	Open
25 Sep 2018 Well Managed Highway Infrastructure Review	Key Decision Revision of the Highways Inspection Manual in response to the new code of practice, especially with regard to potholes and defects	Consultations with local highways, legal and insurance teams undertaken Consultations with specialist internal teams		Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk	Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412 Parvis Khansari	Open
25 Sep 2018 Revenue and Capital Budget Monitoring report	Non-Key Monitoring report until end July 2018			Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk 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
25 Sep 2018 Performance Management and Risk Outturn Report: Q1 2018/19	Non-Key To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.			Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk	Toby Eliot toby.eliot@wiltsire.gov.uk Tel: 01225 713886 Robin Townsend	Open
9 October 2018						