

**CABINET FORWARD WORK PLAN**

1 FEBRUARY 2019 TO 31 MAY 2019

## **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:**

<b>Name</b>	<b>Portfolio Details</b>
Baroness Scott of Bybrook OBE	Leader of the Council
Cllr John Thomson	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
Cllr Pauline Church	Cabinet Member responsible for economic development and South Wiltshire recovery

### **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 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 to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) by 12.00 noon three clear working days before the meeting. Please contact Democratic Services on 01225 718221 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
5 February 2018						
<b>5 Feb 2019</b> Approach to Disposal of Assets and Property Acquisitions	<b>Key Decision</b> A report setting out the governance structure behind disposal of surplus assets and property acquisitions	Internal consultation.		Cllr Toby Sturgis, Cllr Philip Whitehead <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a> , <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Mike Dawson <a href="mailto:mike.dawson@wiltshire.gov.uk">mike.dawson@wiltshire.gov.uk</a>  Simon Hendey (Director - Housing and Commercial)	Open
<b>5 Feb 2019</b> Strategic Depot Review	<b>Key Decision</b> Paper setting out the approach to depots across the County, taking into consideration the new providers of key services	Internal consultation.		Cllr Toby Sturgis, Cllr Philip Whitehead <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a> , <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Nick Darbyshire <a href="mailto:nick.darbyshire@wiltshire.gov.uk">nick.darbyshire@wiltshire.gov.uk</a> Tel: 01225 718384  Simon Hendey (Director - Housing and Commercial)	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>5 Feb 2019</b> School Capital Programme 2019 - 2022</p>	<p><b>Key Decision</b> In line with the Wiltshire School Places Strategy 2017 - 2022 this report provides an update on the current three year capital programme of work and seeks approval for a small number of additional priority basic need schemes and annual condition related works.</p>	<p>Prior to Cabinet approving the School Capital Strategy there was consultation with schools, Councillors, Local Academy Trusts, housing developers etc. It was also considered by the Children's Select Committee. Further consultation is therefore not required at this stage for this report as it just updates on progress and seeks authorisation to proceed with spend on projects that were agreed in the School Places Strategy.</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Clara Davies <a href="mailto:clara.davies@wiltshire.gov.uk">clara.davies@wiltshire.gov.uk</a></p> <p>Helean Hughes <a href="mailto:helean.hughes@wiltshire.gov.uk">helean.hughes@wiltshire.gov.uk</a></p>	<p>Open</p>
<p><b>5 Feb 2019</b> Wiltshire Council's Financial Plan Update 2019/20</p>	<p><b>Key Decision</b> The report updates members on the 2019/2020 Budget, Medium Term Financial Strategy. and sets out, for approval by cabinet, the budget setting proposals</p>	<p>Per budget setting process</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</p> <p>Becky Hellard</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>5 Feb 2019</b> Revenue and Capital Budget Monitoring Period 9 2018/2019</p>	<p><b>Non-Key</b> Revenue and Capital Budget Monitoring Period 9 2018/2019</p>	<p>normally via o&amp;s</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</p> <p>Becky Hellard <a href="mailto:becky.hellard@wiltshire.gov.uk">becky.hellard@wiltshire.gov.uk</a></p>	<p>Open</p>
<p><b>5 Feb 2019</b> Local Government Act 2003 Section 25</p>	<p><b>Non-Key</b> Report from Chief Finance Officer on annual budget and Council Tax precept.</p>	<p>As budget setting</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</p> <p>Becky Hellard</p>	<p>Open</p>
<p><b>5 Feb 2019</b> Capital Investment Strategy</p>	<p><b>Non-Key</b> Capital Investment Strategy</p>	<p>as above</p>		<p>Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@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</p> <p>Becky Hellard</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>5 Feb 2019</b> Treasury Management Strategy</p>	<p><b>Non-Key</b> Treasury Management Strategy</p>	<p>tba</p>		<p>Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@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  Becky Hellard</p>	<p>Open</p>
<p><b>5 Feb 2019</b> Adoption of a new Performance Management and Risk Management Policy</p>	<p><b>Non-Key</b> Consider an updated and combined Performance Management and Risk Management policy that links activity across all services and responds to suggestions in the recent corporate peer review.</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  Robin Townsend</p>	<p>Open</p>
<p><b>5 Feb 2019</b> School Admission Policies 2020/21</p>	<p><b>Non-Key</b> To determine the Admissions Arrangements for VC &amp; C schools 2020/2021.  To determine the Co-ordinated Schemes for 2020/2021</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Debbie Clare <a href="mailto:debbie.clare@wiltshire.gov.uk">debbie.clare@wiltshire.gov.uk</a> Tel: 01225 713010  Helean Hughes <a href="mailto:helean.hughes@wiltshire.gov.uk">helean.hughes@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
Single Member Decision - Not before 12 February 2019						
<b>Not before 12th Feb 2019</b> Homes England: Funding Agreement for Affordable Housing	<b>Key Decision</b> Seeking delegation to enter into a funding agreement with Home England for the phase 2 affordable housing programme.	Not applicable.		Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a>	Simon Hendey <a href="mailto:simon.hendey@wiltshire.gov.uk">simon.hendey@wiltshire.gov.uk</a>  Simon Hendey (Director - Housing and Commercial)	Open
26 March 2019						
<b>26 Mar 2019</b> Boscombe Down - Future Boscombe Programme (Part II Report)	<b>Key Decision</b> To update members on progress on the programme since the cabinet report of 12 December 2017, and seek delegated authority to proceed with the programme as described in the report.			Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>	Richard Walters <a href="mailto:richard.walters@wiltshire.gov.uk">richard.walters@wiltshire.gov.uk</a>  Tim Martienssen	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>26 Mar 2019</b> Wiltshire Local Plan Review Update</p>	<p><b>Key Decision</b> To update on progress with the Local Plan Review and consider the proposed scale and distribution of housing and employment growth across Wiltshire.</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix, Carolyn Gibson <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>, <a href="mailto:carolyn.gibson@wiltshire.gov.uk">carolyn.gibson@wiltshire.gov.uk</a> Tel: 01225 713472, Tel: 01225 718452</p> <p>Tim Martienssen</p>	<p>Open</p>
<p><b>26 Mar 2019</b> 'Western Gateway' Sub National Transport Body</p>	<p><b>Key Decision</b> To consider the Council's position following the establishment of a Shadow (informal) Sub National Transport Body, and approve steps towards becoming a member of the Statutory (formal) Body.</p>	<p>Consultation not required.</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>26 Mar 2019</b> The Maltings Regeneration Scheme</p>	<p><b>Key Decision</b> To update cabinet on progress on the Maltings Regeneration Scheme, Salisbury, and seek approval of the business case to proceed with delivery.</p>			<p>Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a></p>	<p>Richard Walters, Scott Anderson <a href="mailto:richard.walters@wiltshire.gov.uk">richard.walters@wiltshire.gov.uk</a>, <a href="mailto:scott.anderson@wiltshire.gov.uk">scott.anderson@wiltshire.gov.uk</a></p> <p>Tim Martiensen</p>	<p>Open</p>
<p><b>26 Mar 2019</b> Wiltshire Council's Housing Board Annual Report</p>	<p><b>Non-Key</b> Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.</p>			<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Ian Seeckts <a href="mailto:ian.seeckts@wiltshire.gov.uk">ian.seeckts@wiltshire.gov.uk</a> Tel: 01722 434353</p> <p>Simon Hendey (Director - Housing and Commercial)</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>26 Mar 2019</b> Disposal of Martingate Centre</p>	<p><b>Non-Key</b> A report to consider the disposal of Martingate Centre to the current leaseholder</p>	<p>Key officers will be consulted in the drafting of the report</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>Simon Hendeley (Director - Housing and Commercial)</p>	<p>Open</p>
<p><b>26 Mar 2019</b> Performance Management and Risk Outturn Report: Q3 2018/19</p>	<p><b>Non-Key</b> Provides an update on performance against the stated aims in the council's Business Plan 2017-27. The information provided includes key measures as well as the council's strategic risk register.</p>	<p>Standard</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>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>26 Mar 2019</b> Children's Centre Buildings Consultation</p>	<p><b>Non-Key</b> Agree the outcomes of the children's centre consultation</p>	<p>service users partners public</p> <p>online 8 week consultation 8 January - 4 March 2019 Face to face meeting in each affected children's centre building</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Lucy-Anne Bryant <a href="mailto:lucy-anne.bryant@wiltshire.gov.uk">lucy-anne.bryant@wiltshire.gov.uk</a></p> <p>Helen Jones (Director - Commissioning)</p>	<p>Open</p>
<p>30 April 2019</p>						
<p>14 May 2019</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>14 May 2019</b> Emergency Stopping Places Strategy</p>	<p><b>Key Decision</b> Following 3 July 2018 Cabinet meeting this is to report back on the delivery of the Strategy.</p>	<p>Division members Traveller community Internal departments Consultation with traveller community and Friends, Families and Travellers Division member briefing</p>		<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix, Carolyn Gibson <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>, <a href="mailto:carolyn.gibson@wiltshire.gov.uk">carolyn.gibson@wiltshire.gov.uk</a> Tel: 01225 713472, Tel: 01225 718452  Tim Martienssen</p>	<p>Open</p>