

## **CABINET FORWARD WORK PLAN**

1 JUNE 2019 TO 30 SEPTEMBER 2019

Published on 10 May 2019

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## **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 and interim - adult social care, public health and protection
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 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
11 June 2019						
<b>11 Jun 2019</b> Award of the New Highways Term Consultancy Contract	<b>Key Decision</b> Cabinet approval for the award of the New Highways Term Consultancy Contract in accordance with procurement rules.	The Councils Legal and Procurement teams, officers from Highways and transport and other services who may have an interest in using the new consultancy contract, and other consultancy companies. In preparing to go out to tender for the new highways term consultancy contract, consultation was carried out with officers within the Highways and Transport Service and other services who may have an interest in using the consultancy service in order to scope the requirements of the new contract. Soft market testing was also conducted through conversations with Consultancy companies to establish a basis of how the new contract would operate.		Cllr Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@wiltshire.gov.uk</a>	Steve Cross <a href="mailto:steve.cross@wiltshire.gov.uk">steve.cross@wiltshire.gov.uk</a>  Parvis Khansari	Part exempt

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<b>11 Jun 2019</b> Disposal Programme	<b>Key Decision</b> Update to Cabinet on the disposal programme for 2019/20 and 2020/21, including declaration of sites as surplus	Elected members will be consulted prior to options being considered for each site, except those that are already advanced to marketing of the site		Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Mike Dawson <a href="mailto:mike.dawson@wiltshire.gov.uk">mike.dawson@wiltshire.gov.uk</a>  Simon Hendeley (Director - Housing and Commercial)	Open
<b>11 Jun 2019</b> Acquisition of Operational Asset	<b>Key Decision</b> To seek approval from cabinet to procure accommodation to meet a variety of service needs, and enable rationalisation of the Council's estate.	N/A		Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Paul Redford <a href="mailto:Paul.Redford@wiltshire.gov.uk">Paul.Redford@wiltshire.gov.uk</a>  Helean Hughes (Director - Education and Skills)	Part Exempt
<b>11 Jun 2019</b> Revenue and Capital Budget Monitoring Outturn 2018/2019	<b>Non-Key</b> Revenue and Capital Budget Monitoring Outturn 2018/2019	O&S, audit committee		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244  Becky Hellard <a href="mailto:becky.hellard@wiltshire.gov.uk">becky.hellard@wiltshire.gov.uk</a>	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>11 Jun 2019</b> Treasury Management Outturn 2018/19</p>	<p><b>Non-Key</b> Outturn position on Treasury Management</p>	<p>CLT Overview &amp; scrutiny</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>11 Jun 2019</b> Performance Management and Risk Outturn Report: Q4 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@wilts-hire.gov.uk">toby.eliot@wilts-hire.gov.uk</a> Tel: 01225 713886  Robin Townsend</p>	<p>Open</p>
<p><b>11 Jun 2019</b> Partnership Working Framework</p>	<p><b>Non-Key</b> To agree the council's Partnership Working Framework</p>	<p>via Audit Committee and full council on the removal of protocol 8</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>David Bowater <a href="mailto:david.bowater@wiltshire.gov.uk">david.bowater@wiltshire.gov.uk</a>  Ian Gibbons, 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
<b>11 Jun 2019</b> Local Code of Corporate Governance	<b>Non-Key</b> To propose a new Local Code of Corporate Governance for agreement by full council	via Audit Committee		Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a>	David Bowater <a href="mailto:david.bowater@wiltshire.gov.uk">david.bowater@wiltshire.gov.uk</a>  Ian Gibbons	Open
2 July 2019						
<b>2 Jul 2019</b> Emergency Stopping Places Strategy	<b>Key Decision</b> Following 3 July 2018 Cabinet meeting this is to report back on the delivery of the Strategy.	Division members Traveller community Internal departments Consultation with traveller community and Friends, Families and Travellers Division member briefing		Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	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	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>2 Jul 2019</b> Wiltshire Council Equality &amp; Inclusion Annual Report 2019 and Objectives 2019-22</p>	<p><b>Key Decision</b> For Cabinet to note the achievements of Wiltshire Council in meeting the Public Sector Equality Duty For Cabinet to agree the new objectives and action plan for 2019-22</p>	<p>None</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Emily Higson <a href="mailto:emily.higson@wiltshire.gov.uk">emily.higson@wiltshire.gov.uk</a> Tel: 01225 713990</p> <p>Robin Townsend</p>	<p>Open</p>
<p><b>2 Jul 2019</b> Wiltshire Air Quality Strategy</p>	<p><b>Key Decision</b> Refreshed version of the strategy for 2019-2024</p>	<p>Environment Select Committee and Health &amp; Wellbeing Board</p>		<p>Cllr John Thomson <a href="mailto:john.thomson@wiltshire.gov.uk">john.thomson@wiltshire.gov.uk</a></p>	<p>John Carter <a href="mailto:john.carter@wiltshire.gov.uk">john.carter@wiltshire.gov.uk</a> Tel: 01225 776655</p> <p>Tracy Daszkiewicz (Director - Public Health)</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
<b>2 Jul 2019</b> Disposal of Martingate Centre	<b>Non-Key</b> A report to consider the disposal of Martingate Centre to the current leaseholder	Key officers will be consulted in the drafting of the report		Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Mike Dawson <a href="mailto:mike.dawson@wiltshire.gov.uk">mike.dawson@wiltshire.gov.uk</a>  Simon Hendeley (Director - Housing and Commercial)	Open
<b>2 Jul 2019</b> Financial Management System	<b>Non-Key</b> Report on the review of the financial management system	update report		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Becky Hellard <a href="mailto:becky.hellard@wiltshire.gov.uk">becky.hellard@wiltshire.gov.uk</a>  Becky Hellard	Open
23 July 2019						
17 September 2019						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>17 Sep 2019</b> Homeless Strategy</p>	<p><b>Key Decision</b> For Cabinet to consider and recommend to Full Council the approval of our 5 year Homeless Strategy</p>	<p>Staff Housing Providers Support providers (Health and Housing) Voluntary Sector All agencies involved with homeless clients CAB / Police / Wiltshire Fire &amp; Rescue service Health professionals Informal consultation process Dec 18 ESC and Homeless scrutiny task and finish group Formal consultation Feb 19 - April 19 Attendance at various housing meetings</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Nicole Smith <a href="mailto:nicole.smith@wiltshire.gov.uk">nicole.smith@wiltshire.gov.uk</a> Tel: 01249 706567</p> <p>Simon Hendeley (Director - Housing and Commercial)</p>	<p>Open</p>
<p><b>17 Sep 2019</b> Extra Care and Housing Related Support Services</p>	<p><b>Key Decision</b> To present options for the commissioning of Extra Care and Housing Related Support Services.</p>	<p>. Health Select Committee, Cabinet member for Adult Social Care, Public Health and Public Protection, Housing Providers, Service Providers and Tenants</p>		<p>Cllr John Thomson <a href="mailto:john.thomson@wiltshire.gov.uk">john.thomson@wiltshire.gov.uk</a></p>	<p>Sue Geary <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a> Tel: 01225 713922</p> <p>Helen Jones (Director - Joint Commissioning)</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>17 Sep 2019</b> Intermediate Care Bed Service</p>	<p><b>Key Decision</b> seek approval to tender for the Intermediate Care Bed Service beyond 2020</p>	<p>Providers, service users, stakeholders. Glenesk have already conducted some elements of service review, which will be included. service review to be conducted prior to report process, this will include partners, stake holders and service users</p>		<p>Cllr John Thomson <a href="mailto:john.thomson@wiltshire.gov.uk">john.thomson@wiltshire.gov.uk</a></p>	<p>Deborah Elliott, Sue Geary <a href="mailto:deborah.elliott@wiltshire.gov.uk">deborah.elliott@wiltshire.gov.uk</a>, <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a> Tel: 01225 713922</p> <p>Helen Jones (Director - Joint Commissioning)</p>	<p>Open</p>
<p><b>17 Sep 2019</b> Revenue and Capital Budget Monitoring Period 4 2019/20</p>	<p><b>Non-Key</b> budget monitoring update</p>	<p>overview &amp; scrutiny</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>17 Sep 2019</b> Budget Monitoring period 4</p>	<p><b>Non-Key</b> Budget Monitoring period 7</p>	<p>Overview and Scrutiny</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>17 Sep 2019</b> Performance Management and Risk Outturn Report: Q1 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@wiltsire.gov.uk">toby.eliot@wiltsire.gov.uk</a> Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>