

CABINET FORWARD WORK PLAN

1 DECEMBER 2023 TO 31 MARCH 2024

Published 13 November 2023

Re-Published 1 December 2023 –

The Safety Valve Agreement report to be considered on 12 December 2023 is now fully exempt due to the financial and business nature of the information contained in the report.

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
Cllr Richard Clewer	Leader of the Council and Cabinet Member responsible for Military-Civilian integration, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing
Cllr Laura Mayes	Deputy Leader of the Council and Cabinet Member responsible for Children’s Services, Education and Skills
Cllr Ian Blair-Pilling	Cabinet Member responsible for Public Health, Leisure, Libraries, FM and Operational Assets
Cllr Nick Botterill	Cabinet Member responsible for Finance, Development Management, Strategic Planning
Cllr Ashley O’Neill	Cabinet Member responsible for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards
Cllr Nick Holder	Cabinet Member responsible for Environment and Climate Change
Cllr Caroline Thomas	Cabinet Member responsible for Transport, Street Scene and Flooding
Cllr Jane Davies	Cabinet Member responsible for Adult Social Care, SEND and Inclusion
Cllr Phil Alford	Cabinet Member responsible for Housing, Strategic Assets, Asset Transfer

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 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
12 December 2023						
12 Dec 2023 Fleet Strategy 2023 - 30	Key Decision Fleet Strategy 2023 - 30	Internal stakeholders, government consultants and neighbouring authority Internal stakeholders, government consultants and neighbouring authority		Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk	Adrian Hampton adrian.hampton@wiltshire.gov.uk Samantha Howell	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>12 Dec 2023 Safety Valve Agreement</p>	<p>Key Decision To approve the draft Safety Valve agreement for submission to the Department for Education. This will set out the financial recovery plan for the High Needs Block of the Dedicated Schools Grant.</p>	<p>This plan has been co-designed with input from parent carers, schools and other partners. This has included surveys and workshops. In advance of Cabinet, officers will seek the endorsement of School's Forum, Wiltshire Parent Carer Council, and Children's Select Committee.</p>		<p>Cllr Jane Davies, Cllr Laura Mayes jane.davies@wiltshire.gov.uk, laura.mayes@wiltshire.gov.uk</p>	<p>Ben Stevens, Liz Williams ben.stevens@wiltshire.gov.uk, liz.williams@wiltshire.gov.uk</p> <p>Helean Hughes and Richard Hanks (Directors - Education & Skills), Lucy Townsend (Corporate Director - People)</p>	<p>Fully 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>12 Dec 2023 Home Upgrade Grant Scheme 2 (HUG2) Procurement</p>	<p>Key Decision The report describes the proposed commissioning and procurement approach for the £3.6M funding HUG2. HUG2 is a grant funding scheme launched by the Department for Energy Security and Net Zero to help Local Authorities to provide energy efficiency upgrades and clean heating systems to low income households. A RoOD was approved during March 20203 for the receipt of the HUG2 funding.</p> <p>Wiltshire Council has been allocated £3,622,500 HUG2 funding to retrofit 175 homes by March 2025. Following completion of these homes in advance of the end of the delivery period, additional funding of up to £7,205,882 can be requested.</p> <p>Cabinet is asked to approve the proposed procurement approach to achieve delivery of the HUG2 funded energy efficiency measures.</p>	<p>N/A N/A</p>		<p>Cllr Nick Holder Nick.Holder@wiltshire.gov.uk</p>	<p>Stacy Sheppard stacy.sheppard@wiltshire.gov.uk</p> <p>Sarah Valdus (Director - Environment)</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>12 Dec 2023 Setting of the Council Tax Base for 2024/25</p>	<p>Key Decision To set the council tax base.</p>	<p>Police, Fire, Voluntary Sector, Town and Parish Councils, stakeholders including customers and staff The report seeks agreement to begin a 12 week proposal on changes to the council tax reduction scheme.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Ian P Brown ianp.brown@wiltshire.gov.uk Tel: 01225 716701 Lizzie Watkin (Director - Finance and Procurement)</p>	<p>Open</p>
<p>12 Dec 2023 Provision of Education for Learner with Social, Emotional and Mental Health Needs</p>	<p>Key Decision Wiltshire Council have acquired two settings for the provision of education to children and young people with SEND. It is the intended that these services will be provided by a third party educational provider following a full tender process. Cabinet is asked to agree to delegate responsibilities for the tendering and appointment of a provider to deliver this service.</p>	<p>Consultation has taken place with members, potential providers, and parents and carers to ascertain how best to support these children and young people. These have been in the format of member briefings, Market Engagement Events and parent carer forums.</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Kai Muxlow Helean Hughes and Richard Hanks (Directors - Education & Skills)</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>12 Dec 2023 Disposals Programme Update</p>	<p>Non-Key This report sets out performance over the last year and forecast receipts from disposals for the next financial year. The report further seeks approval to declare specific sites surplus</p>	<p>Heads of Services. - Specific legal and financial consultation. Asset Gateway and Capital Programme Board Consultation will take place in line with the surplus asset process and through the Asset Gateway and Capital Programme Board.</p>		<p>Cllr Phil Alford Phil.Alford@wiltshire.gov.uk</p>	<p>Robert Scott Robert.Scott@wiltshire.gov.uk Andy Brown</p>	<p>Open</p>
<p>January 2024</p>						
<p>16 Jan 2024 Wiltshire Design Guide: Final Draft for Adoption as a Supplementary Planning Guidance</p>	<p>Key Decision Wiltshire Council has produced a draft Wiltshire Design Guide which, once adopted, will be used to ensure that developments in Wiltshire are consistently of a high-quality design. The final version has been through public consultation ahead of consideration by Cabinet and Council.</p>	<p>external public including duty to cooperate, statutory consultees, community and specialist interest groups Statutory consultation under the Town and Country Planning (Local Planning) (England) Regulations 2012 (part 5 regulations 11 to 16) Planning and Compulsory Purchase Act 2004. This set out that the council was consulting on the draft Wiltshire Design Guide with the intension that it will become a supplementary planning document (SPD) in support of Core Policy 57.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lynn Trigwell Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 718479 Sarah Valdus (Director - Environment)</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>16 Jan 2024 Revised Nutrient Neutrality Strategy to manage phosphorus in the River Avon Special Area of Conservation and Setting the Price for the Council-led Scheme</p>	<p>Key Decision The council has a strategic mitigation solution for Phosphorus arising from development in the Hampshire Avon catchment SAC. Further funding of £850,000 from CIL is requested to enable permissions already granted to remain phosphorus neutral for the minimum 80 years required by habitat regulations.</p>	<p>Cabinet Member for Finance, Development Management and Strategic Planning Internal Cabinet Members</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lynn Trigwell Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Open</p>
<p>16 Jan 2024 Advocacy Contract Retender</p>	<p>Key Decision Main Advocacy contract for statutory and generic services. 01/07/2020-03/06/2024 total contract value £1,623,774.00 This is jointly funded by the Council and ICB.</p> <p>Advocacy support for DOLS & Community DOLS 01/01/2023-30/06/2024 total contract value £177,468.00 This is funded by IBCF.</p>	<p>More information to follow</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Victoria Bayley</p> <p>Alison Elliott (Director - 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>16 Jan 2024 Various Sites. Appropriation of Property Assets held in the General Fund into the Housing Revenue Account and the appropriation of property out of the Account into the General Fund.</p>	<p>Non-Key The Council has a number of property assets where a decision has been made to bring forward affordable housing and it is proposed that they now be appropriated to, and held in, the Housing Revenue Account (HRA).</p> <p>There are other sites, currently held in the HRA but being used, or proposed for use, for service provision, which requires them to be appropriated into the General Fund</p> <p>An accounting adjustment is required to deal with the movements of property assets in to/out of what is a statutorily ring-fenced account.</p>	<p>Standard consultees and relevant council officers. This report is procedural only and therefore consultation will be limited to relevant Council officers.</p>		<p>Cllr Phil Alford Phil.Alford@wiltsire.gov.uk</p>	<p>Robert Scott Robert.Scott@wiltshire.gov.uk</p> <p>James Barrahan (Director - Assets)</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
16 Jan 2024 Appropriation of Land for Planning Purposes	Non-Key Report to appropriate the land for planning purposes to enable development of the site	The planning process will have included consultation with local elected member and stakeholders, but the technical reason for the report will be explained to relevant parties (including the local elected member)		Cllr Phil Alford Phil.Alford@wiltshire.gov.uk	Mark Hunnybun mark.hunnybun@wiltshire.gov.uk James Barraah (Director - Assets)	Open
February 2024						
6 Feb 2024 Financial Year 2023/24 - Quarter Three Revenue Budget Monitoring	Non-Key Quarterly Revenue Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open
6 Feb 2024 Financial Year 2023/24 - Quarter Three Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
6 Feb 2024 Corporate Performance and Risk Report 2023/24 Q3	Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Oversight and Scrutiny are invited to review the report.		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Martin Nicholls, Catherine Pink martin.nicholls@wiltshire.gov.uk , catherine.pink@wiltshire.gov.uk Perry Holmes	Open
6 Feb 2024 School Admissions Policies 2025-2026	Non-Key Statutory annual report	As outlined in the School Admissions Code		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010 Helean Hughes and Richard Hanks (Directors - Education & Skills)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>6 Feb 2024 Revised New Forest Mitigation Strategy to manage recreational pressures on the New Forest Protected Sites</p>	<p>Key Decision A strategy is required to mitigate recreational pressures from new development on New Forest protected sites. This report seeks approval of the new mitigation strategy.</p>	<p>This recreational mitigation strategy covers Wiltshire related pressure and is informed by an extensive study lead by the New Forest NP which included interviews, surveys and community engagement.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lynn Trigwell Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</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>6 Feb 2024 Proposed closure of Shalbourne C of E Primary School</p>	<p>Key Decision Cabinet decision required on the proposed closure of Shalbourne C of E Primary School following consultation</p>	<ul style="list-style-type: none"> • Parents of current pupils • Parents of children not yet of school age in the designated area of the school • Staff • Unions • Governors • Salisbury Diocesan Board of Education • West Berkshire and Hampshire Local Authorities • The Local Wiltshire Councillor • The Local M.P. • Wiltshire School Transport Manager • Heads and Chairs of Governors of nearby primary and secondary schools • Excalibur Academies Trust • Nearby pre-schools and nurseries • Shalbourne Parish Council <p>Wiltshire Council widely consulted on the proposal to close Shalbourne C of E School between 20 September 2023 and 20 October 2023. This included the circulation of a consultation document to a number of stakeholders including parents, school staff, governors, neighbouring schools, local pre-schools, the local Councillor and Shalbourne Parish Council. Three consecutive</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Clara Davies clara.davies@wiltshire.gov.uk</p> <p>Helean Hughes and Richard Hanks (Directors - Education & Skills)</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
March 2024						
<p>19 Mar 2024 Household Support Fund 5 2024/25</p>	<p>Key Decision Wiltshire Council was provided with £5,457,313 in 2023/24 of government funding (Department for Work and Pensions). The Fund (known as the Household Support Fund 4) is being provided to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs to help them with significantly rising living costs for the financial year 2023-24. This item is being added to the forward plan so that if the government announce a further round of Household Support Fund late March 2024 this item is already known about. Should no further finding be made available this can be pulled.</p>	<p>The Cabinet member will be updated and any potential partners who will be applying to distribute funding</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Rachel Kent rachel.kent@wiltshire.gov.uk</p> <p>Kate Blackburn (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
<p>19 Mar 2024 Transfer of Local Enterprise Partnership Functions</p>	<p>Non-Key On 4th August, government confirmed that LEP functions (namely business representation, strategic economic planning, and responsibility for the delivery of government programmes where directed) will be transferred to local authorities. This paper is to authorise the Transition Agreement between SWLEP, SBC and WC</p>	<p>N/A N/A</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Victoria Moloney victoria.moloney@wiltshire.gov.uk</p> <p>Parvis Khansari (Corporate Director - Place)</p>	<p>Fully exempt</p>
<p>19 Mar 2024 Gypsies and Travellers Development Plan Document - Publication of Draft Plan for Consultation</p>	<p>Key Decision To consider the draft Gypsies and Travellers Development Plan Document for consultation (Regulation 19 stage).</p>	<p>Consultation undertaken 2021 following Cabinet approval October 2020.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Nic Thomas georgina.clampitt-dix@wiltshire.gov.uk, nic.thomas@wiltshire.gov.uk Tel: 01225 713472,</p> <p>Nic Thomas (Director - Planning)</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>19 Mar 2024 Community Conversations</p>	<p>Non-Key An update to highlight the ongoing work in areas of deprivation across the county using the 'Community Conversations' approach.</p>	<p>Not applicable to update item.</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Kate Blackburn Kate.Blackburn@wiltshire.gov.uk Kate Blackburn (Director - Public Health)</p>	<p>Open</p>