


CABINET FORWARD WORK PLAN

1 JULY 2024 TO 31 OCTOBER 2024

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, Health & Wellbeing, Economic Development, Heritage, Arts and Tourism
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, Communities, Leisure and Libraries
Cllr Nick Botterill	Cabinet Member responsible for Finance, Development Management, Strategic Planning
Cllr Ashley O'Neill	Cabinet Member responsible for Governance, IT, Broadband, Licensing and Staffing
Cllr Nick Holder	Cabinet Member responsible for Highways, 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
Cllr Dominic Muns	Cabinet Member responsible for Waste and Environment
Cllr Tamara Reay	Cabinet Member responsible for Transport and Assets

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
15 July 2024						
15 Jul 2024 Financial Year 2023/24 - Outturn Revenue Budget Monitoring	Non-Key Outturn 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 Tel: 01225 713056 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
<p>15 Jul 2024 Treasury Management Outturn Position 2023/24</p>	<p>Non-Key Final year end financial position for the treasury management 2023/24</p>	<p>n/a</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Leanne Kendrick, Sarah Rose, Sally Self, Marie Taylor, Lizzie Watkin, Liz Williams Leanne.Kendrick@wiltshire.gov.uk, sarah.rose@wiltshire.gov.uk, sally.self@wiltsire.gov.uk, marie.taylor@wiltshire.gov.uk, lizzie.watkin@wiltshire.gov.uk, liz.williams@wiltshire.gov.uk Tel: 01225 712547, Tel: 01225 712555, Tel: 01225 713065, Tel: 01225 712539, Tel: 01225 713056, Tel: 01225 712521</p> <p>Andy Brown</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>15 Jul 2024 Year End Capital Investment Programme Financial Outturn Position 2023/24</p>	<p>Non-Key Final year end financial position for the capital investment programme for the year 2023/24</p>	<p>n/a</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Leanne Kendrick, Sarah Rose, Sally Self, Marie Taylor, Lizzie Watkin, Liz Williams Leanne.Kendrick@wiltshire.gov.uk, sarah.rose@wiltshire.gov.uk, sally.self@wiltsire.gov.uk, marie.taylor@wiltshire.gov.uk, lizzie.watkin@wiltshire.gov.uk, liz.williams@wiltshire.gov.uk Tel: 01225 712547, Tel: 01225 712555, Tel: 01225 713065, Tel: 01225 712539, Tel: 01225 713056, Tel: 01225 712521</p> <p>Andy Brown</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>15 Jul 2024 Gypsies and Travellers Development Plan Document</p>	<p>Key Decision Gypsies and Travellers DPD draft for consultation</p>	<p>Regulation 19 consultation following Full Council consideration</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix georgina.clampitt-dix@wiltshire.gov.uk Tel: 01225 713472</p> <p>Nic Thomas (Director - Planning)</p>	<p>Open</p>
<p>15 Jul 2024 ICB Community Health Service Procurement</p>	<p>Key Decision To ask Cabinet to Approve BCF funding for the ICB Community Health Services Contract. The amount differs from previously submitted paper due to recent and planned service delivery changes.</p>	<p>Consultation has taken place with ICB colleagues. Governance of Better Care Fund spend is overseen by the joint Locality Commissioning Group.</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Alison Elliott alison.elliott@wiltshire.gov.uk Tel: 01225 713138</p> <p>Emma Legg (Director - Adult Social Care)</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>15 Jul 2024 Wiltshire Cultural Strategy</p>	<p>Key Decision Wiltshire Council has not previously developed a Council Cultural Strategy since its formation in 2009. Wiltshire has a rich cultural heritage and this strategy will outline how arts and culture can be used to support economic growth, increase in tourism, mental health and community resilience and help the place shaping agenda.</p>	<p>consultation will take place as part of the development of the strategy</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Tamzin Earley Tamzin.Earley@wiltshire.gov.uk Tel: 01722 434641</p> <p>David Redfern (Director - Leisure, Culture & Communities)</p>	<p>Open</p>
<p>15 Jul 2024 Wiltshire Community Advice and Support Services</p>	<p>Key Decision The contract with the current provider ends in March 2025 and a decision needs to be made if this service should continue.</p>	<p>Monthly project groups have been held with internal stakeholders, Two market engagement sessions and multiple surveys have been circulated to the public.</p>		<p>Cllr Phil Alford, Cllr Ian Blair-Pilling, Cllr Jane Davies, Cllr Ashley O'Neill Phil.Alford@wiltshire.gov.uk, ian.blair-pilling@wiltshire.gov.uk, jane.davies@wiltshire.gov.uk, ashley.oneill@wiltshire.gov.uk</p>	<p>Jason Jackson-Allen jason.jackson-allen@Wiltshire.gov.uk Tel: 01225 713655</p> <p>Lucy Townsend (Corporate Director - People)</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>15 Jul 2024 Disposal Update</p>	<p>Non-Key Summary of disposals and approval to declare sites surplus</p>			Cllr Tamara Reay	<p>Mike Dawson mike.dawson@wiltshire.gov.uk Tel: 01225713250</p> <p>James Barrah (Director - Assets)</p>	Open
<p>15 Jul 2024 Future waste collection service design</p>	<p>Key Decision Decision on design of kerbside waste and recycling collection service, including configuration of waste collection vehicles, for the future waste collection contract.</p>	N/A		Cllr Dominic Muns	<p>Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225718524</p> <p>Sarah Valdus (Director - Environment)</p>	Part exempt
August 2024						
17 September 2024						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>17 Sep 2024 Performance and Risk Report 2024-25 Q1</p>	<p>Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.</p>	<p>Overview and Scrutiny Committee are invited to review the report on 12 September 2024.</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Martin Nicholls martin.nicholls@wiltshire.gov.uk Perry Holmes</p>	<p>Open</p>
<p>17 Sep 2024 Family Group Conferences</p>	<p>Key Decision The future delivery of Family Group Conferences in Wiltshire following the current contract ending on March 31st 2024</p>	<p>stakeholders current service provider</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Lucy-Anne Bryant lucy-anne.bryant@wiltshire.gov.uk Tel: 01225 718068 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>17 Sep 2024 Future waste collection service procurement method</p>	<p>Key Decision Outcome of further research into procurement options for waste collection services (including decision if recommendation is to change procurement method)</p>	<p>N/A</p>		<p>Cllr Dominic Muns</p>	<p>Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225 718524</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Fully exempt</p>
<p>17 Sep 2024 Garden waste composting contract award</p>	<p>Key Decision Decision to award contract for garden waste composting beyond 2026</p>	<p>N/A</p>		<p>Cllr Dominic Muns</p>	<p>Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225 718524</p> <p>Sarah Valdus (Director - Environment)</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>15 Jul 2024 Recommissioning of Children and Young People's Mental Health Services</p>	<p>Key Decision To ensure we meet our statutory responsibilities to provide community mental health services for children and young people from April 2025</p>	<p>Children and Young People Parents and Carers Professionals</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Kai Muxlow kai.muxlow@wiltshire.gov.uk</p> <p>Jen Salter (Director - Families & Children)</p>	<p>Open</p>
<p>17 Sep 2024 Materials Recovery Facility procurement method</p>	<p>Key Decision Outcome of further research into procurement options for Materials Recovery Facility (MRF) services including decision on procurement route</p>	<p>N/A</p>		<p>Cllr Dominic Muns</p>	<p>Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225 718524</p> <p>Sarah Valdus (Director - Environment)</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>17 Sep 2024 Technology Enabled Care - Recommissioning</p>	<p>Key Decision We are requesting delegated authority to go to tender for a TEC service to start in April 2025.</p>	<p>We are working with partners to understand the requirements of a full TEC (including Telecare) service.</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Victoria Bayley victoria.bailey@wiltshire.gov.uk Tel: 01225 713996</p> <p>Alison Elliott (Director - Commissioning)</p>	<p>Open</p>
<p>17 Sep 2024 Air Quality Supplementary Planning Document (SPD)</p>	<p>Non-Key A document that sets out the council's requirements for developers to improve/protect air quality via the development control process. The SPD provides an important mechanism to help us achieve the aims and objectives of our Air Quality Action Plan (AQAP).</p>	<p>Internal consultation took place with key partners in 2022 and 2023. A 6 week public consultation took place from the 24th of July 2023 to the 4th September 2023.</p>		<p>Cllr Dominic Muns</p>	<p>Gary Tomsett, Bret Warren gary.tomsett@wiltshire.gov.uk, brett.warren@wiltshire.gov.uk Tel: 01722 434340,</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>17 Sep 2024 Update on the council's response to the climate emergency</p>	<p>Non-Key To provide an annual update to cabinet and full council on the council's response to the climate emergency. A requirement of the resolution Feb 2019 to report, and amended to annual reporting in Oct 2023.</p>	<p>Internal consultation only</p>		<p>Cllr Dominic Muns</p>	<p>Victoria Burvill victoria.burvill@wiltshire.gov.uk Tel: 01225 713362</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>17 Sep 2024 Adoption of the Local Development Order - Upgrading Septic Tanks and Small Treatment Plants</p>	<p>Key Decision The report seeks to formally adopt the Local Development Order - Upgrading Septic Tanks and Small Treatment Plants that will support improved water quality.</p>	<p>Formal notice of the public consultation was given as follows: WILTSHIRE COUNCIL LOCAL DEVELOPMENT FRAMEWORK NOTICE OF CONSULTATION ON DRAFT LOCAL DEVELOPMENT ORDER – UPGRADING SEPTIC TANKS AND SMALL SEWAGE TREATMENT PLANTS. TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) AND THE TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015 Notice is hereby given that Wiltshire Council is consulting on a Local Development Order – Upgrading Septic Tanks and Small Sewage Treatment Plants. Availability of documents • The draft document will be available on the Wiltshire Council website at: https://consult.wiltshire.gov.uk/kse/ • Hard copies of the draft document will also be made available during normal office hours at the three main Council offices. When to comment: Comments</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Rachel Jones rachel.jones@wiltshire.gov.uk Tel: 01225 718867 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>17 Sep 2024 Wiltshire and Swindon Local Nature Recovery Strategy Update</p>	<p>Non-Key To update on the progress to create the Local Nature Recovery Strategy, set out the stages of consultation and approval and to seek delegated authority to approve the submission of the working draft to supporting authorities for comments.</p>	<p>Stakeholder engagement has been ongoing throughout 2024</p>		<p>Cllr Dominic Muns</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>17 Sep 2024 Wiltshire Playing Pitch Strategy (PPS) Adoption</p>	<p>Key Decision The current Wiltshire Playing Pitch Strategy (PPS) was compiled in 2016 and adopted by Wiltshire Council in February 2017. We have been advised by Sport England this strategy is now out of date.</p> <p>The PPS renewal will give Wiltshire Council a new, up-to-date strategy, data set and strategic framework to provide the necessary robustness and direction to inform decisions affecting the provision of playing pitches (inc. artificial pitches) and ancillary services.</p> <p>The strategy covers the four main playing pitch sports of football, cricket, rugby and hockey, looking at both grass pitches, artificial turf pitches and ancillary services. There are four main parts: -</p> <ol style="list-style-type: none"> 1. Wiltshire Playing Pitch Strategy (PPS): The strategy document. 2. Action Plan: Giving clarity on strategic priorities. 3. Community Area Profiles: 	<p>The PPS renewal is managed and signed off by a Steering Group made up of stakeholders including Sport England, National Governing Bodies of Sport (Inc. RFU, ECB, WCB, FA, FF,EH), Wiltshire Active Partnership and internally LCC, Development Management, Spatial Planning, Education and Public Health Officers. LCC portfolio holder also has joined the Steering Group.</p> <p>The Final signed of (by Steering Group) will be take to place leaders and Environment Select Committee before coming to Cabinet.</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Daniel Geeson Daniel.Geeson@wiltshire.gov.uk</p> <p>Parvis Khansari (Corporate Director - Place), David Redfern (Director - Leisure, Culture & Communities)</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
8 October 2024						
8 Oct 2024 Wiltshire Local Plan	Key Decision Adoption of the Local Plan	Regulation 19 Consultation		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Georgina Clampitt-Dix georgina.clampitt-dix@wiltshire.gov.uk Tel: 01225 713472 Nic Thomas (Director - Planning)	Open
8 Oct 2024 Household Recycling Centre Delivery Plan	Key Decision Decision to adopt a new Household Recycling Centre Delivery Plan	N/A		Cllr Dominic Muns	Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225 718524 Sarah Valdus (Director - Environment)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>8 Oct 2024 Waste collection fleet procurement</p>	<p>Key Decision Decision on the method of acquiring waste collection vehicles when the current fleet reaches end of its operational life</p>	<p>N/A</p>		<p>Cllr Dominic Muns</p>	<p>Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225 718524</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Part exempt</p>
<p>8 Oct 2024 Household Support Fund</p>	<p>Key Decision The purpose of this report is to provide Members with an overview of the Household Support Fund should we be advised of an extension to the Fund post 30 September 2024 and delegate the payment criteria of the grant to the Director, Finance and Procurement (S151 Officer), Corporate Director, People, and the Director, Public Health in consultation with the Cabinet Member for Public Health, Communities, Leisure, and Libraries</p>	<p>Consultation will be made with the Cabinet Member for Public Health, Communities, Leisure, and Libraries and relevant Directors.</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Rachel Kent rachel.kent@wiltshire.gov.uk Tel: 01380 826321</p> <p>Lucy Townsend (Corporate Director - People)</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
8 Oct 2024 Changes to landfill diversion arrangements	Key Decision Decision on changes to the landfill diversion arrangements to facilitate separate food waste collections	N/A		Cllr Dominic Muns	Martin Litherland martin.litherland@wiltshire.gov.uk Tel: 01225 718524 Sarah Valdus (Director - Environment)	Part exempt
8 Oct 2024 Commissioning and Decommissioning of OSJ care homes	Key Decision Seeking approval for the phased decommissioning of the older OSJ care homes and the recommissioning of the newer homes	Consultation has occurred at Exec Board, Commissioning Governance Group, This is not currently in the public domain due to commercial sensitivities but when we are able to we will consult with stakeholders and the public as appropriate.		Cllr Jane Davies jane.davies@wiltshire.gov.uk	Jo Body jo.body@wiltshire.gov.uk Alison Elliott (Director - Commissioning)	Fully exempt

CABINET SHAREHOLDER GROUP						
15 October 2024						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
11 March 2025						