

**CABINET FORWARD WORK PLAN**

1 APRIL 2014 TO 31 JULY 2014

## **Explanatory Note**

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published at the beginning of each month.

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 per cent measured by reference to current expenditure or hours of availability to the public.
3. Any action incurring expenditure or producing savings greater than 20 per cent 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 policy framework.
6. 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 JA Scott	Leader of the Council
Cllr J Thomson	Deputy Leader and Cabinet Member for Highways, Streetscene and Broadband
Cllr D Tonge	Cabinet Member for Finance, Performance, Risk, Procurement and Welfare Reform
Cllr F de Rhé-Philippe	Cabinet Member for Economy, Skills and Transport
Cllr L Mayes	Cabinet Member for Children's Services
Cllr K Humphries	Cabinet Member for Public Health and Protection, Adult Care and Housing
Cllr J Seed	Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding
Cllr T Sturgis	Cabinet Member for Strategic Planning, Development Management, Strategic Housing, Property and Waste
Cllr S Wheeler	Cabinet Member for Hubs, Human Resources, Legal, Democratic Services, Governance, Heritage and Arts


## 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](mailto: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	Officer Contact	To be considered in Private (No, unless otherwise stated)
22 April 2014						
<b>22 Apr 2014</b> Care Bill	To provide Cabinet with details and implications of the Care Act.			Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	James Cawley <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951	
<b>22 Apr 2014</b> DC Leisure Contract (Part II Item)	 To endorse the proposal and confirm delegated authority..	This report includes legal and other Council Officer input.	Notification of a Private Meeting	Cllr Jonathon Seed <a href="mailto:jonathon.seed@wiltshire.gov.uk">jonathon.seed@wiltshire.gov.uk</a>	John Goodall <a href="mailto:john.goodall@wiltshire.gov.uk">john.goodall@wiltshire.gov.uk</a>	Yes
<b>22 Apr 2014</b> Personalisation Policy	 Agree to go out to public consultation on 3 policies (Personalisation, Charging, Eligibility)	Consultation with key stakeholders would lead to a requirement for a key decision	3 draft policy documents	Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	James Cawley <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951	
<b>22 Apr 2014</b> Area Boards Review (Part II Item)	 To update and provide the action plan for evolving the area boards.	This report includes the recommendations of the Overview and Scrutiny Task Group.	O&S recommendations Funding changes and allocations, Action Plan and Notification of Private Meeting	Cllr Jonathon Seed <a href="mailto:jonathon.seed@wiltshire.gov.uk">jonathon.seed@wiltshire.gov.uk</a>	Laurie Bell <a href="mailto:laurie.bell@wiltshire.gov.uk">laurie.bell@wiltshire.gov.uk</a>	Yes

15 May 2015 - Additional Meeting

<p><b>15 May 2014</b> Review of Positive Leisure-Time Activities for Young People</p>	<p> It is clear that the existing model for meeting the council's statutory duty to secure access to positive activities for young people requires review and that there is a need to do things differently, make financial savings, and work in a more innovative way to meet the needs of young people in the future.</p> <p>It is proposed that cabinet reviews how the council meets its statutory duty to secure for young people aged 13-19 access to sufficient positive leisure-time activities which improve their wellbeing, and sufficient facilities for such activities.</p> <p>Cabinet members are invited to consider options for the future provision of positive leisure-time activities for young people.</p>	<p>A thorough consultation with Young People, Staff, Area Boards and Voluntary and Community Sector Services is currently underway. Consultation feedback has been predominantly gathered through SparkSite.</p> <p>Children's Select Committee Scrutiny are meeting with a number of Young People (approximately 15), members involved in the project as well as officers. A task group has been set up, where members and officers attend, questions prepared by Scrutiny for discussion.</p>	<p>Equalities Impact Assessment, Risk Register, Consultation Feedback</p>	<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Terence Herbert <a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a></p>	
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20 May 2014

<b>20 May 2014</b> Performance Management Report	Update on Performance			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Robin Townsend <a href="mailto:robin.townsend@wiltshire.gov.uk">robin.townsend@wiltshire.gov.uk</a>	
<b>20 May 2014</b> City of Salisbury, Milford Hill, Britford and Old Manor Hospital Conservation Area Appraisals	 To request Cabinet endorse the de-designation of Salisbury Conservation Area and the re-designation of four separate conservation areas.	Public consultation and Southern Area Committee	Paper to Southern Area Committee, minute of above meeting, list of consultees, link to the appraisals on the web	Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a>	Alistair Cunningham <a href="mailto:alistair.cunningham@wiltshire.gov.uk">alistair.cunningham@wiltshire.gov.uk</a> Tel: 01225 713203	
17 June 2014						
<b>17 Jun 2014</b> Adoption Agency Six Month Report	The purpose of the report is to ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.			Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Terence Herbert <a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a>	

<b>17 Jun 2014</b> Revenue Outturn 2013/2014	To advise cabinet of the revenue outturn position for financial year 2013/2014.			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a>	
<b>17 Jun 2014</b> Annual Report on Treasury Management 2013-14	To provide an update on the Treasury Management outturn for the financial year 2013/14 and then forwarded on to Council.	Corporate Leadership Team		Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a>	
<b>17 Jun 2014</b> ***Securing Sufficient Childcare (Details awaited)						
22 July 2014						
<b>22 Jul 2014</b> Annual Governance Statement	To consider the draft Annual Governance Statement 2013/14 before final approval is sought from the Audit Committee.	Assurance Group, Corporate Leadership Team, Audit Committee and KPMG.		Cllr Stuart Wheeler <a href="mailto:stuart.wheeler@wiltshire.gov.uk">stuart.wheeler@wiltshire.gov.uk</a>	Ian Gibbons <a href="mailto:ian.gibbons@wiltshire.gov.uk">ian.gibbons@wiltshire.gov.uk</a> Tel: 01225 713052	