


# **CABINET FORWARD WORK PLAN**

1 NOVEMBER 2021 TO 28 FEBRUARY 2022

## **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>
Cllr Richard Clewer	Leader of the Council and Cabinet Member responsible for MCI, 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 Leisure, Libraries, Governance, FM and Operational Assets
Cllr Nick Botterill	Cabinet Member responsible for Development Management, Strategic Planning and Climate Change
Cllr Pauline Church	Cabinet Member responsible for Finance & Procurement, Commissioning, IT, Digital and Commercialisation
Cllr Ashley O’Neill	Cabinet Member responsible for Public Health, Public Protection, Licensing, Staffing, Communities and Area Boards
Cllr Mark McClelland	Cabinet Member responsible for Transport, Waste, Street Scene and Flooding
Cllr Jane Davies	Cabinet Member responsible for Adult Social Care, SEND and Transition, 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](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
30 November 2021 - To be published on 1 November 2021						
<b>30 Nov 2021</b> Financial Year 2021/2022 - Quarter Two Revenue Budget Monitoring	<b>Non-Key</b> Financial Year 2021/2022 - Quarter Two Revenue Budget Monitoring	N/A		Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>	Andy Brown, Lizzie Watkin <a href="mailto:andy.brown@wiltshire.gov.uk">andy.brown@wiltshire.gov.uk</a> , <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a>  Andy Brown	Open
<b>30 Nov 2021</b> Financial Year 2021/2022 - Quarter Two Capital Budget Monitoring	<b>Non-Key</b> Financial Year 2021/2022 - Quarter Two Capital Budget Monitoring	N/A		Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>	Andy Brown, Leanne Sykes, Lizzie Watkin <a href="mailto:andy.brown@wiltshire.gov.uk">andy.brown@wiltshire.gov.uk</a> , <a href="mailto:leanne.sykes@wiltshire.gov.uk">leanne.sykes@wiltshire.gov.uk</a> , <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a>  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
<b>30 Nov 2021</b> Financial Year 2021/2022 - Mid-year Treasury Management Review	<b>Non-Key</b> Financial Year 2021/2022 - Mid-year Treasury Management Review	N/A		Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>	Andy Brown, Lizzie Watkin <a href="mailto:andy.brown@wiltshire.gov.uk">andy.brown@wiltshire.gov.uk</a> , <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a>  Andy Brown	Open
<b>30 Nov 2021</b> Disposal Programme Update	<b>Key Decision</b> Update on the disposal of assets and giving consideration to other assets being declared surplus and available for review	Consultation will be through officers and Cabinet Member, although local elected members may be advised once the report has been drafted and before publishing		Cllr Phil Alford <a href="mailto:Phil.Alford@wiltsire.gov.uk">Phil.Alford@wiltsire.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

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>30 Nov 2021</b> Procurement of the planned and reactive maintenance contracts for housing and general fund assets</p>	<p><b>Key Decision</b> procurement of the planned and reactive maintenance contracts required to operate and maintain the council's general fund and housing property estates.</p>	<p>Relevant Cabinet Members Housing Board</p>		<p>Cllr Phil Alford, Cllr Ian Blair-Pilling <a href="mailto:Phil.Alford@wiltshire.gov.uk">Phil.Alford@wiltshire.gov.uk</a>, <a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>	<p>Vincent Albano, Richard Hamer <a href="mailto:vincent.albano@wiltshire.gov.uk">vincent.albano@wiltshire.gov.uk</a>, <a href="mailto:richard.hamer@wiltshire.gov.uk">richard.hamer@wiltshire.gov.uk</a> Tel: 01225 756198,  Simon Hendey (Director - Housing and Commercial)</p>	<p>Open</p>
<p><b>30 Nov 2021</b> A350 Melksham Bypass</p>	<p><b>Key Decision</b> Report on the outcome of the public consultation on the A350 Melksham Bypass scheme</p>	<p>Public, town and parish councils and other organisations Second public consultation undertaken on the proposals between 23rd June and 8th August 2021</p>		<p>Cllr Dr Mark McClelland <a href="mailto:mark.mcclelland@wiltshire.gov.uk">mark.mcclelland@wiltshire.gov.uk</a></p>	<p>Peter Binley <a href="mailto:peter.binley@wiltshire.gov.uk">peter.binley@wiltshire.gov.uk</a> Tel: 01225 713412  Parvis Khansari</p>	<p>Open</p>
<p>14 December 2021 - To be published on 12 November 2021</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 Dec 2021</b> Wiltshire Council Adoption Service 2020-2021 End of Year Report</p>	<p><b>Non-Key</b> Annual review of the services function in relation to Adoption and performance against the Adoption Scorecard.</p>	<p>N/A</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Netty Lee, Jen Salter <a href="mailto:netty.lee@wiltshire.gov.uk">netty.lee@wiltshire.gov.uk</a>, <a href="mailto:jen.salter@wiltshire.gov.uk">jen.salter@wiltshire.gov.uk</a></p> <p>Martin Davis (Director - Families and Children)</p>	<p>Open</p>
<p><b>14 Dec 2021</b> Adoption West Contract Extension</p>	<p><b>Key Decision</b> Adoption West (AW) commenced operation on 01 March 2019. The contractual arrangements and commissioning agreement come to an end on 28 February 2022. This paper seeks approval to extend the arrangements for a further five years until 28 February 2027.</p>	<p>Cabinet.</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Jen Salter <a href="mailto:jen.salter@wiltshire.gov.uk">jen.salter@wiltshire.gov.uk</a></p> <p>Martin Davis (Director - Families and Children)</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>14 Dec 2021</b> Care Homes Block Contract Procurement</p>	<p><b>Key Decision</b> Purchase of block contracted care home beds on the Wiltshire Care Homes Alliance (WCHA).</p>	<p>Chair &amp; Vice Chair - Health Select Committee Chair - Financial Planning Task Group Briefing to: Chair &amp; Vice Chair - Health Select Committee Chair - Financial Planning Task Group</p>		<p>Cllr Pauline Church, Cllr Jane Davies <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>, <a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a></p>	<p>Vincent Edwards  Helen Jones (Director - Joint Commissioning)</p>	<p>Open</p>
<p><b>14 Dec 2021</b> Home from Hospital</p>	<p><b>Key Decision</b> To seek cabinet's approval to re-tender for a Home from Hospital type service, supporting the hospital discharge process across B&amp;NES, Swindon and Wiltshire</p>	<p>Locality Commissioning Group (LCG) have been consulted &amp; gave their approval on 27/10/2021 for the service to be re-tendered</p>		<p>Cllr Pauline Church, Cllr Jane Davies <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>, <a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a></p>	<p>Vincent Edwards, Rebecca Lockwood-Norris <a href="mailto:rebecca.lockwood@wiltshire.gov.uk">rebecca.lockwood@wiltshire.gov.uk</a> <a href="mailto:odnorris@wiltshire.gov.uk">odnorris@wiltshire.gov.uk</a>  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>14 Dec 2021</b> Procurement of Microsoft Licencing and Support</p>	<p><b>Key Decision</b> Microsoft licensing and support is obtained through an enterprise agreement which comes to an end in June 2022. This report seeks agreement to re-procure and award a contract with a licence reseller and to continue to directly purchase support from Microsoft.</p>	<p>Consultation with Cabinet</p>		<p>Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a></p>	<p>Mike Ibbitson  Ian Robinson (Director - Digital, Data and Technology)</p>	<p>Open</p>
<p><b>14 Dec 2021</b> Integrated Urgent Care (IUC) Contract Extension</p>	<p><b>Key Decision</b> To provide main considerations and seek approval to extend the IUC contract and aligned services under the single contract across the Bath and North East Somerset, Swindon and Wiltshire Sustainability and Transformation Plan</p>	<p>Wiltshire Locality Commissioning Group (formerly JCB) will be consulted on the proposals at their meeting on the 27th November</p>		<p>Cllr Jane Davies <a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a></p>	<p>Jessica Mitchell, melanie nicolaou <a href="mailto:jessica.mitchell@wiltshire.gov.uk">jessica.mitchell@wiltshire.gov.uk</a>,  Helen Jones (Director - Joint Commissioning)</p>	<p>Part exempt</p>
<p>11 January 2022 - to be published on 10 December 2021</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>11 Jan 2022</b> New Term Highways Maintenance Contract</p>	<p><b>Key Decision</b> Approval to tender for a replacement Term Highways Maintenance Contract to commence when the current contract ends</p>	<p>A steering group has been established and includes the key consultees necessary for the procurement process. The steering group will also provide updates to the Place Board</p>		<p>Cllr Dr Mark McClelland <a href="mailto:mark.mcclelland@wiltshire.gov.uk">mark.mcclelland@wiltshire.gov.uk</a></p>	<p>Steve Cross, Dave Thomas <a href="mailto:steve.cross@wiltshire.gov.uk">steve.cross@wiltshire.gov.uk</a>, <a href="mailto:dave.thomas@wiltshire.gov.uk">dave.thomas@wiltshire.gov.uk</a>  Parvis Khansari</p>	<p>Open</p>
<p><b>11 Jan 2022</b> Wiltshire's Children's Community Health Services future delivery model</p>	<p><b>Key Decision</b> To agree the preferred option for the tender of Children's Community Health Services (including Public Health Nursing Services).</p>	<p>Stakeholder events and surveys involved: service users (parents, children and young people) / CCG commissioners / partner agencies (LA, health, voluntary sector) interfacing 0-5 and 5-19 PHN services A series of stakeholder events and surveys have taken place with key partners and service users to inform the future PHNS. Key themes will be considered when appraising the options.</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Sally Johnson <a href="mailto:sally.johnson@wiltshire.gov.uk">sally.johnson@wiltshire.gov.uk</a>  Helen Jones (Director - Joint Commissioning)</p>	<p>Open</p>
<p>1 February 2022 - To be published on 31 December 2021</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>1 Feb 2022</b> School Capital Programme 2022 to 2025</p>	<p><b>Key Decision</b> To provide an update on the Schools Capital Programme approved in 2021 and seek approval for new schemes to address the condition of maintained schools and expansion of mainstream schools.</p>	<p>The School Places Plan is subject to consultation with all stakeholders, including schools, the public and councillors. The School Places Plan is subject to consultation with all stakeholders, including schools, the public and councillors.</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 (Director - Education and Skills)</p>	<p>Open</p>
<p><b>1 Feb 2022</b> Draft Wiltshire Green and Blue Infrastructure Strategy</p>	<p><b>Key Decision</b> To approve the Draft Wiltshire Green and Blue Infrastructure Strategy for consultation.</p>	<p>Consultation will be undertaken on the draft Wiltshire Green and Blue Infrastructure Strategy. Engagement has been undertaken with partners and stakeholders in developing the Strategy.</p>		<p>Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix, Lynn Trigwell <a href="mailto:georgina.clampitt@wiltshire.gov.uk">georgina.clampitt@wiltshire.gov.uk</a>, <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> Tel: 01225 713472, Tel: 01225 718479</p> <p>Sam Fox (Corporate Director - Place)</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>1 Feb 2022</b> Climate Strategy and update on council's response to the climate emergency</p>	<p><b>Key Decision</b> Final climate strategy for approval following extensive consultation in Sept-October 2021; six monthly progress update on tackling the climate emergency</p>	<p>Extensive public consultation on the climate strategy took place in Sept-October 2021</p>		<p>Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Ariane Crampton, Louisa Haines <a href="mailto:ariane.crampton@wiltshire.gov.uk">ariane.crampton@wiltshire.gov.uk</a>, <a href="mailto:Louisa.Haines@wiltshire.gov.uk">Louisa.Haines@wiltshire.gov.uk</a> Tel: 01225 718463,  Sam Fox (Corporate Director - Place)</p>	<p>Open</p>
<p><b>1 Feb 2022</b> Admission Arrangements and Co-ordinated Scheme 2023/24</p>	<p><b>Non-Key</b> To determined the admission arrangements and co-ordinated schemes following consultation. This is an annual statutory requirement which must be signed off by Cabinet by 28/02/2022</p>	<p>Consultation to take place for six weeks between 1/11/2021 and 31/01/2022.</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 (Director - Education and Skills)</p>	<p>Open</p>

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