

CABINET FORWARD WORK PLAN


1 SEPTEMBER 2024 TO 31 DECEMBER 2024

Published on 19 August 2024

Republished on 23 August 2024 – to include the Local Transport Plan for October 2024 and the Air Quality Supplementary Planning Document moving to December 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
September 2024						
17 Sep 2024 Financial Year 2024/25 - Quarter One Revenue Budget Monitoring	Non-Key Quarterly Revenue Budget Monitoring report for financial year 2024/25	Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Tel: 01225 713056 Andy Brown	Open
17 Sep 2024 Financial Year 2024/25 - Quarter One Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2024/25	Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Tel: 01225 713056 Andy Brown	Open
17 Sep 2024 Performance and Risk Report 2024/25 Quarter One	Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Overview and Scrutiny Committee are invited to review the report on 12 September 2024.		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Martin Nicholls martin.nicholls@wiltshire.gov.uk Perry Holmes	Open

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 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</p> <p>Alison Elliott (Director - Commissioning)</p>	<p>Open</p>
<p>17 Sep 2024 SEND AP and Inclusion Strategy 2024-2029</p>	<p>Key Decision The SEND AP and Inclusion Strategy sets out the Local Area strategic approach to supporting children, young people, parents and carers with additional needs.</p>	<p>Extensive consultation and co-production has been undertaken in the development of the strategy</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Kai Muxlow kai.muxlow@wiltshire.gov.uk</p> <p>Kathryn Davis (Director - 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
17 Sep 2024 ICB Community Health Service Procurement	Key Decision To ask Cabinet to Approve BCF funding for the ICB Community Health Services Contract.	Consultation has taken place with ICB colleagues. Governance of Better Care Fund spend is overseen by the joint Locality Commissioning Group.		Cllr Jane Davies jane.davies@wiltshire.gov.uk	Alison Elliott alison.elliott@wiltshire.gov.uk Tel: 01225 713138 Emma Legg (Director - Adult Social Care)	Open
17 Sep 2024 Update on the council's response to the Climate Emergency	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.	Internal consultation only		Cllr Dominic Muns	Victoria Burvill victoria.burvill@wiltshire.gov.uk Tel: 01225 713362 Sarah Valdus (Director - Environment)	Open
Cabinet Member Delegated Decision						

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</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
October 2024						
8 Oct 2024 Wiltshire Local Plan Review - Submission of Draft 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 Recommissioning of Children and Young People's Mental Health Services	Key Decision To ensure we meet our statutory responsibilities to provide community mental health services for children and young people from April 2025	Children and Young People Parents and Carers Professionals		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Kai Muxlow kai.muxlow@wiltshire.gov.uk Jen Salter (Director - Families & Children)	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 Local Transport Plan</p>	<p>Key Decision The draft LTP (LTP4) will set out how the council plans and provides transport for residents, businesses and visitors in accordance with its Business Plan priorities</p>	<p>Public consultation will take place prior to formal adoption of any finalised Local Transport Plan</p>		<p>Cllr Tamara Reay</p>	<p>Simon Lymn simon.lymn@wiltshire.gov.uk</p> <p>Samantha Howell</p>	<p>Open</p>
<p>8 Oct 2024 Telecare Service 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>

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 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
<p>8 Oct 2024 Wiltshire Council Annual Adoption Service 2023-2024 Year End Report</p>	<p>Non-Key It is requested that this report is approved and the contents of it are considered against the Corporate Parenting Strategic Priorities for children in care to have a loving home, good relationships, and be respected</p>	<p>N/A</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Netty Lee, Pier Pritchard netty.lee@wiltshire.gov.uk, pier.pritchard@wiltshire.gov.uk Tel: 01380 826251, Tel: 01722 438142</p> <p>Jen Salter (Director - Families & Children)</p>	<p>Open</p>
<p>8 Oct 2024 Returning Officer Fees and Charges</p>	<p>Non-Key Review and update of the current 2021 Returning Officer fees and charges scheme of rates payable for election duties</p>	<p>HR, Finance, Chief Executive, Cabinet Member</p>		<p>Cllr Ashley O'Neill ashley.oneill@wiltshire.gov.uk</p>	<p>Ceri Tocock ceri.tocock@wiltshire.gov.uk Tel: 01225 713438</p> <p>Perry Holmes</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>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>Vacant (Corporate Director - People)</p>	<p>Open</p>
<p>8 Oct 2024 Recommissioning of Speech and Language Therapy Service</p>	<p>Key Decision Commissioning of service to delivery speech and language therapy service to schools</p>	<p>Consultation and Engagement underway with all stakeholders</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Kai Muxlow kai.muxlow@wiltshire.gov.uk</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
8 Oct 2024 Commissioning of Adults Care Homes Post 2025	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)	Part exempt
November 2024						
19 Nov 2024 Financial Year 2024/25 - Quarter Two Revenue Budget Monitoring	Non-Key Quarterly Revenue Budget Monitoring report for financial year 2024/25	Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Tel: 01225 713056 Andy Brown	Open
19 Nov 2024 Financial Year 2024/25 - Quarter Two Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2024/25	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>19 Nov 2024 Mid Year Treasury Management Review 2024/25</p>	<p>Non-Key Mid year Treasury Management performance report for the financial year 2024/25</p>	<p>None</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Tel: 01225 713056</p> <p>Andy Brown</p>	<p>Open</p>
<p>19 Nov 2024 Performance and Risk Report 2024-25 Quarter Two</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 27 November 2024.</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Martin Nicholls martin.nicholls@wiltshire.gov.uk</p> <p>Perry Holmes</p>	<p>Open</p>
<p>19 Nov 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>	<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>19 Nov 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>
<p>19 Nov 2024 Revised Trowbridge Bat Mitigation Strategy Supplementary Planning Document - Draft for Public Consultation.</p>	<p>Key Decision To approve for public consultation a revised bat mitigation strategy which has the objective of addressing impacts on bat habitat in and around Trowbridge and Westbury that is functionally and demographically linked to the Bath and Bradford-on-Avon Bats SAC.</p>	<p>Pre Public consultation report. ESC on 7th Nov 2024</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
19 Nov 2024 Procurement of new term highways surface-dressings and micro asphalt contract and traffic signals contracts	Key Decision Approval to invite tenders for a new Surface Dressing and Micro Asphalt Term Surfacing Contract. And a new Term Traffic Signals Maintenance Contract.	Consultation between the Service Area and Procurement teams		Cllr Nick Holder Nick.Holder@wiltshire.gov.uk	Steve Cross, Dave Thomas steve.cross@wiltshire.gov.uk , dave.thomas@wiltshire.gov.uk Tel: 01380 826360, Tel: 01225 713312 Samantha Howell	Open

CABINET SHAREHOLDER GROUP						
October 2024						