

**CABINET FORWARD WORK PLAN**

1 MAY 2012 TO 31 AUGUST 2012

**Explanatory Note** This work plan consists of future items to be considered by the Cabinet in the next four months. It will be published at least 14 days before the start of the period covered in the plan.

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 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 Adult Care, Communities and Housing
Cllr J Brady	Cabinet Member for Finance, Performance and Risk
Cllr F de Rhé-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr L Grundy	Cabinet Member for Children's Services
Cllr K Humphries	Cabinet Member for Public Health and Protection Services
Cllr J Noeken	Cabinet Member for Resources
Cllr T Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr D Tonge	Cabinet Member for Highways and Transport
Cllr S Wheeler	Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries)


## Representations/Public Participation

If you would like to make representations on any of the items to be considered by Cabinet, please contact the officer named 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 who may ask a question or make a statement. Written notice of questions should be sent to the Head of Democratic & Members' Services [john.quinton@wiltshire.gov.uk](mailto:john.quinton@wiltshire.gov.uk) by 12.00 noon two working days before the meeting. Please contact Democratic & Member Services on 01225 713018 for further information.

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact
May 2012					
<p><b>24 May 2012</b>   Proposed Amendments to the Cabinet Capital Assets Committee Terms of Reference</p>	<p> To propose changes to the Terms of Reference of the Cabinet Capital Assets Committee to allow the Committee to oversee and manage the implementation of a Community Infrastructure Levy in Wiltshire, and manage the Regulation 123 list of indicated infrastructure projects relating to the Community Infrastructure Levy</p>	<p>CLT            Informal Cabinet Capital Assets Committee</p>		<p>Cllr Fleur de Rhe-Philippe  <a href="mailto:fleur.derhephilipe@wiltshire.gov.uk">fleur.derhephilipe@wiltshire.gov.uk</a></p>	<p>Alistair Cunningham  <a href="mailto:alistair.cunningham@wiltshire.gov.uk">alistair.cunningham@wiltshire.gov.uk</a>            Tel: 01225 713203</p>
<p><b>24 May 2012</b>            Children in Care Commissioning Strategy</p>	<p>To set out plans and priorities for services for children in care over the next 3 years.</p> <p>This will include how the Council will discharge corporate parenting functions.</p>	<p>The draft strategy was issued at the end of July 2011. A number of consultation events were held. This included consultation with children and young people in care, events for staff and discussion of the draft at the Looked After Children Scrutiny Task Group</p>	<p>The report will introduce the strategy. The strategy will be included as an Appendix. Will refer to reports on consultation vents.</p>	<p>Cllr Lionel Grundy OBE  <a href="mailto:lionel.grundy@wiltshire.gov.uk">lionel.grundy@wiltshire.gov.uk</a></p>	<p>Jane Shuttleworth  <a href="mailto:jane.shuttleworth@wiltshire.gov.uk">jane.shuttleworth@wiltshire.gov.uk</a></p>

<p><b>24 May 2012</b> Quality of Life Survey</p>	<p>To note and approve the findings of the 'What Matters To You' survey.</p>			<p>Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a></p>	<p>Maggie Rae (Director of Public Health and Public Protection) <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a></p>
<p><b>24 May 2012</b>  Street Lighting Savings</p>	<p> To consider options for reducing the energy consumption and carbon footprint of the Council's street lighting.</p>	<p>Consultations with relevant officers in connection with legal, finance and environmental aspects of project. Public Consultation will be undertaken as next stage of project.</p>		<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Peter Binley <a href="mailto:peter.binley@wiltshire.gov.uk">peter.binley@wiltshire.gov.uk</a></p>
<p>June 2012</p>					
<p><b>19 Jun 2012</b> Transformation of the Passenger Assistant Service</p>	<p>To update Cabinet on the implementation phase of the transformation of the Passenger Assistant service and for Cabinet to approve suitable final recommendations.</p>	<p>Extensive consultation with the Passenger Assistants by means of face to face meetings across the county, FAQ's despatched and feedback forms collated. There has also been consultation with the following groups:</p> <ul style="list-style-type: none"> <li>• The chair of each of the staff forums</li> <li>• Unions</li> <li>• Equal Chances Better Lives</li> <li>• Wiltshire &amp; Swindon Users Network</li> <li>• Wiltshire Parent Carer Council</li> <li>• Equality and Diversity Policy Officer (internal)</li> <li>• HR</li> <li>• Transport suppliers</li> <li>• Parents / Carers of service users (27<sup>th</sup> March 2012)</li> </ul>		<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Mr Jason Salter</p>

<p><b>19 Jun 2012</b> Voluntary and Community Sector Strategy for Wiltshire</p>	<p>To seek formal adoption by Wiltshire Council.</p>	<p>We will have completed a 3 month consultation by the time of the Cabinet meeting</p>	<p>Strategy and Action Plan</p>	<p>Cllr John Thomson <a href="mailto:john.thomson@wiltshire.gov.uk">john.thomson@wiltshire.gov.uk</a></p>	<p>Emma Cooper <a href="mailto:emma.cooper@wiltshire.gov.uk">emma.cooper@wiltshire.gov.uk</a></p>
<p><b>19 Jun 2012</b> Business Plan Scorecard Report</p>	<p>To inform Cabinet about progress against the Council's priorities as shown in the Business Plan.</p>			<p>Cllr John Brady <a href="mailto:john.brady@wiltshire.gov.uk">john.brady@wiltshire.gov.uk</a></p>	<p>Sharon Britton <a href="mailto:sharon.britton@wiltshire.gov.uk">sharon.britton@wiltshire.gov.uk</a></p>
<p><b>19 Jun 2012</b>  Wiltshire and Swindon Aggregate Minerals Site Allocations DPD – Submission Arrangements</p>	<p> To present the submission draft Wiltshire and Swindon Aggregate Minerals Site Allocations DPD for Cabinet approval and to request that the resolution of Cabinet be presented to the June 26 Council meeting for formal approval prior to submitting the DPD to the Secretary of State for Communities and Local Government for independent examination.</p>	<p>Formal pre-submission consultation undertaken from <b>30 January – 12 March 2012</b>.  Previous rounds of informal consultation undertaken in 2009 and 2011.</p>	<p>Proposed submission documents available on-line (including consultation reports, appraisals, SA/SEA/HRA reports and evidence base documents.</p>	<p>Cllr Fleur de Rhe-Philippe <a href="mailto:fleur.derhephilipe@wiltshire.gov.uk">fleur.derhephilipe@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a></p>
<p>July 2012</p>					
<p><b>24 Jul 2012</b> Annual Governance Statement 2011-2012</p>	<p>To consider the draft Annual Governance Statement 2011-12 before final approval is sought from the Audit Committee on 7 September 2012.</p>	<p>Assurance Group CLT Audit Committee KPMG</p>	<p>Directors' Assurance Statements; Assurance Framework</p>		<p>Ian Gibbons <a href="mailto:ian.gibbons@wiltshire.gov.uk">ian.gibbons@wiltshire.gov.uk</a> Tel: 01225 713052</p>

<p><b>24 Jul 2012</b> Informal Adult Education</p>					<p>Simon Burke <a href="mailto:simon.burke@wiltshire.gov.uk">simon.burke@wiltshire.gov.uk</a></p>
<p><b>24 Jul 2012</b> Annual Report on Treasury Management 2011-12</p>	<p>To provide an update on the Treasury Management outturn for the financial year 2011/12 and then forwarded on to Council.</p>			<p>Cllr John Brady <a href="mailto:john.brady@wiltshire.gov.uk">john.brady@wiltshire.gov.uk</a></p>	<p>Keith Stephens <a href="mailto:keith.stephens@wiltshire.gov.uk">keith.stephens@wiltshire.gov.uk</a></p>
<p>August 2012</p>					