


CABINET FORWARD WORK PLAN

1 MARCH 2019 TO 30 JUNE 2019

First Published – 25 February 2019
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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
Baroness Scott of Bybrook OBE	Leader of the Council
Cllr John Thomson	Deputy Leader of the Council and Cabinet Member responsible for communications, communities, leisure and libraries
Cllr Laura Mayes	Cabinet Member responsible for children, education and skills
Cllr Toby Sturgis	Cabinet Member responsible for planning and strategic asset management
Cllr Philip Whitehead	Cabinet Member responsible for finance, procurement, IT and operational assets
Cllr Richard Clewer	Cabinet Member responsible for corporate services, heritage, housing, arts and tourism
Cllr Bridget Wayman	Cabinet Member responsible for highways, transport and waste
Cllr Jerry Wickham	Cabinet Member responsible for adult social care, public health and protection
Cllr Pauline Church	Cabinet Member responsible for economic development and South Wiltshire recovery

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
26 March 2019						
<p>26 Mar 2019 Wiltshire Local Plan Review Update</p>	<p>Key Decision To update on progress with the Local Plan Review and consider the proposed scale and distribution of housing and employment growth across Wiltshire.</p>			<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Carolyn Gibson georgina.clampitt-dix@wiltshire.gov.uk, carolyn.gibson@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718452</p> <p>Tim Martiensen</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>26 Mar 2019 Service Devolution and Asset Transfer Package - Chippenham</p>	<p>Key Decision Proposal to devolve and transfer a number of services and assets to Chippenham Town Council in line with the Service Devolution and Asset Transfer Policy (Nov 17)</p>	<p>The package of services and assets to be transferred to Chippenham has been worked up in conjunction with Chippenham Town Council and all necessary internal stakeholders, including regular briefings with our overseeing cabinet member.</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Lauren Ashdown lauren.ashdown@wiltshire.gov.uk</p> <p>Alan Richell (Interim Director - Housing and Commercial Development)</p>	<p>Open</p>
<p>26 Mar 2019 Proposal to join a Flexible Dynamic Purchasing System (DPS) for Independent and Non-maintained Special Schools (ISS)</p>	<p>Key Decision Approval requested for joint procurement with a number of other Local Authorities.</p>	<p>Other Local Authorities, Providers and Parents Market Engagement with Providers and Online Parent/Carer Questionnaire</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Kelly Cullen kelly.cullen@wiltshire.gov.uk</p> <p>Helen Jones (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>26 Mar 2019 Approach to Disposal of Assets and Property Acquisitions</p>	<p>Key Decision A report setting out the governance structure behind disposal of surplus assets and property acquisitions</p>	<p>The content of the report and overall approach to be taken has been discussed with Cabinet over a period of time and comments have been reflected in the report.</p>		<p>Cllr Toby Sturgis, Cllr Philip Whitehead toby.sturgis@wiltshire.gov.uk, philip.whitehead@wiltshire.gov.uk</p>	<p>Mike Dawson mike.dawson@wiltshire.gov.uk</p> <p>Simon Hendeley (Director - Housing and Commercial)</p>	<p>Part exempt</p>
<p>26 Mar 2019 Licensing and support of Microsoft software for Wiltshire Council</p>	<p>Key Decision 'Licensing and support of Microsoft software for Wiltshire Council'</p>	<p>Cabinet</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Paul Day paul.day@wiltshire.gov.uk</p> <p>Robin Townsend</p>	<p>Open</p>
<p>30 Apr 2019 Wiltshire Council Preparations for the UK's exit from the EU - Part 2 Report</p>	<p>Key Decision To outline Wiltshire Council's preparations for the UK's exit from the EU</p>	<p>Internal consultation</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>David Bowater david.bowater@wiltshire.gov.uk</p> <p>Robin Townsend</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>26 Mar 2019 Adoption of a new Performance Management and Risk Management Policy</p>	<p>Non-Key Consider an updated and combined Performance Management and Risk Management policy that links activity across all services and responds to suggestions in the recent corporate peer review.</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wilts-hire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p>26 Mar 2019 SWLEP governance framework update</p>	<p>Non-Key To provide an update on the governance arrangements for the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) and its move to an independent incorporated status.</p>	<p>n/a</p>		<p>Leader of the Council</p>	<p>Tim Martienssen tim.martienssen@wiltshire.gov.uk</p> <p>Ian Gibbons, Tim Martienssen</p>	<p>Open</p>
<p>30 April 2019</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>30 Apr 2019 Special school Proposals</p>	<p>Key Decision Report reviewing and deciding upon next steps following consultation on the proposals agreed by cabinet in November 2018</p>	<p>Schools, pupils, staff, governors, other LAs, community groups, area boards and parish councils, nurseries, post 16 providers and wider Consultation with wide stakeholders as per the DfE guidance for closing and opening maintained schools</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Judith Westcott judith.westcott@wiltshire.gov.uk Helen Jones (Director - Commissioning)</p>	<p>Open</p>
<p>30 Apr 2019 Five Lanes VC Primary School - Proposed Discontinuance of the Potterne Site</p>	<p>Key Decision The school Governors have proposed discontinuance of use and closure of the Potterne site of Five Lanes VC Primary School from 31 August 2019. Cabinet need to consider the proposal and make a final decision.</p>	<p>Parents Staff Local pre-school Parish Councils Local community Councillors The school undertook informal consultation with parents and wider community in 2018 including a public consultation meeting. Statutory notice published in local paper on 24th January 2019.</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Clara Davies clara.davies@wiltshire.gov.uk Alan Stubbersfield (Interim Director - Education and 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
30 Apr 2019 Procurement Plan 2019-20	Key Decision To inform Cabinet of the above OJEU Procurement Tenders planned for FY2019-20.	Directors		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Greg Lewis greg.lewis@wiltshire.gov.uk Becky Hellard	Part exempt

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>30 Apr 2019 Council Tax Discretionary Relief Policy for Foster Carers and Supported Lodgings Providers</p>	<p>Key Decision Wiltshire Council wants to improve the lives and life chances of children in care and care leavers. The Council recognises that it needs to support residents who offer foster care to children and young people. Children who are looked after are vulnerable and often have complex lives and behaviour which means that the role of the foster carer can at times be very demanding. In addition to the emotional resilience which is required by the role, there can also be financial challenges associated with caring for looked after children. By granting a discretionary discount from council tax, the Council will be providing practical help, incentive and recognition for the work that Foster Carers and Supported Lodgings providers do.</p> <p>Reducing Council Tax in these circumstances will hereafter be known as an award of Foster Carers Relief.</p>	<p>As required</p>		<p>Cllr Laura Mayes, Cllr Philip Whitehead laura.mayes@wiltshire.gov.uk, philip.whitehead@wiltshire.gov.uk</p>	<p>Lucy Townsend lucy.townsend@wiltshire.gov.uk</p> <p>Lucy Townsend (Director - Family and Children's Services)</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>30 Apr 2019 In-house Fostering Business case</p>	<p>Key Decision An Investment proposal is being put forward to expand Wiltshire Council's In-House Fostering service. This is to support more Children in Care to remain living locally and achieve better outcomes. The paper puts forward an invest to save proposal and recommended way forward</p>	<p>Consultation has yet to take place as to the investment proposals</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Helen Jones, Matthew Turner helen.jones@wiltshire.gov.uk, matthew.turner@wiltshire.gov.uk Tel: 01225 712541</p> <p>Helen Jones (Director - Commissioning) , Lucy Townsend (Director - Family and Children's Services)</p>	<p>Open</p>
<p>30 Apr 2019 ICT and Digital Strategy</p>	<p>Key Decision Introduce the ICT and Digital Strategy</p>	<p>Councillors</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Paul Day paul.day@wiltshire.gov.uk</p> <p>Robin Townsend</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>2 Jul 2019 Disposal of Martingate Centre</p>	<p>Non-Key A report to consider the disposal of Martingate Centre to the current leaseholder</p>	<p>Key officers will be consulted in the drafting of the report</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Mike Dawson mike.dawson@wiltshire.gov.uk</p> <p>Simon Hendeley (Director - Housing and Commercial)</p>	<p>Open</p>
<p>30 Apr 2019 Children's Centre Buildings Consultation</p>	<p>Non-Key Agree the outcomes of the children's centre consultation</p>	<p>service users partners public</p> <p>online 8 week consultation 8 January - 4 March 2019 Face to face meeting in each affected children's centre building</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Lucy-Anne Bryant lucy-anne.bryant@wiltshire.gov.uk</p> <p>Helen Jones (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>30 Apr 2019 Wiltshire Council's Housing Board Annual Report</p>	<p>Non-Key Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.</p>	<p>Residents viewpoints, principally via the Challenge and Change Group, are incorporated into the services draft Annual Report. The draft Annual Report is agreed by the members of the Housing Board; then presented to the Environment Select Committee for their agreement or changes; and finally presented to the Cabinet for noting.</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Ian Seeckts ian.seeckts@wiltshire.gov.uk Tel: 01722 434353</p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Open</p>
<p>14 May 2019</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>14 May 2019 Emergency Stopping Places Strategy</p>	<p>Key Decision Following 3 July 2018 Cabinet meeting this is to report back on the delivery of the Strategy.</p>	<p>Division members Traveller community Internal departments Consultation with traveller community and Friends, Families and Travellers Division member briefing</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Carolyn Gibson georgina.clampitt-dix@wiltshire.gov.uk, carolyn.gibson@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718452 Tim Martienssen</p>	<p>Open</p>
<p>11 June 2019</p>						
<p>11 Jun 2019 'Western Gateway' Sub National Transport Body</p>	<p>Key Decision To consider the Council's position following the establishment of a Shadow (informal) Sub National Transport Body, and approve steps towards becoming a member of the Statutory (formal) Body.</p>	<p>Consultation not required.</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Allan Creedy allan.creedy@wiltshire.gov.uk Tel: 01225 713444 Parvis Khansari</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>11 Jun 2019 Award of the New Highways Term Consultancy Contract</p>	<p>Key Decision Cabinet approval for the award of the New Highways Term Consultancy Contract in accordance with procurement rules.</p>	<p>The Councils Legal and Procurement teams, officers from Highways and transport and other services who may have an interest in using the new consultancy contract, and other consultancy companies. In preparing to go out to tender for the new highways term consultancy contract, consultation was carried out with officers within the Highways and Transport Service and other services who may have an interest in using the consultancy service in order to scope the requirements of the new contract. Soft market testing was also conducted through conversations with Consultancy companies to establish a basis of how the new contract would operate.</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Steve Cross steve.cross@wiltshire.gov.uk Parvis Khansari</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>11 Jun 2019 Revenue and Capital Budget Monitoring Outturn 2018/2019</p>	<p>Key Decision Revenue and Capital Budget Monitoring Outturn 2018/2019</p>	<p>o&s, audit committee</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244</p> <p>Becky Hellard becky.hellard@wiltshire.gov.uk</p>	<p>Open</p>
<p>11 Jun 2019 Performance Management and Risk Outturn Report: Q4 2018/19</p>	<p>Non-Key Provides an update on performance against the stated aims in the council's Business Plan 2017-27. The information provided includes key measures as well as the council's strategic risk register.</p>	<p>Standard</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltsire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>