


CABINET FORWARD WORK PLAN

1 APRIL 2019 TO 31 JULY 2019

Published on 29 March 2019

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
30 April 2019						
30 Apr 2019 Five Lanes VC Primary School - Proposed Discontinuance of the Potterne Site	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.	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.		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Clara Davies clara.davies@wiltshire.gov.uk Alan Stubbersfield (Interim Director - Education and Skills)	Open

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 Local Plan Review Update - Strategy Development</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>Public consultation in Nov 2017 Informal consultation with town and parish councils October 2018 Member Working Group</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>30 Apr 2019 Extension of Streetscene and Amenity Contract</p>	<p>Key Decision Proposal to extend the contract to 30th November 2022.</p>	<p>N/A N/A</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@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
30 Apr 2019 ICT and Digital Strategy	Key Decision Introduce the ICT and Digital Strategy	Councillors		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Paul Day paul.day@wiltshire.gov.uk Robin Townsend	Open
30 Apr 2019 Children's Centre Buildings Consultation	Non-Key Agree the outcomes of the children's centre consultation	service users partners public online 8 week consultation 8 January - 4 March 2019 Face to face meeting in each affected children's centre building		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Lucy-Anne Bryant lucy-anne.bryant@wiltshire.gov.uk Helen Jones (Director - Commissioning)	Open

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 Wiltshire Council's Housing Board Annual Report	Non-Key Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.	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.		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Ian Seeckts ian.seeckts@wiltshire.gov.uk Tel: 01722 434353 Simon Hendeley (Director - Housing and Commercial)	Open
30 Apr 2019 Update of the Results of the 2018 Staff Survey	Non-Key To provide Cabinet with an update on the results of the 2018 staff survey, and to outline the priorities agreed as a result of the survey.	N/A N/A		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Amanda George Amanda.George@wiltshire.gov.uk Barry Pirie	Open
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 Transfer of ownership of 2No Gypsy, Roma and Traveller Sites, together with the Transit site at Odstock</p>	<p>Key Decision Following a report to Cabinet in July 2018 officers have pursued to option of transferring Oak Tree Field, Dairy House Bridge and the Transit Site at Odstock to another organisation with the objective of seeing investment into these sites and the continued provision of accommodation for the Gypsy, Roma and Traveller population. Given the interest expressed by the Commission for Racial Equality in the actions of the Council, a report is being brought forward on the actions taken and reasons for the recommendation.</p>	<p>Residents, together with an Advocate Members Commission for Racial Equality Companies submitting expressions of interest and bids</p> <p>Meetings with the residents of the sites Newsletters for residents of the sites Briefing papers for members Press releases Correspondence with the Commission for Racial Equality Parties who submitted expressions of interest Parties who went on to submit bids Parties who were interviewed who were short-listed following submission of bids</p>	<p>Transfer of ownership of 2No Gypsy, Roma and Traveller Sites, together with the Transit site at Odstock</p>	<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Tim Bruce tim.bruce@wiltshire.gov.uk</p> <p>Simon Hendeley (Director - Housing and Commercial)</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>30 Apr 2019 Ashton Park - Housing Infrastructure Fund</p>	<p>Key Decision Cabinet will be asked to consider the proposed contract terms with Homes England to access the Housing Infrastructure Funding (HIF) that has been allocated for Ashton park.</p>	<p>Not applicable Not applicable</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Simon Hendey georgina.clampitt-dix@wiltshire.gov.uk, simon.hendey@wiltshire.gov.uk Tel: 01225 713472, Simon Hendey (Director - Housing and Commercial)</p>	<p>Fully exempt</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>

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 Council Tax Discretionary Relief Policy for Foster Carers, Supported Lodgings Providers and Shared Lives Carers</p>	<p>Key Decision As part of the Council's priority activity to protect vulnerable people, and to support the recruitment and retention of foster carers for children in care, Supported Lodgings providers and Shared Lives carers, Cabinet is asked to consider this provision of exemption from paying Council Tax for approved carers of these types.</p>	<p>Councillors, partners</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Matthew Turner, Lynn Wheeler matthew.turner@wiltshire.gov.uk, Lynn.Wheeler@wiltshire.gov.uk Tel: 01225 712541, Lucy Townsend (Director - Family and Children's Services)</p>	<p>Open</p>
<p>14 May 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 Robin Townsend</p>	<p>Part exempt</p>
<p>11 June 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>11 Jun 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>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>
<p>11 Jun 2019 Treasury Management Outturn 2018/19</p>	<p>Non-Key Outturn position on Treasury Management</p>	<p>CLT Overview & scrutiny</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnely@wiltshire.gov.uk Tel: 01225 718582 Becky Hellard</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
11 Jun 2019 Revenue and Capital Budget Monitoring Outturn 2018/2019	Key Decision Revenue and Capital Budget Monitoring Outturn 2018/2019	o&s, audit committee		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Becky Hellard becky.hellard@wiltshire.gov.uk	Open
11 Jun 2019 Performance Management and Risk Outturn Report: Q4 2018/19	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.	Standard		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Toby Eliot toby.eliot@wiltsire.gov.uk Tel: 01225 713886 Robin Townsend	Open
2 July 2019						

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>2 Jul 2019 Financial Management System</p>	<p>Non-Key Report on the review of the financial management system</p>	<p>update report</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Becky Hellard becky.hellard@wiltshire.gov.uk</p> <p>Becky Hellard</p>	<p>Open</p>