


CABINET FORWARD WORK PLAN

1 SEPTEMBER 2023 TO 31 DECEMBER 2023

Published on 14 August 2023

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, 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 Public Health, Leisure, Libraries, FM and Operational Assets
Cllr Nick Botterill	Cabinet Member responsible for Finance, Development Management, Strategic Planning
Cllr Ashley O’Neill	Cabinet Member responsible for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards
Cllr Nick Holder	Cabinet Member responsible for Environment and Climate Change
Cllr Caroline Thomas	Cabinet Member responsible for Transport, 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, 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 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
12 September 2023						
12 Sep 2023 Financial Year 2023/24 - Quarter One Revenue Budget Monitoring	Non-Key Quarterly Revenue Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open
12 Sep 2023 Financial Year 2023/24 - Quarter One Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open
12 Sep 2023 Performance and Risk Report 2023-24 Q1	Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Oversight and Scrutiny are invited to review the report.		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Martin Nicholls, Catherine Pink martin.nicholls@wiltshire.gov.uk , catherine.pink@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>12 Sep 2023 Council Tax Reduction Scheme and Charges for Second Homes</p>	<p>Non-Key Report on proposed changes to the Council Tax Reduction Scheme for consultation and approach to Council Tax charges for second homes</p>	<p>Public, Major Preceptors (Fire, Police) Report will be requesting approval to consult on CTR scheme</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Andy Brown, Ian P Brown, Lizzie Watkin andy.brown@wiltshire.gov.uk, ianp.brown@wiltshire.gov.uk, lizzie.watkin@wiltshire.gov.uk Tel: 01225 716701, Andy Brown</p>	<p>Open</p>
<p>12 Sep 2023 Planning Peer Review Report</p>	<p>Non-Key This report summarises the findings of the Planning Service peer review undertaken by the Local Government Association (LGA) with the Planning Advisory Service (PAS)</p>	<p>tbc tbc</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Nic Thomas nic.thomas@wiltshire.gov.uk Nic Thomas (Director - Planning)</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>12 Sep 2023 Procurement of housing related support contract</p>	<p>Key Decision Our existing supported housing contracts contract's were awarded as part of a full re commissioning exercise that took place in 2017 and commenced on 1st April 2018. Current contracts have been extended taking us up to 31st March 2024. The current contracts support 194 supported housing units for single homeless, young people and parent and baby at a cost of £1.2m. These contracts now need to be re-commissioned to ensure that the new services are cost effective, meet current needs, and have successful outcomes.</p>	<p>As part of the re-commissioning process we will consult with existing and any potential interested stakeholder</p>		<p>Cllr Phil Alford Phil.Alford@wiltsire.gov.uk</p>	<p>Nicole Smith nicole.smith@wiltsire.gov.uk Tel: 01249 706567</p> <p>Emma Legg (Director - Adult Social Care)</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>12 Sep 2023 Recommissioning of Public Health Services in Primary Care</p>	<p>Key Decision The paper outlines the rationale for a key decision to be approved of financial spending and for the procurement of Public Health Services, including Sexual Health contraception services, NHS Health Checks and smoking cessation within Primary Care across Wiltshire from April 2024</p>	<p>Members of the public Primary Care including GP Practices and Primary Care Local Medical Committee BSW Integrated Care Board Stakeholder engagement has taken place through a survey which has been completed by workforce involved in the delivery of these services, as well as members of the public. Further engagement through online MS Teams calls with providers of these services including current providers of Primary Care to inform service planning and commissioning.</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Katie Davies, Michael Allum katie.davies@wiltshire.gov.uk, Michael.Allum@wiltshire.gov.uk</p> <p>Kate Blackburn (Director - Public Health)</p>	<p>Open</p>
<p>12 Sep 2023 Fleet Vehicle Replacement 2023/ 24 to 2025/ 26</p>	<p>Key Decision Next Three Year Vehicle Replacement Programme</p>	<p>Councillors and Partners</p>		<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@wiltshire.gov.uk</p> <p>Samantha Howell</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>12 Sep 2023 School Places Strategy 2023 - 2027</p>	<p>Key Decision The School Places Strategy 2023- 2027 pulls together the information required to form a strategic view of the need for mainstream school places across Wiltshire. It provides a summary analysis of current provision, identifies gaps and over-provision and sets out how the LA intends to address these.</p>	<p>Councillors Town and Parish Councils Schools Diocese Academy Trusts All other interested parties The School Places Strategy was sent to Councillors, Town and Parish Councils, Schools, Diocese and Academy Trusts and placed on the Council's website for the public and other stakeholders. Comments were sought between 1st March 2023 and 31st March 2023.</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Clara Davies clara.davies@wiltshire.gov.uk</p> <p>Helean Hughes (Director - Education & Skills)</p>	<p>Open</p>
<p>12 Sep 2023 Domestic Abuse External Grant Allocation 2023-25</p>	<p>Key Decision To enable the implementation of the Domestic Abuse Act 2021 MHCLG identified funding for the next 2yrs (2023-25) for Local Authorities to used against the specific requirements outlined in Part 4 of the Act, to support LA delivery of support to victims of DA, including their children in DA safe accommodation support services.</p>	<p>As above Cllr Blair-Pilling, Health Select Chairs, wider partnership discussion through DALPB work group responsible for Safe Accommodation implementation; Head of Housing; Director Public Health; Public consultation will not be required</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Hayley Morgan hayley.morgan@wiltshire.gov.uk</p> <p>Kate Blackburn (Director - Public Health)</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
10 October 2023						
10 Oct 2023 Carers Support Service Commissioning	Key Decision The Wiltshire Carer's Support Service Contract is due to end on the 31st March 2023. Tendering for and awarding a new contract to commence on the 1st April 2023 will provide continued support to carers of all ages in Wiltshire.	Service providers, carers and internal officers.		Cllr Jane Davies jane.davies@wiltshire.gov.uk	Angela Smith angela.smith@wiltshire.gov.uk Elizabeth Saunders (Interim Director - Procurement & Commissioning)	Part exempt
10 Oct 2023 Wiltshire Design Guide - Adoption as a Supplementary Planning Document	Key Decision The Wiltshire Design Guide is intended to be adopted as a Supplementary Planning Document (SPD) and become part of the Council's Policy Framework. The report will provide an update from the Statutory Public Consultation and seeks a recommendation from Cabinet to Council to adopt the revised document as an SPD	Councillors, Partners, Public, Stakeholders, Neighbouring Authorities, Developers, Planning Agents Statutory Public Consultation undertaken in accordance with the process of preparing and adopting a SPD as prescribed within Regulations 11 to 14 of The Town and Country Planning (Local Planning) (England) Regulations 2012.		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lynn Trigwell Lynn.Trigwell@wiltshire.gov.uk Tel: 01225 718479 Sarah Valdus (Director - Environment)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>10 Oct 2023 Gypsies and Travellers Development Plan Document - Publication of draft Plan for consultation</p>	<p>Key Decision To consider the draft Gypsies and Travellers Development Plan Document for consultation (Regulation 19 stage).</p>	<p>Consultation undertaken 2021 following Cabinet approval October 2020.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Nic Thomas georgina.clampitt-dix@wiltshire.gov.uk, nic.thomas@wiltshire.gov.uk Tel: 01225 713472, Nic Thomas (Director - Planning)</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>10 Oct 2023 Update on the Council's Response to the Climate Emergency and revised Environmental Policy</p>	<p>Key Decision Six monthly update on progress in implementing the council's climate strategy and delivery plans, following the last update in May 2023</p>	<p>n/a - update report</p>		<p>Cllr Nick Holder Nick.Holder@wiltshire.gov.uk</p>	<p>Victoria Burvill, Ariane Crampton victoria.burvill@wiltshire.gov.uk, ariane.crampton@wiltshire.gov.uk Tel: 01225 718463</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
<p>10 Oct 2023 District Specialist Centres and Portage</p>	<p>Key Decision Commissioning are awarding a new contract for District Specialist Centres to commence on the 1st of September 2024 and Portage to commence on the 1st of April 2024 These services will continue to provide support to children with special educational needs under the age of 5.</p>	<p>Parent Carers, Professionals and Providers Co-production and engagement with parent carers, mainstream settings and professionals has taken place during the Spring of 2023 and will continue into the Summer. This engagement with families and professionals is contributing to and informing the design of the new District Specialist Centre and Portage service. 33.Activities carried out in the Spring were in the form of surveys sent to parent carers and mainstream nurseries and working group sessions with professionals on inclusion and outreach and in reach. The response rate to the surveys was good with a total number of 430 responses and the workshops were well attended.?? During June WPCC also conducted three face to face engagement events in Calne, Marlborough and Salisbury. These events had a total of 12 parents attending and provided rich feedback from parent carers of children with SEND on our District Specialist Centres. Briefing note and conversation was held with Cabinet Member for Adult Social Care, SEND and Inclusion</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Kai Muxlow, Susan Kirk</p> <p>Helean Hughes (Director - Education & Skills)</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>10 Oct 2023 Wiltshire Council Annual Adoption Service: 2022-2023 Year End Report</p>	<p>Non-Key This is the Wiltshire Council Adoption Service report which provides the scrutiny and oversight for Wiltshire Children's journey to adoption. It is requested that this report is for approval. Recommended that the contents of this report are considered against the Corporate Parenting Strategic Priority for children looked after to have a loving home, good relationships, and respect.</p>	<p>Internal</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Pier Pritchard, Katrina Mcjannet pier.pritchard@wiltshire.gov.uk, katrina.mcjannet@wiltshire.gov.uk Jen Salter (Director - Families & Children)</p>	<p>Open</p>
<p>14 November 2023</p>						
<p>14 Nov 2023 Financial Year 2023/24 - Quarter Two Revenue Budget Monitoring</p>	<p>Non-Key Quarterly Revenue Budget Monitoring report for financial year 2023/24</p>	<p>Internal Internal</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown</p>	<p>Open</p>

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14 Nov 2023 Financial Year 2023/24 - Quarter Two Capital Budget Monitoring	Non-Key Quarterly Capital Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown	Open
14 Nov 2023 Performance and Risk Report 2023-23 Q2	Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Oversight and Scrutiny are invited to review the report.		Cllr Richard Clewer richard.clewer@wiltshire.gov.uk	Martin Nicholls, Catherine Pink martin.nicholls@wiltshire.gov.uk , catherine.pink@wiltshire.gov.uk Perry Holmes	Open
14 Nov 2023 Fleet Strategy 2023 - 30	Key Decision Fleet Strategy 2023 - 30	Internal stakeholders, government consultants and neighbouring authority Internal stakeholders, government consultants and neighbouring authority		Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk	Adrian Hampton adrian.hampton@wiltshire.gov.uk Samantha Howell	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>14 Nov 2023 Depot Plan</p>	<p>Key Decision A 30 year plan for the council's depot provision</p>	<p>TBP TBP</p>		<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@wiltshire.gov.uk Samantha Howell</p>	<p>Open</p>
<p>14 Nov 2023 Chippenham Southern Land Development Update</p>	<p>Key Decision Report to provide the latest position regarding land to the south of Chippenham and termination of the GDA with Homes England</p>	<p>Exemption is currently TBC Meeting with ESC will need to be with the Chair and Vice-Chair in advance of Cabinet</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>David Ashdown, Louise Cary david.ashdown@wiltshire.gov.uk, louise.cary@wiltshire.gov.uk Tel: 01225 718450, Tel: 01722 434274 Andy Brown</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>14 Nov 2023 Advocacy Contract retender</p>	<p>Key Decision Main Advocacy contract for statutory and generic services. 01/07/2020-03/06/2024 total contract value £1,623,774.00 This is jointly funded by the Council and ICB.</p> <p>Advocacy support for DOLS & Community DOLS 01/01/2023-30/06/2024 total contract value £177,468.00 This is funded by IBCF.</p>	<p>More information to follow</p>		<p>Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk</p>	<p>Victoria Bayley</p> <p>Elizabeth Saunders (Interim Director - Procurement & Commissioning)</p>	<p>Open</p>
<p>14 Nov 2023 Appropriation of land for planning purposes</p>	<p>Non-Key Report to appropriate the land for planning purposes to enable development of the site</p>	<p>The planning process will have included consultation with local elected member and stakeholders, but the technical reason for the report will be explained to relevant parties (including the local elected member)</p>		<p>Cllr Phil Alford Phil.Alford@wilts-hire.gov.uk</p>	<p>Mark Hunnybun mark.hunnybun@wiltshire.gov.uk</p> <p>James Barraah (Director - Assets)</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
14 Nov 2023 A350 Chippenham Bypass (ph 4 & 5) - Contract Award	Key Decision To award a contract for the construction of the A350 Chippenham Bypass Dualling, subject to the approval of the Full Business Case by the Department for Transport	public, town and parish councils public utilities Public engagement undertaken with the public, town and parish councils in January and February 2023		Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk	Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412 Samantha Howell	Open
12 December 2023						
12 Dec 2023 Disposals Programme Update	Non-Key This report sets out performance over the last year and forecast receipts from disposals for the next financial year. The report further seeks approval to declare specific sites surplus	Heads of Services. - Specific legal and financial consultation. Asset Gateway and Capital Programme Board Consultation will take place in line with the surplus asset process and through the Asset Gateway and Capital Programme Board.		Cllr Phil Alford Phil.Alford@wiltshire.gov.uk	Robert Scott Robert.Scott@wiltshire.gov.uk Andy Brown	Open
