

CABINET FORWARD WORK PLAN


1 OCTOBER 2023 TO 31 JANUARY 2024

Published on 11 September 2023

Republished on 15 September 2023 – ICB Item moved to 14 November 2023 Cabinet

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.



Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
10 October 2023						
10 Oct 2023 Update on the Council's Response to the Climate Emergency and Revised Environmental Policy 	Key Decision Six monthly update on progress in implementing the council's climate strategy and delivery plans, following the last update in May 2023	n/a - update report		Cllr Nick Holder Nick.Holder@wiltshire.gov.uk	Victoria Burvill, Ariane Crampton victoria.burvill@wiltshire.gov.uk , ariane.crampton@wiltshire.gov.uk Tel: 01225 718463 Sarah Valdus (Director - Environment)	Open



Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and 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>Katrina Mcjannet, Pier Pritchard katrina.mcjanne t@wiltshire.gov.uk, pier.pritchard@wiltshire.gov.uk</p> <p>Jen Salter (Director - Families & Children)</p>	<p>Open</p>
<p>10 Oct 2023 Commissioning of Carers Support Services </p>	<p>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 to support to carers of all ages in Wiltshire.</p>	<p>Service providers, carers and internal officers.</p>		<p>Cllr Jane Davies jane.davies@wiltshire.gov.uk</p>	<p>Angela Smith angela.smith@wiltshire.gov.uk</p> <p>Elizabeth Saunders (Interim Director - Procurement & Commissioning)</p>	<p>Part exempt</p>



Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and 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 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 and Director	To be considered in Private
14 November 2023						
14 Nov 2023 Financial Year 2023/24 - Quarter Two Revenue Budget Monitoring	Non-Key Quarterly Revenue Budget Monitoring report for financial year 2023/24	Internal		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown (Corporate Director – Resources)	Open
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		Cllr Nick Botterill nick.botterill@wiltshire.gov.uk	Lizzie Watkin lizzie.watkin@wiltshire.gov.uk Andy Brown (Corporate Director – Resources)	Open


Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
<p>14 Nov 2023 Performance and Risk Report 2023-23 Q2</p>	<p>Non-Key Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.</p>	<p>Oversight and Scrutiny are invited to review the report.</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Martin Nicholls, Catherine Pink martin.nicholls@wiltshire.gov.uk, catherine.pink@wiltshire.gov.uk</p> <p>Perry Holmes (Director – Legal and Governance)</p>	<p>Open</p>
<p>14 Nov 2023 ICB Community Services Retender Preparation - BCF Impact </p>	<p>Key Decision BSW are retendering all their community services from April 2025. The requirement is to include some currently funded BCF Community Schemes.</p>	<p>Swindon L/A Primary Care Networks, VCSE. Wiltshire CIL, BANES L/A This is an ICB programme that includes extensive consultation with users, carers, providers, L/As on a BSW wide basis</p>		<p>Cabinet Member for Adult Social Care, SEND and Inclusion</p>	<p>Helen Mullinger helen.mullinger@wiltshire.gov.uk</p> <p>Elizabeth Saunders (Interim Director - Procurement & Commissioning)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
<p>14 Nov 2023 Allocation of Community Infrastructure Levy Funding to Manage Phosphates in the River Avon Special Area of Conservation</p> 	<p>Key Decision The council has a strategic mitigation solution for Phosphorus arising from development in the Hampshire Avon catchment SAC. Further funding of £850,000 from CIL is requested to enable permissions already granted to remain phosphorus neutral for the minimum 80 years required by habitat regulations.</p>	<p>Cabinet Member for Finance, Development Management and Strategic Planning Internal Cabinet Members</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>
<p>14 Nov 2023 Fleet Strategy 2023 – 30</p> 	<p>Key Decision Fleet Strategy 2023 - 30</p>	<p>Internal stakeholders, government consultants and neighbouring authority Internal stakeholders, government consultants and neighbouring authority</p>		<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@wiltshire.gov.uk</p> <p>Samantha Howell (Director – Highways and Transport)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
14 Nov 2023 Depot Plan 	Key Decision A 30 year plan for the council's depot provision	TBP		Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk	Adrian Hampton adrian.hampton@wiltshire.gov.uk Samantha Howell (Director – Highways and Transport)	Open
14 Nov 2023 Advocacy Contract retender 	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. Advocacy support for DOLS & Community DOLS 01/01/2023-30/06/2024 total contract value £177,468.00 This is funded by IBCF.	More information to follow		Cllr Ian Blair-Pilling ian.blair-pilling@wiltshire.gov.uk	Victoria Bayley Elizabeth Saunders (Interim Director - Procurement & Commissioning)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
<p>14 Nov 2023 A350 Chippenham Bypass (ph 4 & 5) - Contract Award</p> 	<p>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</p>	<p>public, town and parish councils public utilities Public engagement undertaken with the public, town and parish councils in January and February 2023</p>		<p>Cllr Caroline Thomas caroline.thomas@wiltshire.gov.uk</p>	<p>Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412</p> <p>Samantha Howell (Director – Highways and Transport)</p>	<p>Open</p>
<p>14 Nov 2023 Waste Services Delivery Strategy</p> 	<p>Key Decision To inform Cabinet of the options identified for the delivery of waste services beyond 2026 contract expiry and to set out recommendations for the future service delivery method.</p>	<p>Internal</p>		<p>Cllr Nick Holder nick.holder@wiltsire.gov.uk</p>	<p>Martin Litherland martin.litherland@wiltshire.gov.uk</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Fully exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
12 December 2023						
<p>12 Dec 2023 Wiltshire Design Guide – Final Draft for Adoption as a Supplementary Planning Guidance</p> 	<p>Key Decision Wiltshire Council has produced a draft Wiltshire Design Guide which, once adopted, will be used to ensure that developments in Wiltshire are consistently of a high-quality design. The final version has been through public consultation ahead of consideration by Cabinet and Council.</p>	<p>External public including duty to cooperate, statutory consultees, community and specialist interest groups Statutory consultation under the Town and Country Planning (Local Planning) (England) Regulations 2012 (part 5 regulations 11 to 16) Planning and Compulsory Purchase Act 2004. This set out that the council was consulting on the draft Wiltshire Design Guide with the intension that it will become a supplementary planning document (SPD) in support of Core Policy 57.</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 and Director	To be considered in Private
<p>12 Dec 2023 Council Tax Reduction Scheme Review and Charges for Long Term Empty Properties (Consultation)</p> 	<p>Key Decision The report proposes changes to the current council tax reduction scheme for those of working age, particularly those in receipt of Universal Credit and to undertake a public consultation on the proposals. The proposals could increase the generosity of the scheme but also aim to improve administration. The report also includes a separate recommendation to amend the premiums added to long term empty dwellings and makes reference to potential changes to the treatment of second homes, pending the enactment of the Levelling Up and Regeneration Bill for England.</p>	<p>Police, Fire, Voluntary Sector, Town and Parish Councils, stakeholders including customers and staff The report seeks agreement to begin a 12 week proposal on changes to the council tax reduction scheme.</p>		<p>Cllr Nick Botterill nick.botterill@wiltshire.gov.uk</p>	<p>Ian P Brown ianp.brown@wiltshire.gov.uk Tel: 01225 716701</p> <p>Lizzie Watkin (Director - Finance)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author and Director	To be considered in Private
<p>12 Dec 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>Meeting with ESC will need to be with the Chair and Vice-Chair in advance of Cabinet</p>		<p>Cllr Richard Clewer ri_iltshilewer@wiltshire.gov.uk</p>	<p>David Ashdown, Louise Cary da_iltsshdown@wiltshire.gov.uk, louise.cary@wiltshire.gov.uk Tel: 01225 718450, Tel: 01722 434274</p> <p>Andy Brown (Corporate Director – Resources)</p>	<p>Part exempt</p>
<p>12 Dec 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@wiltshire.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 and Director	To be considered in Private
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	Heds 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@wiltsire.gov.uk	Robert Scott Robert.Scott@witshire.gov.uk Andy Brown (Corporate Director – Resources)	Open
January 2024 No items						