


**CABINET FORWARD WORK PLAN**

1 FEBRUARY 2024 TO 31 MAY 2024

Published on 8 January 2024

## **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:**

<b>Name</b>	<b>Portfolio Details</b>
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](mailto: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 Director	To be considered in Private
February 2024						
<b>6 Feb 2024</b> Wiltshire Council Budget 2024/2025 and MTFS Update 2024/25-2026/27	<b>Non-Key</b> To recommend a budget to Full Council	All Councillors Statutory consultation with businesses		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056  Andy Brown	Open
<b>6 Feb 2024</b> Housing Revenue Account Budget Setting including Dwelling Rent Setting 2024/25	<b>Non-Key</b> To update Members on the budget and planning for the HRA 2024/25 and beyond	Not applicable		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Marie Taylor <a href="mailto:marie.taylor@wiltshire.gov.uk">marie.taylor@wiltshire.gov.uk</a> Tel: 01225 712539  James Barraah (Director - Assets)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<b>6 Feb 2024</b> Treasury Management Strategy Statement 2024/25	<b>Non-Key</b> Treasury Management Strategy Statement for the financial year 2024/25, that sets the framework for all Treasury Management investment and borrowing activity for the coming year.	None		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056  Andy Brown	Open
<b>6 Feb 2024</b> Corporate Performance and Risk Report 2023/24 Q3	<b>Non-Key</b> 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 <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a>	Martin Nicholls, Catherine Pink <a href="mailto:martin.nicholls@wiltshire.gov.uk">martin.nicholls@wiltshire.gov.uk</a> , <a href="mailto:catherine.pink@wiltshire.gov.uk">catherine.pink@wiltshire.gov.uk</a> Tel: 01225 718605  Perry Holmes	Open
<b>6 Feb 2024</b> Financial Year 2023/24 - Quarter Three Revenue Budget Monitoring	<b>Non-Key</b> Quarterly Revenue Budget Monitoring report for financial year 2023/24	Internal Internal		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056  Andy Brown	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<p><b>6 Feb 2024</b> Financial Year 2023/24 - Quarter Three Capital Budget Monitoring</p>	<p><b>Non-Key</b> Quarterly Capital Budget Monitoring report for financial year 2023/24</p>	<p>Internal Internal</p>		<p>Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056  Andy Brown</p>	<p>Open</p>
<p><b>6 Feb 2024</b> Wiltshire Design Guide: Final Draft for Adoption as a Supplementary Planning Guidance</p>	<p><b>Key Decision</b> 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 <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Lynn Trigwell <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> Tel: 01225 718479  Sarah Valdus (Director - Environment)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<p><b>6 Feb 2024</b> Revised Nutrient Neutrality Strategy</p>	<p><b>Key Decision</b> 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 <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Lynn Trigwell <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Open</p>
<p><b>6 Feb 2024</b> Public Transport Policy Review</p>	<p><b>Non-Key</b> For Cabinet to consider and approve a revised public transport policy</p>	<p>Key Stakeholder Consultation was undertaken during June 2023, where 163 responses were returned. Following this a public consultation ensued during October and November 2023, where 1565 responses were returned.</p>		<p>Cllr Caroline Thomas <a href="mailto:caroline.thomas@wiltshire.gov.uk">caroline.thomas@wiltshire.gov.uk</a></p>	<p>Jason Salter <a href="mailto:jason.salter@wiltshire.gov.uk">jason.salter@wiltshire.gov.uk</a> Tel: 01225 713334</p> <p>Samantha Howell</p>	<p>Open</p>



Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<p><b>6 Feb 2024</b> Proposed closure of Shalbourne C of E Primary School</p>	<p><b>Key Decision</b> Cabinet decision required on the proposed closure of Shalbourne C of E Primary School following consultation</p>	<ul style="list-style-type: none"> <li>• Parents of current pupils</li> <li>• Parents of children not yet of school age in the designated area of the school</li> <li>• Staff</li> <li>• Unions</li> <li>• Governors</li> <li>• Salisbury Diocesan Board of Education</li> <li>• West Berkshire and Hampshire Local Authorities</li> <li>• The Local Wiltshire Councillor</li> <li>• The Local M.P.</li> <li>• Wiltshire School Transport Manager</li> <li>• Heads and Chairs of Governors of nearby primary and secondary schools</li> <li>• Excalibur Academies Trust</li> <li>• Nearby pre-schools and nurseries</li> <li>• Shalbourne Parish Council</li> </ul> <p>Wiltshire Council widely consulted on the proposal to close Shalbourne C of E School between 20 September 2023 and 20 October 2023. This included the circulation of a consultation document to a number of stakeholders including parents, school staff, governors, neighbouring schools, local pre-schools, the local Councillor and Shalbourne Parish Council. Three consecutive</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Clara Davies <a href="mailto:clara.davies@wiltshire.gov.uk">clara.davies@wiltshire.gov.uk</a> Tel: 012257 13872</p> <p>Helean Hughes and Richard Hanks (Directors - Education &amp; Skills)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<p><b>6 Feb 2024</b> Wiltshire Council's Housing Board - Annual Report</p>	<p><b>Non-Key</b> Wiltshire Council's Housing Board's Terms of Reference require an Annual report to be presented to Cabinet.</p>	<p>Wiltshire Council's Housing Board Agreed by Wiltshire Council's Housing Board at its meeting held on 29 November 2023.</p>		<p>Cllr Phil Alford <a href="mailto:Phil.Alford@wilts-hire.gov.uk">Phil.Alford@wilts-hire.gov.uk</a></p>	<p>Ian Seeckts <a href="mailto:ian.seeckts@wiltshire.gov.uk">ian.seeckts@wiltshire.gov.uk</a> Tel: 01722 434353</p> <p>James Barrah (Director - Assets)</p>	<p>Open</p>
<p><b>6 Feb 2024</b> School Admissions Policies 2025-2026</p>	<p><b>Non-Key</b> Statutory annual report</p>	<p>As outlined in the School Admissions Code</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Debbie Clare <a href="mailto:debbie.clare@wiltshire.gov.uk">debbie.clare@wiltshire.gov.uk</a> Tel: 01225 713010</p> <p>Helean Hughes and Richard Hanks (Directors - Education &amp; Skills)</p>	<p>Open</p>
<p>March 2024</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<p><b>19 Mar 2024</b> Appropriation of Land for Planning Purposes</p>	<p><b>Non-Key</b> 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 <a href="mailto:Phil.Alford@wilts-hire.gov.uk">Phil.Alford@wilts-hire.gov.uk</a></p>	<p>Mark Hunnybun <a href="mailto:mark.hunnybun@wiltshire.gov.uk">mark.hunnybun@wiltshire.gov.uk</a> Tel: 01225 713230</p> <p>James Barrah (Director - Assets)</p>	<p>Open</p>
<p><b>19 Mar 2024</b> Revised New Forest Mitigation Strategy to manage recreational pressures on the New Forest Protected Sites</p>	<p><b>Key Decision</b> A strategy is required to mitigate recreational pressures from new development on New Forest protected sites. This report seeks approval of the new mitigation strategy.</p>	<p>This recreational mitigation strategy covers Wiltshire related pressure and is informed by an extensive study lead by the New Forest NP which included interviews, surveys and community engagement.</p>		<p>Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Lynn Trigwell <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> 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 Director	To be considered in Private
<p><b>19 Mar 2024</b> Delegated Authority to Director of Education to support the Arts Council Music Hub Investment Programme</p>	<p><b>Key Decision</b> Cabinet will be asked to support delegating the authority to The Director of Education to implement the new framework and geographical location of Wiltshire's Music Hub Lead Organisation following our application. <a href="https://www.artscouncil.org.uk/our-open-funds/music-hub-investment">https://www.artscouncil.org.uk/our-open-funds/music-hub-investment</a></p>	<p>The Arts Council has already undertaken a period of consultation with existing music hubs, and has confirmed its approach to the geographic areas for the strategic music hub lead organisations to support. <a href="https://datawrapper.dwcdn.net/u50cw/9/">https://datawrapper.dwcdn.net/u50cw/9/</a></p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Paul Redford <a href="mailto:Paul.Redford@wiltshire.gov.uk">Paul.Redford@wiltshire.gov.uk</a> Tel: 01225 770459</p> <p>Helean Hughes and Richard Hanks (Directors - Education &amp; Skills)</p>	<p>Open</p>
<p><b>19 Mar 2024</b> Air Quality Action Plan</p>	<p><b>Key Decision</b> To consider the Air Quality Action Plan</p>	<p>TBD</p>		<p>Cllr Nick Holder <a href="mailto:Nick.Holder@wiltshire.gov.uk">Nick.Holder@wiltshire.gov.uk</a></p>	<p>John Carter <a href="mailto:john.carter@wiltshire.gov.uk">john.carter@wiltshire.gov.uk</a> Tel: 01225 776655</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 Director	To be considered in Private
<p><b>19 Mar 2024</b> Community Conversations</p>	<p><b>Non-Key</b> An update to highlight the ongoing work in areas of deprivation across the county using the 'Community Conversations' approach.</p>	<p>Not applicable to update item.</p>		<p>Cllr Ian Blair-Pilling <a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>	<p>Kate Blackburn <a href="mailto:Kate.Blackburn@wiltshire.gov.uk">Kate.Blackburn@wiltshire.gov.uk</a> Tel: 01225 716837  Kate Blackburn (Director - Public Health)</p>	<p>Open</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<p><b>19 Mar 2024</b> Household Support Fund 5 2024/25</p>	<p><b>Key Decision</b> Wiltshire Council was provided with £5,457,313 in 2023/24 of government funding (Department for Work and Pensions). The Fund (known as the Household Support Fund 4) is being provided to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs to help them with significantly rising living costs for the financial year 2023-24. This item is being added to the forward plan so that if the government announce a further round of Household Support Fund late March 2024 this item is already known about. Should no further finding be made available this can be pulled.</p>	<p>The Cabinet member will be updated and any potential partners who will be applying to distribute funding</p>		<p>Cllr Ian Blair-Pilling <a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>	<p>Rachel Kent <a href="mailto:rachel.kent@wiltshire.gov.uk">rachel.kent@wiltshire.gov.uk</a> Tel: 01380 826321</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 Director	To be considered in Private
<p><b>19 Mar 2024</b> Chippenham Southern Land Development Update</p>	<p><b>Key Decision</b> 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 <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>David Ashdown, Louise Cary <a href="mailto:david.ashdown@wiltshire.gov.uk">david.ashdown@wiltshire.gov.uk</a>, <a href="mailto:louise.cary@wiltshire.gov.uk">louise.cary@wiltshire.gov.uk</a> Tel: 01225 718450, Tel: 01722 434274  Andy Brown</p>	<p>Part exempt</p>
<p><b>19 Mar 2024</b> Transfer of Local Enterprise Partnership Functions</p>	<p><b>Non-Key</b> On 4th August, government confirmed that LEP functions (namely business representation, strategic economic planning, and responsibility for the delivery of government programmes where directed) will be transferred to local authorities. This paper is to authorise the Transition Agreement between SWLEP, SBC and WC</p>	<p>N/A N/A</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Victoria Moloney <a href="mailto:victoria.moloney@wiltshire.gov.uk">victoria.moloney@wiltshire.gov.uk</a>  Parvis Khansari (Corporate Director - Place)</p>	<p>Fully exempt</p>
<p>April 2024</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Director	To be considered in Private
<b>16 Apr 2024</b> B4069 Lyneham Banks	<b>Key Decision</b> Award of contract to repair the road at Lyneham Banks following the major landslip on the B4069.	Liaison has taken place with local members, parish councils, residents and landowners since the landslide occurred in February 2022. Meetings have been held with local stakeholders during the development of the scheme and newsletters have been published regularly. Meet the contractor event to be held prior to work starting on site.		Cllr Caroline Thomas <a href="mailto:caroline.thomas@wiltshire.gov.uk">caroline.thomas@wiltshire.gov.uk</a>	Peter Binley <a href="mailto:peter.binley@wiltshire.gov.uk">peter.binley@wiltshire.gov.uk</a> Tel: 01225 713412  Samantha Howell	Open
May 2024						
<b>7 May 2024</b> Performance and Risk Report 2023-24 Q4	<b>Non-Key</b> Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Overview and Scrutiny are invited to review the report on 29 May 2024.		Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a>	Martin Nicholls <a href="mailto:martin.nicholls@wiltshire.gov.uk">martin.nicholls@wiltshire.gov.uk</a>  Perry Holmes	Open
*****						