

CABINET FORWARD WORK PLAN

1 OCTOBER 2016 TO 31 JANUARY 2017

Explanatory Note

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published at the beginning of each month.

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 Jane Scott	Leader of the Council
Cllr John Thompson	Deputy Leader of the Council and Cabinet Member responsible for communities, campuses, area boards and broadband
Cllr Laura Mayes	Cabinet Member responsible for children's services
Cllr Fleur de Rhe-Philippe	Cabinet Member responsible for economic development, skills and strategic transport and strategic property
Cllr Jonathon Seed	Cabinet Member responsible for housing (excluding strategic housing), leisure, libraries and flooding
Cllr Toby Sturgis	Cabinet Member responsible for strategic planning, development management, strategic housing, operational property and waste
Cllr Richard (Dick) Tonge	Cabinet Member responsible for finance, performance, risk, systems thinking, procurement and welfare reform
Cllr Stuart Wheeler	Cabinet Member responsible for hubs, governance (including information management) support services (HR, legal, ICT, business services, democratic services) heritage and arts and customer care
Cllr Philip Whitehead	Cabinet Member responsible for highways and transport
Cllr Jerry Wickham	Cabinet Member responsible for health (including public health) and adult social care

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 and its Committees 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 Yamina Rhouati, Democratic Governance Manager Yamina.Rhouati@wiltshire.gov.uk by 12.00 noon three working days before the meeting. Please contact Democratic Services on 01225 718024 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
11 October 2016						
11 Oct 2016 Update on Mobilisation of Future Waste Management and Collection Services	Non-Key To provide an update on progress of the mobilisation of new waste management and collection contracts to take effect from August 2017.			Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk	Tracy Carter, John Geary tracy.carter@wiltshire.gov.uk , john.geary@wiltshire.gov.uk Tel: 01225 713258, Tel: 01225 713150 Tracy Carter	Part exempt
11 Oct 2016 Care Leavers Report	Non-Key To update Cabinet on the progress made in improving services for Care leavers since Ofsted judged the service as Requires Improvement during inspection in June 2015.			Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Martin Davis martin.davis@wiltshire.gov.uk Tel: 01225 712590 Terence Herbert	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>11 Oct 2016 Passenger Transport Review</p>	<p>Key Decision To decide on future strategy and funding for passenger transport services.</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Parvis Khansari, Jason Salter, Karen Jones parvis.khansari@wiltshire.gov.uk, jason.salter@wiltshire.gov.uk, karen.jones@wiltshire.gov.uk Tel: 01225 713340, Tel: 01225 713334,</p>	<p>Open</p>
<p>11 Oct 2016 A303 Amesbury to Berwick Down Road Scheme</p>	<p>Key Decision To update Members on status of A303 Amesbury to Berwick Down road scheme and obtain approval for resource designation required to fulfil Council's statutory responsibilities with respect to this project</p>	<p>Public Local Members Parish Councils Heritage bodies</p> <p>Scheme will be subject to a public consultation at key stages in process, including at options sift and pre DCO application stages</p>		<p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p>	<p>Allan Creedy allan.creedy@wiltshire.gov.uk Tel: 01225 713444</p> <p>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 Oct 2016 Introducing an Income Management Strategy</p>	<p>Non-Key</p> <p>To launch the Income Management strategy to: Ensure our processes of collecting income are consistent, robust and efficient, and achieve our aims through an understanding of the market place, the deployment of new technology and data sharing.</p> <p>To maximise income due to the Council using all appropriate means to recover monies due whilst ensuring the most vulnerable are offered protection. We will demonstrate the effectiveness of the strategy through effective treasury management and regular reporting</p>	<p>The strategy has already been circulated to ADs for comment</p>	<p>Introducing an Income Management Strategy</p>	<p>Cllr Dick Tonge richard.tonge@witshire.gov.uk</p>	<p>Ian P Brown ianp.brown@witshire.gov.uk Tel: 01225 716701</p> <p>Michael Hudson</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 Oct 2016 Supporting SME growth and Innovation in Wiltshire</p>	<p>Key Decision To agree procurement of business services supporting SME Growth, Innovation and Export in Swindon and Wiltshire</p>			<p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p>	<p>Helen Clift, Angela Hays, Tim Martienssen Helen.Clift@wiltshire.gov.uk, angela.hays@wiltshire.gov.uk, tim.martienssen@wiltshire.gov.uk Tel: 01225 712531, , Alistair Cunningham</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 Oct 2016 Medium Term Financial Plan and Efficiency Statement 2017-2021</p>	<p>Key Decision This report updates Cabinet on the latest financial forecast from 2017-2021. In February 2016 central government issued a four year proposal to all local authorities regarding future funding (2016-2020). Councils need to give notice to DCLG of the intention to accept this offer by October 2016, and in doing so must set out an efficiency strategy to ensure that the council can maintain its financial standing in light of this offer. This report sets out Wiltshire's consideration of that offer and its efficiency strategy and assumptions behind that to deliver a balanced budget within that financial funding envelope.</p>	<p>Finance Task Group and Overview & Scrutiny Management Committee</p>		<p>Cllr Baroness Scott of Bybrook OBE jane.scott@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk Tel: 01225 713601 Michael Hudson</p>	<p>Open</p>
<p>15 November 2016</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>15 Nov 2016 Developing Integrated Urgent Care</p>	<p>Non-Key Will cover joint working between Wiltshire Council and Wiltshire Clinical Commissioning Group, both involved with the Joint Commissioning Board, in relation to Developing Integrated Urgent Care.</p>			<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>James Cawley james.cawley@wiltshire.gov.uk Tel: 01225 713951 James Cawley</p>	<p>Open</p>
<p>15 Nov 2016 Public Health Annual Report 2015/16</p>	<p>Non-Key For Cabinet to consider the Annual Public Health report for 2015/16.</p>			<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Frances Chinemana frances.chinemana@wiltshire.gov.uk Frances Chinemana</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>15 Nov 2016 Adoption of the Supplementary Planning Document 'Waste storage and collection: guidance for developers'</p>	<p>Non-Key</p> <p>To: (i) inform Cabinet of the purpose of the Supplementary Planning Document 'Waste storage and collection: guidance for developers' (Waste Storage and Collection SPD) and how it has been prepared for adoption; (ii) seek approval that the Waste Storage and Collection SPD be recommended to Council for adoption.</p>			<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Gareth Jones garethi.jones@wiltshire.gov.uk Tel: 01225 776655</p> <p>Tracy Carter</p>	<p>Open</p>
<p>15 Nov 2016 Ultrafast Broadband</p>	<p>Key Decision</p> <p>To inform Cabinet of progress on procurement for an ultrafast broadband solution in a number of strategic sites across the county aligned with the council's Economy and Regeneration aspirations and to agree a delegated sign off for contract award.</p>			<p>Cllr John Thomson john.thomson@wiltshire.gov.uk</p>	<p>Catherine Dixon catherine.dixon@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
15 Nov 2016 Update on MyWiltshire System	Non-Key To update Cabinet on the proposed way forward for the MyWiltshire service			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Catherine Dixon, Steven Richardson catherine.dixon@wiltshire.gov.uk , steven.richardson@wiltshire.gov.uk Robin Townsend	Open
13 December 2016						
13 Dec 2016 Direct Payment Support Service	Key Decision To secure delegated authority for the applicable Associate Director to award a contract to the preferred provider/s identified as a result of the tender process.	Some DP customers		Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk	Emma Townsend emma.townsend@wiltshire.gov.uk James Cawley	Fully exempt

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>13 Dec 2016 Report on Treasury Management Strategy 2016-17 - Second Quarter ended 30 September 2016</p>	<p>Non-Key To provide a quarterly update on the 2016/17 treasury management position for the quarter to the end of September 2016</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Keith Stephens keith.stephens@wiltshire.gov.uk Tel: 01225 713603 Michael Hudson</p>	<p>Open</p>
<p>13 Dec 2016 Revenue and Capital Budget - Budget Monitoring Reports Period 7 2016/2017</p>	<p>Non-Key Revenue and capital budget reports for period 7</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson michael.hudson@wiltshire.gov.uk Tel: 01225 713601</p>	<p>Open</p>
<p>13 Dec 2016 Performance Management and Risk Outturn Report: Q2 2016/17</p>	<p>Non-Key To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886 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
13 Dec 2016 Council Tax Base 2017/2018	Non-Key Council Tax base			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson michael.hudson@wiltshire.gov.uk Tel: 01225 713601	Open
13 Dec 2016 Procurement of a new temporary agency supplier	Key Decision For Cabinet to approve the award of contract for the procurement of a new temporary agency supplier			Cllr Dick Tonge, Cllr Stuart Wheeler richard.tonge@wiltshire.gov.uk , stuart.wheeler@wiltshire.gov.uk	Jane Graham jane.graham@wiltshire.gov.uk Barry Pirie, Robin Townsend	Open
17 January 2017						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>17 Jan 2017 Adoption Agency Six Month Report</p>	<p>Non-Key To update cabinet regarding adoption</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Lynda Cox, Martin Davis, Matthew Turner lynda.cox@wiltshire.gov.uk, martin.davis@wiltshire.gov.uk, matthew.turner@wiltshire.gov.uk Tel: 01225 718227, Tel: 01225 712590, Tel: 01225 712541 Terence Herbert</p>	<p>Open</p>