

CABINET FORWARD WORK PLAN

1 DECEMBER 2018 TO 31 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
11 December 2018						
11 Dec 2018 Outdoor Education (Part I and Part II Report)	Key Decision Decision on the potential sale of the Council's outdoor education sites.			Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Nick Cave Nick.Cave@wiltshire.gov.uk Helean Hughes helean.hughes@wiltshire.gov.uk	Part exempt
11 Dec 2018 LED Lighting Project	Key Decision Invest to save scheme to replace existing street lighting lanterns with LED units	Finance team, procurement team, legal, ECO Board, lighting consultant, contractors and manufacturers. Consultations undertaken to develop robust business case.		Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk	Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412 Parvis Khansari	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 Dec 2018 Integrated Community Equipment and Support Services - Recommissioning (Part I and Part II Report)</p>	<p>Key Decision Details of the scope of an Integrated Equipment and Support Services (ICESS) procurement.</p>			<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Sue Geary, Jessica Mitchell sue.geary@wiltshire.gov.uk, jessica.mitchell@wiltshire.gov.uk Tel: 01225 713922, Helen Jones (Director - Commissioning)</p>	<p>Part exempt</p>
<p>11 Dec 2018 Prioritisation of Community Infrastructure Levy Spending</p>	<p>Key Decision To approve the allocation of Community Infrastructure Levy spending to priority projects.</p>			<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Luke Francis georgina.clampitt-dix@wiltshire.gov.uk, luke.francis@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718457 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>11 Dec 2018 Proposed closure of Lypiatt Primary School</p>	<p>Key Decision Reporting to Cabinet the results of the statutory consultation on the closure of Lypiatt Primary School and seeking a final decision on closure.</p>	<p>Local community & school Statutory Notice published 18 October 2018</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Clara Davies, Tom Lindsay clara.davies@wiltshire.gov.uk, tom.lindsay@wiltshire.gov.uk</p> <p>Helean Hughes helean.hughes@wiltshire.gov.uk</p>	<p>Open</p>
<p>11 Dec 2018 Council Tax Base 2019/2020</p>	<p>Non-Key council Tax Base</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244</p> <p>Hellard becky.hellard@wiltshire.gov.uk</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 Dec 2018 Revenue & Capital Budget Monitoring Report	Non-Key Monitoring Reports for end of October 2018			Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Hellard becky.hellard@wiltshire.gov.uk	Open
15 January 2019						
15 Jan 2019 The Maltings Regeneration Scheme	Key Decision To update cabinet on progress on the Maltings Regeneration Scheme, Salisbury, and seek approval of the business case to proceed with delivery.			Cllr Pauline Church pauline.church@wiltshire.gov.uk	Richard Walters richard.walters@wiltshire.gov.uk Tim Martienssen	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>15 Jan 2019 Approach to Disposal of Assets and Property Acquisitions</p>	<p>Key Decision A report setting out the governance structure behind disposal of surplus assets and property acquisitions</p>			<p>Cllr Toby Sturgis, Cllr Philip Whitehead toby.sturgis@wiltshire.gov.uk, philip.whitehead@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>15 Jan 2019 Wiltshire Local Plan Review Update</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>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</p> <p>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>15 Jan 2019 Strategic Depot Review</p>	<p>Key Decision Paper setting out the approach to depots across the County, taking into consideration the new providers of key services</p>			<p>Cllr Toby Sturgis, Cllr Philip Whitehead toby.sturgis@wiltshire.gov.uk, philip.whitehead@wiltshire.gov.uk</p>	<p>Nick Darbyshire nick.darbyshire@wiltshire.gov.uk Tel: 01225 718384</p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Open</p>
<p>15 Jan 2019 Service Devolution & Asset Transfer Package - Devizes</p>	<p>Key Decision Proposal to devolve and transfer a number of services and assets to Devizes Town Council in line with the Service Devolution and Asset Transfer Policy (Nov 17)</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Hannah Day hannah.day@wiltshire.gov.uk</p> <p>Simon Hendey (Director - Housing and Commercial)</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 Jan 2019 Salisbury Business Improvement District Reballot</p>	<p>Non-Key To brief members on the reballot process for Salisbury Business Improvement District (BID), to present the BID 2 Business Plan to members for consideration, and to seek members' continued support for the BID.</p>			<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Scott Anderson, Tim Martienssen scott.anderson@wiltshire.gov.uk, tim.martienssen@wiltshire.gov.uk Tel: 01722 434689, Tim Martienssen</p>	<p>Open</p>
<p>15 Jan 2019 Wiltshire Council Adoption Service: 2018 Q1-2 6 Month Report</p>	<p>Non-Key It is a statutory requirement that the Adoption Service regularly provides information to the Council about the performance of the Service. An annual report in July 2018 covered the year 2017/18. This is an interim brief six-month report.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Martin Davis martin.davis@wiltshire.gov.uk Tel: 01225 712590 Lucy Townsend (Director - Family and Children's Services)</p>	<p>Open</p>
<p>5 February 2018</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>5 Feb 2019 Boscombe Down - Future Boscombe Programme (Part II Report)</p>	<p>Key Decision To update members on progress on the programme since the cabinet report of 12 December 2017, and seek delegated authority to proceed with the programme as described in the report.</p>			<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Richard Walters richard.walters@wiltshire.gov.uk</p> <p>Tim Martienssen</p>	<p>Fully exempt</p>
<p>5 Feb 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>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Allan Creedy allan.creedy@wiltshire.gov.uk Tel: 01225 713444</p> <p>Parvis Khansari</p>	<p>Open</p>
<p>5 Feb 2019 School Capital Programme 2019 - 2022</p>	<p>Key Decision In line with the Wiltshire School Places Strategy 2017 - 2022 this report provides an update on the current three year capital programme of work and seeks approval for a small number of additional priority basic need schemes and annual condition related works.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Clara Davies clara.davies@wiltshire.gov.uk</p> <p>Helean Hughes helean.hughes@wiltshire.gov.uk</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>5 Feb 2019 Adoption of a new Performance Management and Risk Management Policy</p>	<p>Non-Key Consider an updated and combined Performance Management and Risk Management policy that links activity across all services and responds to suggestions in the recent corporate peer review.</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p>5 Feb 2019 School Admission Policies 2020/21</p>	<p>Non-Key To determine the Admissions Arrangements for VC & C schools 2020/2021.</p> <p>To determine the Co-ordinated Schemes for 2020/2021</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010</p> <p>Helean Hughes helean.hughes@wiltshire.gov.uk</p>	<p>Open</p>
<p>26 March 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>26 Mar 2019 Wiltshire Council's Housing Board Annual Report</p>	<p>Non-Key Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.</p>			<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Ian Seeckts ian.seeckts@wiltshire.gov.uk Tel: 01722 434353</p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Open</p>