


# **CABINET FORWARD WORK PLAN**

1 DECEMBER 2019 TO 31 MARCH 2020

Published on 11 November 2019  
Re-Published on 2 December 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:**

<b>Name</b>	<b>Portfolio Details</b>
Cllr Philip Whitehead	Leader of the Council and Cabinet Member responsible for Economic Development
Cllr Richard Clewer	Deputy Leader of the Council and Cabinet Member responsible for Corporate Services, Heritage, Arts, Tourism, Housing, Climate Change and Military-Civilian Integration
Cllr Ian Blair-Pilling	Cabinet Member responsible for IT, Digitalisation and Operational Assets
Cllr Alison Bucknell	Cabinet Member responsible for Communications, Communities, Leisure and Libraries
Cllr Pauline Church	Cabinet Member responsible for Children, Education and Skills
Cllr Simon Jacobs	Cabinet Member responsible for Finance and Procurement
Cllr Laura Mayes	Cabinet Member responsible for Adult Social Care, Public Health and Public Protection
Cllr Toby Sturgis	Cabinet Member responsible for Spatial Planning and Development Management and Investment
Cllr Bridget Wayman	Cabinet Member responsible for Highways, Transport and Waste

## **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 Associate Director	To be considered in Private
December 2019						
<b>10 Dec 2019</b> Council Tax Base	<b>Non-Key</b> Council Tax base	Consultation not required.		Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a>	Stuart Donnelly <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> Tel: 01225 718582  Deborah Hindson <a href="mailto:deborah.hindson@wiltshire.gov.uk">deborah.hindson@wiltshire.gov.uk</a>	Open
<b>10 Dec 2019</b> Mid Year Updated Medium Term Financial Strategy	<b>Non-Key</b> Mid Year Updated Medium Term Financial Strategy	Internal	Mid Year Updated Medium Term Financial Strategy	Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a>	Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244  Deborah Hindson (Director - Finance and Procurement)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<b>10 Dec 2019</b> Western Gateway - a powerhouse for the West	<b>Non-Key</b> To consider Wiltshire Council's participation in the emerging Western Gateway, the development of which is supported by the UK government.	None		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	David Bowater <a href="mailto:david.bowater@wiltshire.gov.uk">david.bowater@wiltshire.gov.uk</a>  Alistair Cunningham	Open
January 2020						
<b>7 Jan 2020</b> Acquisition of Land at Horton Road Devizes	<b>Key Decision</b> The acquisition of approximately 20.8 acres of land at Horton Road Devizes for employment development and subsequent disposal of smaller parcels to occupiers and developers	Consultation has taken place with the Leader of the Council and Executive Director		Cllr Philip Whitehead <a href="mailto:philip.whitehead@wiltshire.gov.uk">philip.whitehead@wiltshire.gov.uk</a>	Mark Hunnybun <a href="mailto:mark.hunnybun@wiltshire.gov.uk">mark.hunnybun@wiltshire.gov.uk</a>  Simon Hendey (Director - Housing and Commercial)	Part exempt

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>7 Jan 2020</b> Stone Circle Company business plans</p>	<p><b>Key Decision</b> As required by the shareholders agreement the report will propose the business plans for Stone Circle development company and Stone Circle housing company for 2020/21 and onwards. In addition the report will recommend establishment of a new company within the Stone Circle holding group.</p>	<p>not applicable not applicable</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Simon Hendey <a href="mailto:simon.hendey@wiltshire.gov.uk">simon.hendey@wiltshire.gov.uk</a></p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Fully exempt</p>
<p><b>7 Jan 2020</b> Wiltshire Council Adoption Service: 2019/20 Q1-2, 6 Month Report</p>	<p><b>Non-Key</b> It is a statutory requirement that the local authority provides assurance to elected members about the effectiveness of Adoption Services within the local authority and how it works for children. It is agreed that this will be done through an annual report and an interim 6 month report to Cabinet. This is the latter report and covers the Q1-2 period of 2019-20.</p>	<p>N/A</p>		<p>Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a></p>	<p>Matthew Turner, Lynn Wheeler <a href="mailto:matthew.turner@wiltshire.gov.uk">matthew.turner@wiltshire.gov.uk</a>, <a href="mailto:Lynn.Wheeler@wiltshire.gov.uk">Lynn.Wheeler@wiltshire.gov.uk</a> Tel: 01225 712541,</p> <p>Lucy Townsend (Director - Family and Children)</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
<b>7 Jan 2020</b> Provision of loan facility for wiltshire college	<b>Key Decision</b> The report seeks consideration of the provision of a loan facility to Wiltshire College	not applicable not applicable		Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a>	Simon Hendey <a href="mailto:simon.hendey@wiltshire.gov.uk">simon.hendey@wiltshire.gov.uk</a>  Simon Hendey (Director - Housing and Commercial)	Fully exempt
February 2020						
<b>11 Feb 2020</b> Capital Strategy	<b>Key Decision</b> Capital Strategy & budget setting	Full budget setting consultation		Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a>	Stuart Donnelly <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> Tel: 01225 718582  Deborah Hindson <a href="mailto:deborah.hindson@wiltshire.gov.uk">deborah.hindson@wiltshire.gov.uk</a>	Open



Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>11 Feb 2020</b> Streetworks Permitting System</p>	<p><b>Key Decision</b> Introduction of permit system to replace existing noticing system for works by public utilities and others on the highway network</p>	<p>Public utilities, statutory undertakings, other highway authorities and internal staff involved in streetworks operations, including finance, legal etc. Consultations undertaken with public utilities and those undertaking works on the highways network to regarding the proposals.</p>		<p>Cllr Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@wiltshire.gov.uk</a></p>	<p>Peter Binley <a href="mailto:peter.binley@wiltshire.gov.uk">peter.binley@wiltshire.gov.uk</a> Tel: 01225 713412  Parvis Khansari</p>	<p>Open</p>
<p><b>11 Feb 2020</b> SEND Strategy 2020 -2023</p>	<p><b>Key Decision</b> The existing SEND strategy will be out of date at the end of 2019 and this will replace it. The document will describe the vision for SEND in the coming years and the key strategic direction for provision in this area</p>	<p>Children with SEND needs Parent Carers Primary Schools Secondary Schools Special Schools Early years CCG  Pre consultation in September 2019 Consultation in November 2019</p>		<p>Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a></p>	<p>Nicholas Breakwell <a href="mailto:nicholas.breakwell@wiltshire.gov.uk">nicholas.breakwell@wiltshire.gov.uk</a>  Helean Hughes (Director - Education and Skills)</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><b>11 Feb 2020</b> Wiltshire Council Financial Plan Update 2020-21.</p>	<p><b>Non-Key</b> To consider the council's annual budget for 2020-21 prior to consideration by Cabinet and Full Council.</p>			<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244</p> <p>Deborah Hindson <a href="mailto:deborah.hindson@wiltshire.gov.uk">deborah.hindson@wiltshire.gov.uk</a></p>	<p>Open</p>
<p><b>11 Feb 2020</b> Local Government Act 2003 Section 25</p>	<p><b>Non-Key</b> Annual CFO report on budget setting</p>	<p>Full budget consultation</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244</p> <p>Deborah Hindson <a href="mailto:deborah.hindson@wiltshire.gov.uk">deborah.hindson@wiltshire.gov.uk</a></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><b>11 Feb 2020</b> Budget Monitoring, Performance &amp; Risk Management 2019/20 Q3</p>	<p><b>Non-Key</b> Combined monitoring report</p>	<p>Members Overview &amp; scrutiny</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Toby Eliot, Matthew Tiller <a href="mailto:toby.eliot@wiltshire.gov.uk">toby.eliot@wiltshire.gov.uk</a>, <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01225 713886, Tel: 01722b434244</p> <p>Robin Townsend, Deborah Hindson <a href="mailto:deborah.hindson@wiltshire.gov.uk">deborah.hindson@wiltshire.gov.uk</a></p>	<p>Open</p>
<p><b>11 Feb 2020</b> Treasury Management Strategy</p>	<p><b>Non-Key</b> Treasury Management strategy</p>	<p>part of budget setting consultation</p>		<p>Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a></p>	<p>Stuart Donnelly <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> Tel: 01225 718582</p> <p>Deborah Hindson <a href="mailto:deborah.hindson@wiltshire.gov.uk">deborah.hindson@wiltshire.gov.uk</a></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
<b>11 Feb 2020</b> School Admission Policies 2021/22	<b>Non-Key</b> To determine school admissions policies for VC & C schools and determine co-ordinated schemes.	Consultation will take place for a period of 6 weeks between October 2019 -Jan 2020		Cllr Pauline Church <a href="mailto:pauline.church@wiltshire.gov.uk">pauline.church@wiltshire.gov.uk</a>	Debbie Clare <a href="mailto:debbie.clare@wiltshire.gov.uk">debbie.clare@wiltshire.gov.uk</a> Tel: 01225 713010  Helean Hughes (Director - Education and Skills)	Open
March						
<b>24 Mar 2020</b> Annual Procurement Plan 20/21	<b>Key Decision</b> To inform Cabinet of the planned forthcoming procurements in FY2020-21 and to seek delegated authority for named Directors to award the resulting contracts.	N/A None		Cllr Simon Jacobs <a href="mailto:simon.jacobs@wiltshire.gov.uk">simon.jacobs@wiltshire.gov.uk</a>	Greg Lewis <a href="mailto:greg.lewis@wiltshire.gov.uk">greg.lewis@wiltshire.gov.uk</a>  Becky Hellard	Open