

CABINET FORWARD WORK PLAN

1 MAY 2020 TO 31 AUGUST 2020

Due to the current coronavirus situation the council is continually reviewing its approach to forthcoming meetings referred to in the Forward Work Plan. Please check this [page](#) on a regular basis as meeting arrangements may change at short notice, and familiarise yourself with information on the coronavirus at the website <http://www.wiltshire.gov.uk/public-health-coronavirus>


Published on 9 April 2020

Re-published on 5 May 2020 – to include an update on the new date of the next Cabinet meeting in May 2020

Re-published on 11 May 2020 – to include an item on the Council's response to COVID-19

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 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, 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 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
May 2020						
<p>19 May 2020 Wiltshire Council's Response to Coronavirus</p>	<p>Non-Key Wiltshire Council has been playing an integral role in leading the local response to COVID-19, working with partners across the footprint on Wiltshire, to ensure that those most vulnerable in the community are supported, local businesses receive the government funded allocated to the county, critical council services can continue to deliver essential services during what is an unprecedented and rapidly changing incident.</p>	N/A		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Robin Townsend MBE Robin.Townsend@wiltshire.gov.uk Tel: 01225 718474</p> <p>Robin Townsend</p>	Open
<p>19 May 2020 Capital Programme - Transport</p>	<p>Key Decision A report to acknowledge the resource and financial implications of recent and pending funding awards, and to agree appropriate provision</p>	None required		<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>	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
June 2020						
9 Jun 2020 Draft Annual Governance Statement	Non-Key Draft Annual Governance Statement	tbc		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	David Bowater david.bowater@wiltshire.gov.uk Ian Gibbons	Open
9 Jun 2020 Disposal Programme	Non-Key Bi-annual update on the disposal programme	Relevant Cabinet Members will be informed of the report through the drafting stage, with local elected member involvement taking place after the decision has been taken (in accordance with the agreed approach)		Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk	Mike Dawson mike.dawson@wiltshire.gov.uk Simon Hendey (Director - Housing and Commercial)	Open
July 2020						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>14 Jul 2020 Annual Procurement Plan 20/21</p>	<p>Key Decision To inform Cabinet of the planned forthcoming procurements in FY2020-21 and to seek delegated authority for named Directors to award the resulting contracts.</p>	<p>N/A None</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Jonathan Hopkins jonathan.hopkins@wiltshire.gov.uk Brown andy.brown@wiltshire.gov.uk</p>	<p>Open</p>
<p>14 Jul 2020 Statement of Community Involvement</p>	<p>Key Decision To update the Council's Statement of Community Involvement and set out how the Council will engage with communities and stakeholders in the planning process.</p>	<p>No consultation has been undertaken.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix georgina.clampitt-dix@wiltshire.gov.uk Tel: 01225 713472 Sam Fox (Director - Economic Development and Planning)</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>14 Jul 2020 Libraries Strategy and Visioning Plan</p>	<p>Non-Key To provide members with a detailed plan of the work required to achieve a strategic vision for the council's Library provision, ensuring that the service meets the future needs of Wiltshire's communities.</p>	<p>Cllrs</p>		<p>Cllr Allison Bucknell allison.bucknell@wiltshire.gov.uk</p>	<p>David Redfern, rebecca bolton, paul.pritchard david.redfern@wiltshire.gov.uk, paul.pritchard@wiltshire.gov.uk</p> <p>Gibbons jessica.gibbons@Wiltshire.gov.uk</p>	<p>Open</p>
<p>August 2020</p>						