

FORWARD WORK PLAN

1 AUGUST 2010 TO 30 NOVEMBER 2010

Explanatory Note This work plan consists of future items to be considered by the Cabinet in the next four months. It will be published at least 14 days before the start of the period covered in the plan.

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 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 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. A financial threshold of £500,000 has been set on the basis that this does not include operational expenditure by Corporate Directors that is within the approved budget and the policy framework. (In accordance with the requirements of the new adopted financial regulations – adopted 18 May 2010)
5. Any area reorganisation plan extending, in effect, beyond a single County Electoral Division insofar as it will impact on the delivery of the service to the public (therefore internal organisational or staffing alterations would not be a “key” decision).
6. Any proposal to change the Council’s policy framework (documents listed within the Council’s Constitution).

Membership of Cabinet:

Name	Portfolio Details
Mrs JA Scott	Leader of the Council
Mr J Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Libraries
Mr J Brady	Cabinet Member for Economic Development, Planning and Housing
Miss F de Rhé-Phillipe	Cabinet Member for Finance, Performance and Risk
Mr L Grundy	Cabinet Member for Children's Services
Mr K Humphries	Cabinet Member for Health and Wellbeing
Mr J Noeken	Cabinet Member for Resources
Mr T Sturgis	Cabinet Member for Waste, Property and Environment
Mr D Tonge	Cabinet Member for Highways and Transport
Mr S Wheeler	Cabinet Member for Leisure, Sport and Culture


Representations/Public Participation

If you would like to make representations on any of the items to be considered by Cabinet or Committees, please contact the officer named for the relevant item. Additionally, the Council welcomes participation at its meetings from members of the public. Meetings of Council, Cabinet and Committees are open to members of the public who may ask a question or make a statement. Written notice of questions should be sent to the Head of Democratic & Members' Services john.quinton@wiltshire.gov.uk by 12.00 noon two working days before the meeting. Please contact Democratic & Member Services on 01225 713018 for further information. You may register to speak at Committees by registering up to 10 minutes prior to the meeting. Agenda for each meeting will detail the public participation arrangements and officer contact details.


There are separate public participation arrangements in respect of development control items at Area Planning Committees and Strategic Planning Committees and also separate arrangements in respect of Area Boards. Please contact Democratic Services for advice.


Agenda for meetings of the Council can be accessed on the following link of the Council's web site:



<http://cms.wiltshire.gov.uk/ieDocHome.aspx?Categories=-13099>


Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact
14 Sep 2010 Budget Monitoring	To receive a regular update on the capital and revenue budget	Corporate Leadership Team	None.	Cllr Fleur de Rhe-Philippe fleur.derhe-philipe@wiltshire.gov.uk	Martin Donovan (Chief Finance Officer) martin.donovan@wiltshire.gov.uk
Not before 4th Aug 2010 Notification of an Additional Item of Key Decision business - Adult Social Care - Choice and Control (attached)	To seek approval to proceed with the next phase of delivering self-directed support to give more choice and control to people who use social care services. This phase includes the introduction of a Resource Allocation System (RAS) which is used to calculate the indicative amount for a personal budget.		None.	Deputy Leader and Cabinet Member for Community Services	
14 Sep 2010 Waste Site Allocations Development Plan Document	 To seek approval to consult on the formal Regulation 27 Waste Site Allocations Document.	This will commence for 6 weeks following the Cabinet meeting.	Draft of the document and technical reports	Cllr John Brady john.brady@wiltshire.gov.uk	Alistair Cunningham alistair.cunningham@wiltshire.gov.uk

14 Sep 2010 Governance Arrangements in Respect of Property Sales	To invite Cabinet to review the governance and processes in respect of the disposal of property assets.	Corporate Leadership Team	None.	Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk	Mark Hunnybun mark.hunnybun@wiltshire.gov.uk
14 Sep 2010 Older People Accommodation Development Strategy	 To outline key principles of development strategy and to seek approval to undertake Trowbridge development		Accommodation Strategy for Older People	Cllr John Thomson john.thomson@wiltshire.gov.uk	James Cawley james.cawley@wiltshire.gov.uk
14 Sep 2010 Proposed Employee Volunteering Scheme	For Cabinet to consider the implementation of a Council staff employee volunteering scheme	Fully undertaken in the last year	None.	Cllr John Thomson john.thomson@wiltshire.gov.uk	Sandie Lewis sandie.lewis@wiltshire.gov.uk
14 Sep 2010 Wiltshire Air Quality Strategy	 To seek adoption of the Wiltshire Air Quality Strategy	Full consultation will have been completed	Strategy document	Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	John Carter john.carter@wiltshire.gov.uk Tel: 01225 776655
14 Sep 2010 Update on Performance	To inform Cabinet about progress against the Council's priorities, including those in the Local Agreement for Wiltshire		Additional information will be placed in the website	Cllr Fleur de Rhe-Philipe fleur.derhe-philipe@wiltshire.gov.uk	Sharon Britton (Service Director Performance) sharon.britton@wiltshire.gov.uk
14 Sep 2010 Annual Governance Statement 2009-10	To consider a draft Annual Governance Statement for 2009/10 for comment before final approval is sought from the Audit Committee at its meeting on 30 September 2010.	Corporate Leadership Team, Audit Committee and Standards Committee	None.	Cllr Fleur de Rhe-Philipe fleur.derhe-philipe@wiltshire.gov.uk	Ian Gibbons ian.gibbons@wiltshire.gov.uk

14 Sep 2010 Salisbury Cathedral: Faith in our Future - Presentation by the Dean of Salisbury	To receive a presentation from the Dean of Salisbury regarding Salisbury Cathedral.		None.	Cllr Jane Scott OBE jane.scott@wiltshire.gov.uk	Yamina Rhouati yamina.rhouati@wiltshire.gov.uk
14 Sep 2010 Delegation of Services to Town & Parish Councils	To update Cabinet on progress made with regard to the Delegation of Services to Towns and Parishes	Corporate Leadership Team	None.	Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Mark Smith mark.smith@wiltshire.gov.uk
14 Sep 2010 Annual Report on Treasury Management 2009/10	To provide an update on the Treasury Management outturn for the financial year 2009/10 and then forwarded on to Council.		None.	Cllr Fleur de Rhe- Philippe fleur.derhe-philipe@wiltshire.gov.uk	Keith Stephens keith.stephens@wiltshire.gov.uk
19 Oct 2010 Review of Development Control Service	To seek member agreement for changes to the manner in which Wiltshire Council's Development Service operates following a review of the service.	The Members of Wiltshire Council, all parish, town and city councils.	None.	Cllr John Brady john.brady@wiltshire.gov.uk	Brad Fleet brad.fleet@wiltshire.gov.uk
14 Sep 2010 Total Place Initiative	To present an update on progress of the pilot project		None.	Cllr Jane Scott OBE jane.scott@wiltshire.gov.uk	Matti Raudsepp matti.raudsepp@wiltshire.gov.uk
14 Sep 2010 Youth Service Re- provision in Salisbury and Corsham	 To confirm the re-provision of youth services in Salisbury and Corsham.		None.	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Mark Stone

21 Sep 2010 Additional Meeting	There will be an additional meeting of Cabinet on 21 September 2010 to consider Wiltshire Council's Business Plan.		None.		
21 Sep 2010 Wiltshire Council's Business Plan	 The Council's Business Plan will set out how the Council organises itself to deliver the Corporate Plan priorities and the Council's part of the Community Plan.	Corporate Leadership Team. Consultation relating to key decisions highlighted in the Business Plan will be undertaken as part of those decisions.	None.	Cllr Jane Scott OBE jane.scott@wiltshire.gov.uk	Andrew Kerr andrew.kerr@wiltshire.gov.uk
19 Oct 2010 Budget Monitoring	To receive an update on the Councils capital and revenue budget	Corporate Leadership Team	None.	Cllr Fleur de Rhe-Philippe fleur.derhe-philipe@wiltshire.gov.uk	Martin Donovan (Chief Finance Officer) martin.donovan@wiltshire.gov.uk
19 Oct 2010 Quarterly Progress Update - Workplace Transformation Programme	Regular update on progress of Workplace Transformation Programme		None.	Cllr John Noeken john.noeken@wiltshire.gov.uk	Mark Stone
19 Oct 2010 Progress Report - Delivering Customer Focus programme	To provide progress report to Cabinet as requested		None.	Cllr John Noeken john.noeken@wiltshire.gov.uk	John Rogers john.rogers@wiltshire.gov.uk

<p>19 Oct 2010 Library Services Review</p>	<p> Re-design and modernisation of Library Service, including £500,000 savings target achievement</p>	<p>Focus Review, including user and non-user focus groups and consultation with Area Boards</p>	<p>Option proposals from focus review</p>	<p>Cllr John Thomson john.thomson@wiltshire.gov.uk</p>	<p>Niki Lewis nikilewis@wiltshire.gov.uk</p>
<p>19 Oct 2010 Salisbury Conservation Area</p>	<p>To seek Cabinet's approval for the de-designation the Salisbury Conservation Area and its re-designation as four separate conservation areas, including some changes to the boundaries.</p>		<p>None.</p>	<p>Cllr John Brady john.brady@wiltshire.gov.uk</p>	<p>Ms Elaine Milton elaine.milton@wiltshire.gov.uk</p>
<p>19 Oct 2010 Proposed New Waste and Recycling Collection Services for Wiltshire</p>	<p> Obtain Cabinet approval to implement new, harmonised waste and recycling collection services across the county</p>	<p>The report will refer to the results of a public consultation on the proposed new waste and recycling service, undertaken during June, July and August 2010.</p>	<p>None.</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk</p>
<p>16 Nov 2010 Budget Monitoring</p>	<p>To receive an update on the Council's capital and revenue budget.</p>	<p>Corporate Leadership Team</p>	<p>None.</p>	<p>Cllr Fleur de Rhe-Philippe fleur.derhe-philippe@wiltshire.gov.uk</p>	<p>Martin Donovan (Chief Finance Officer) martin.donovan@wiltshire.gov.uk</p>

<p>16 Nov 2010 Update on Performance</p>	<p>To inform Cabinet about progress against the Council's priorities, including those in the Local Agreement for Wiltshire</p>		<p>Additional information will be placed in the website</p>	<p>Cllr Fleur de Rhe-Philippe fleur.derhe-philipe@wiltshire.gov.uk</p>	<p>Sharon Britton (Service Director Performance) sharon.britton@wiltshire.gov.uk</p>
<p>16 Nov 2010 Carbon Management Plan for Wiltshire Council</p>	<p> To agree a five year carbon reduction plan.</p>	<p>Consulted with the Climate Change Board on 20/09/2010 and Environment Select Committee 07/09/2010</p>	<p>None.</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Alistair Cunningham alistair.cunningham@wiltshire.gov.uk</p>
<p>16 Nov 2010 Approval of the Councils Health and Safety Enforcement Service Provision.</p>	<p>The Health and Safety Executive requires each local authority to provide a service to enforce the Health and Safety at Work Act .This report details Wiltshire Councils response to this requirement by bringing the details before members.</p>		<p>HSE "Section 18 Standard " document with responses</p>	<p>Cllr Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>David Bardwell david.bardwell@wiltshire.gov.uk</p>