

CABINET FORWARD WORK PLAN

1 JUNE 2015 TO 30 SEPTEMBER 2015

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 per cent measured by reference to current expenditure or hours of availability to the public.
3. Any action incurring expenditure or producing savings greater than 20 per cent 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 policy framework.
6. 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 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 Keith Humphries	Cabinet Member responsible for health (including public health) and adult social care
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
Cllr Jonathon Seed	Cabinet Member responsible for housing (excluding strategic housing), leisure, libraries and flooding
Cllr Toby Sturgis	Cabinet Member responsible for strategic planning (strategic and development management) property, waste and strategic housing
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



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	Officer Contact	To be considered in Private (No, unless otherwise stated)
Single Member Decision						
<p>Not before 19th May 2015 Review of Household Recycling Centre Opening Hours</p>	<p> To propose changes to household recycling centre opening hours, in order to make the budget savings agreed by full Council on 24 February 2015.</p>	<p>As part of the budget setting process the Overview and Scrutiny Management Committee were asked to approve and scrutinise the budget proposals and Wiltshire Council's Financial Plan Update 2015/16. Cabinet considered their findings as well as feedback from four public meetings held across the county from 26 January to 5 February. Trade union feedback was sought at the Group Leaders meeting held on 5 February.</p>	<p>Appendix 1 - Proposed revised opening days per site Appendix 2 - Average number of visitors to all household recycling centres per ay and per hour in 2014</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk</p>	
16 June 2015						
<p>16 Jun 2015 Revenue Outturn 2014/2015</p>	<p>To advise cabinet of the revenue outturn position for financial year 2014/2015.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	

<p>16 Jun 2015 Performance Management Update</p>	<p>Update on performance.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Robin Townsend Robin.Townsend@wiltshire.gov.uk</p>	
<p>16 Jun 2015 Annual Report on Treasury Management 2014-15</p>	<p>To provide an update on the Treasury Management outturn for the financial year 2014/15 and then forward on to Council.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	
<p>Special Meeting of Cabinet - 9 July 2015</p>						
<p>9 Jul 2015 Draft Chippenham Site Allocations Plan</p>	<p> To report on the outcome of the consultation on the Draft Chippenham Site Allocations Plan following Cabinet on 10 February 2015 and consider proposed changes to the Draft Plan prior to full Council considering its Submission to the Secretary of State for Examination.</p>	<p>Public consultation undertaken on Draft Chippenham Site Allocations Plan 23 February to 8 April 2015.</p>	<p>Draft Chippenham Site Allocations Plan, February 2015 and Evidence Papers</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Alistair Cunningham alistair.cunningham@wiltshire.gov.uk Tel: 01225 713203</p>	

<p>9 Jul 2015 Statement of Community Involvement Update 2015</p>	<p>To report on the outcome of the consultation on the updated Wiltshire Council Statement of Community (SCI) Involvement and approve the final SCI in the light of the consultation prior to it being considered for adoption by full Council in July 2015.</p>	<p>Public consultation on 'Wiltshire Council Statement of Community Involvement Update 2015' took place 20 April to 2 June 2015.</p>	<p>Wiltshire Council Statement of Community Involvement, Update 2015 and Consultation Report</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Alistair Cunningham alistair.cunningham@wiltshire.gov.uk Tel: 01225 713203</p>	
<p>21 July 2015</p>						
<p>21 Jul 2015 Draft Annual Governance Statement 2014-15</p>	<p>To consider the draft Annual Governance Statement and make any amendments or observations on the content as deemed appropriate.</p>	<p>CLT/Cabinet Liaison, Audit Committee, Standards Committee</p>	<p>Draft Annual Governance Statement</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Ian Gibbons ian.gibbons@wiltshire.gov.uk Tel: 01225 713052</p>	
<p>21 Jul 2015 Statement of Accounts</p>	<p> To consider the Statement of Accounts for comment to the Audit Committee.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	
<p>21 Jul 2015 Children's Community Services Retender: Preferred Provider</p>	<p> Sign off of preferred provider following evaluation and outcome of invitation to tender process.</p>			<p>Cllr Keith Humphries, Cllr Laura Mayes keith.humphries@wiltshire.gov.uk laura.mayes@wiltshire.gov.uk</p>	<p>Carolyn Godfrey, Maggie Rae carolyn.godfrey@wiltshire.gov.uk, maggie.rae@wiltshire.gov.uk Tel: 01225 713750,</p>	

<p>21 Jul 2015 Establishment of a Wholly Owned Subsidiary (WoS) to deliver the Repairs, Improvements and Maintenance of Council owned Assets</p>	<p> To agree to the formation of a Wholly Owned Subsidiary company to deliver council house repairs and improvements, and other works which it may be felt will deliver the council greater efficiencies and more cohesive services.</p>			<p>Cllr Jonathon Seed jonathon.seed@wiltshire.gov.uk</p>	<p>James Cawley james.cawley@wiltshire.gov.uk Tel: 01225 713951</p>	
<p>21 Jul 2015 Waste Management Contract Award (Part II Item)</p>	<p> To seek Cabinet approval to the contractors submitting the most economically advantageous tenders for each of the contract lots.</p>		<p>Notification of a Private Meeting - Waste Management Contract Award</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk</p>	<p>Yes</p>
<p>21 Jul 2015 Statement of Policy on Adult Social Care and Support</p>	<p>To agree for consultation the Council's policy in key areas where the Care Act offers discretion – such as Prevention, Deferred Payment Agreements and Personal Budget Rates.</p>	<p>If approved, consultation – including with scrutiny - will run until 4 September with the results brought back to cabinet on 15 September.</p>		<p>Cllr Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>James Cawley james.cawley@wiltshire.gov.uk Tel: 01225 713951</p>	
<p>21 Jul 2015 Transfer of the Colonel William Llewellyn Palmer Educational Charity</p>	<p> To seek approval for the transfer of the assets and administration of the trust from Wiltshire Council to Bradford on Avon Town Council.</p>	<p>Consultation with Property Services, Legal Services and with Carolyn Godfrey on behalf of the Corporate Leadership Team.</p>	<p>Business Case from Bradford on Avon Town Council</p>	<p>Cllr Richard Gamble, Cllr Laura Mayes richard.gamble@wiltshire.gov.uk, laura.mayes@wiltshire.gov.uk</p>	<p>Peter Dunford peter.dunford@wiltshire.gov.uk Tel: 01225 713060</p>	

<p>21 Jul 2015 Salisbury Asset Transfer (details awaited)</p>						
<p>15 September 2015</p>						
<p>15 Sep 2015 Adoption Agency Six Month Update</p>	<p>To ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum Standards.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Terence Herbert terence.herbert@wiltshire.gov.uk</p>	
<p>15 Sep 2015 Revenue Budget Monitoring</p>	<p>To receive an update on the Council's revenue budget.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk</p>	
<p>15 Sep 2015 Public Health Annual Report</p>	<p>To inform Cabinet members of Public Health's activities in Wiltshire during 2014/15.</p>			<p>Cllr Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>Maggie Rae maggie.rae@wiltshire.gov.uk</p>	
<p>15 Sep 2015 Council Housing Services - Policies and Procedures (details awaited)</p>				<p>Cllr Jonathon Seed jonathon.seed@wiltshire.gov.uk</p>	<p>James Cawley james.cawley@wiltshire.gov.uk Tel: 01225 713951</p>	

<p>15 Sep 2015 Treasury Management Strategy 2015-16 - First Quarter Ended 30 June 2015</p>	<p>To provide a quarterly update on the 2015/16 treasury management position for the quarter to the end of June 2015.</p>	<p>Corporate Leadership Team</p>		<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	
<p>15 Sep 2015 One Joined up Family Support Service for Families in Wiltshire</p>	<p>key To propose bringing together the commissioned service for families requiring support who do not meet the threshold for social care intervention and the in-house service which currently works with families who are in receipt of statutory intervention.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Julia Cramp julia.cramp@wiltshire.gov.uk Tel: 01225 718221</p>	