

**CABINET FORWARD WORK PLAN**

1 OCTOBER 2015 TO 31 JANUARY 2016

## **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% 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 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-Philipe	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](mailto: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)
13 October 2015						
<b>13 Oct 2015</b> Deferred Payment Agreement Policy	 To agree the new Deferred Payment Agreement policy.	Consultation on the policy has taken place for three months.		Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	James Cawley (Safeguarding) <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951	
<b>13 Oct 2015</b> Wiltshire Council Integrated Emergency Management Plan	 To consider the adoption by Full Council of a single new Wiltshire Council Integrated Emergency Management Plan which clearly details the Council's Policy on Emergency Planning, and how the Council will discharge its duties under The Civil Contingencies Act with respect to Major Incidents, Business Continuity and Recovery.	Scrutiny to be agreed in consultation with Committee chairs.	Draft Integrated Incident Management Plan	Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	Deborah Haynes <a href="mailto:deborah.haynes@wiltshire.gov.uk">deborah.haynes@wiltshire.gov.uk</a>	
<b>13 Oct 2015</b> Public Health Annual Report	To inform Cabinet members of Public Health's activities in Wiltshire during 2014/15.			Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	Maggie Rae <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a>	

<p><b>13 Oct 2015</b> Children's Community Services Retender: Preferred Provider (Part II Item)</p>	<p> Sign off of preferred provider following evaluation and outcome of invitation to tender process.</p>		<p>Private Meeting Notification</p>	<p>Cllr Keith Humphries, Cllr Laura Mayes <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>  <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Carolyn Godfrey, Maggie Rae <a href="mailto:carolyn.godfrey@wiltshire.gov.uk">carolyn.godfrey@wiltshire.gov.uk</a>, <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a> Tel: 01225 713750,</p>	<p>Yes</p>
<p><b>13 Oct 2015</b> Provision of Waste recycling and Disposal Services (Part II Item)</p>	<p> To update Cabinet on the proposed deed of variation to extend the current contract between the council and Hills Waste Solutions for Provision of Waste recycling and Disposal Services.</p>		<p>Wiltshire Municipal Waste Management Strategy  Notification of a Private Meeting</p>	<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Tracy Carter <a href="mailto:tracy.carter@wiltshire.gov.uk">tracy.carter@wiltshire.gov.uk</a></p>	<p>Yes</p>
<p>10 November 2015</p>						
<p><b>10 Nov 2015</b> 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 2013 Statutory Adoption Guidance and the 2014 Adoption National Minimum Standards.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Terence Herbert <a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a></p>	

<p><b>10 Nov 2015</b> Future Waste Management and Collection Services (Part II Item)</p>	<p> To report the outcome of the evaluation of additional tenders requested for future Waste Management and Collection Services and to update Cabinet on legal advice sought on compliance with relevant legislation.</p>		<p>Wiltshire Municipal Waste Management Strategy</p> <p>Notification of a Private Meeting</p>	<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Tracy Carter <a href="mailto:tracy.carter@wiltshire.gov.uk">tracy.carter@wiltshire.gov.uk</a></p>	<p>Yes</p>
<p><b>10 Nov 2015</b> Council's Business Plan</p>	<p> Update on the Council's Business Plan</p>			<p>Cllr Jonathon Seed <a href="mailto:jonathon.seed@wiltshire.gov.uk">jonathon.seed@wiltshire.gov.uk</a></p>	<p>Maggie Rae, Robin Townsend <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a>, <a href="mailto:Robin.Townsend@wiltshire.gov.uk">Robin.Townsend@wiltshire.gov.uk</a></p>	
<p><b>10 Nov 2015</b> One Joined up Family Support Service for Families in Wiltshire</p>	<p> 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 <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Julia Cramp (Safeguarding) <a href="mailto:julia.cramp@wiltshire.gov.uk">julia.cramp@wiltshire.gov.uk</a> Tel: 01225 718221</p>	

<p><b>10 Nov 2015</b> School Places Strategy 2015 - 2020</p>	<p>To consider and approve the School Places Strategy 2015-2020.</p>	<p>Draft considered by Children's Select on 21 July 2015 and final Strategy to be considered in October 2015 following consultation with key stakeholders.</p>	<p>Executive Summary and Implementation Plan</p>	<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Julia Cramp (Safeguarding) <a href="mailto:julia.cramp@wiltshire.gov.uk">julia.cramp@wiltshire.gov.uk</a> Tel: 01225 718221</p>	
<p><b>10 Nov 2015</b> Transfer of Health Visitor Services (0-5s)</p>	<p> To provide Cabinet with an update about new Public Health and Protection responsibilities for commissioning NHS health visiting and Family Nurse Partnership services for children aged 0-5 and their families.</p>			<p>Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a></p>	<p>Maggie Rae <a href="mailto:maggie.rae@wiltshire.gov.uk">maggie.rae@wiltshire.gov.uk</a></p>	
<p>15 December 2015</p>						
<p><b>15 Dec 2015</b> Treasury Management Strategy 2015-16 - Second Quarter Ended 30 September 2015</p>	<p>To provide a quarterly update on the 2015/16 treasury management position for the quarter to the end of September 2015.</p>	<p>Corporate Leadership Team</p>		<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a></p>	
<p><b>15 Dec 2015</b> Revenue Budget Monitoring</p>	<p>To receive an update on the Council's revenue budget.</p>			<p>Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a></p>	<p>Matthew Tiller (Finance) <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a></p>	



<b>15 Dec 2015</b> Council Tax Base 2015/16	For Cabinet to consider and approve the Council Tax Base for 2015/16.			Cllr Dick Tonge <a href="mailto:richard.tonge@wiltshire.gov.uk">richard.tonge@wiltshire.gov.uk</a>	Michael Hudson <a href="mailto:michael.hudson@wiltshire.gov.uk">michael.hudson@wiltshire.gov.uk</a>	
<b>15 Dec 2015</b> Wiltshire Council CSE Action Plan Update	To provide an update of the Wiltshire Council Child Sexual Exploitation (CSE) Action Plan.			Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Emily Higson <a href="mailto:emily.higson@wiltshire.gov.uk">emily.higson@wiltshire.gov.uk</a>	
<b>15 Dec 2015</b> Mental Health and Wellbeing Strategy and Implementation Plan Update	To provide Cabinet with an update on the implementation plan for the Mental Health and Wellbeing Strategy.			Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	Karen Spence <a href="mailto:karen.spence@wiltshire.gov.uk">karen.spence@wiltshire.gov.uk</a>	
19 January 2016						
<b>19 Jan 2016</b> Provision of Social Care	 To agree the Council's policy in key areas where the Care Act offers discretion – such as Prevention, Personal Budgets and Charging.	Consultation on proposed changes will take place in the preceding months.		Cllr Keith Humphries <a href="mailto:keith.humphries@wiltshire.gov.uk">keith.humphries@wiltshire.gov.uk</a>	James Cawley (Safeguarding) <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951	