


**CABINET FORWARD WORK PLAN**

1 JULY 2017 TO 31 OCTOBER 2017

## **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>
Baroness Scott of Bybrook OBE	Leader of the Council
Cllr John Thompson	Deputy Leader of the Council and Cabinet Member responsible for communications, communities, leisure and libraries
Cllr Laura Mayes	Cabinet Member responsible for children, education and skills
Cllr Chuck Berry	Cabinet Member responsible for economic development and housing
Cllr Toby Sturgis	Cabinet Member responsible for planning and strategic asset management
Cllr Philip Whitehead	Cabinet Member responsible for finance, procurement, IT and operational assets
Cllr Richard Clewer	Cabinet Member responsible for corporate services, heritage, arts and tourism
Cllr Bridget Wayman	Cabinet Member responsible for highways, transport and waste
Cllr Jerry Wickham	Cabinet Member responsible for adult social care, public health and protection

**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	Report Author and Associate Director	To be considered in Private
3 July 2017						
<b>3 Jul 2017</b> Children's Services Integration Project	<b>Key Decision</b> To update Cabinet on the Children's Services Integration (CSI) Project.			Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a>	Terence Herbert, Lucy Townsend <a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a> , <a href="mailto:lucy.townsend@wiltshire.gov.uk">lucy.townsend@wiltshire.gov.uk</a>  Terence Herbert	Open
<b>3 Jul 2017</b> Consultancy - Neutral Vendor Service	<b>Key Decision</b> To seek Cabinet approval to enter into an agreement for the provision of a neutral vendor service for Consultants. This service will be the primary route for the securing of Consultants to meet the council's needs.			Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Greg Lewis <a href="mailto:greg.lewis@wiltshire.gov.uk">greg.lewis@wiltshire.gov.uk</a>  Robin Townsend	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>3 Jul 2017</b> Draft Business Plan</p>	<p><b>Key Decision</b> To agree an amended draft Business Plan for submission to full council, following scrutiny and engagement on the initial draft.</p>			<p>Cllr Baroness Scott of Bybrook OBE <a href="mailto:jane.scott@wiltshire.gov.uk">jane.scott@wiltshire.gov.uk</a></p>	<p>David Bowater, Toby Eliot <a href="mailto:david.bowater@wiltshire.gov.uk">david.bowater@wiltshire.gov.uk</a>, <a href="mailto:toby.eliot@wiltshire.gov.uk">toby.eliot@wiltshire.gov.uk</a> Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p><b>3 Jul 2017</b> Adoption Agency Annual Update 2017</p>	<p><b>Non-Key</b> To provide an annual update to Cabinet regarding Adoption.</p>			<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Lynda Cox, Martin Davis, Matthew Turner <a href="mailto:lynda.cox@wiltshire.gov.uk">lynda.cox@wiltshire.gov.uk</a>, <a href="mailto:martin.davis@wiltshire.gov.uk">martin.davis@wiltshire.gov.uk</a>, <a href="mailto:matthew.turner@wiltshire.gov.uk">matthew.turner@wiltshire.gov.uk</a> Tel: 01225 718227, Tel: 01225 712590, Tel: 01225 712541</p> <p>Terence Herbert</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>3 Jul 2017</b> Wiltshire Council Child Sexual Exploitation Annual Update	<b>Non-Key</b> To provide Cabinet with the annual update on the progress of the Council's CSE action plan, as agreed when the plan was adopted in 2015.			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> Tel: 01225 713990  Terence Herbert	Open
<b>3 Jul 2017</b> Digital Strategy	<b>Key Decision</b> To ratify the council's Digital Strategy 2017 - 2021	All Associate Directors CLT 2 May 2017 Cabinet 20 June 2017 O&S Management committee June TBC July 3rd Cabinet for approval		Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Catherine Dixon <a href="mailto:catherine.dixon@wiltshire.gov.uk">catherine.dixon@wiltshire.gov.uk</a>  Barry Pirie, Michael Hudson, Robin Townsend	Open
<b>3 Jul 2017</b> People Strategy	<b>Key Decision</b> To approve the Council's People Strategy.			Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Barry Pirie <a href="mailto:barry.pirie@wiltshire.gov.uk">barry.pirie@wiltshire.gov.uk</a>  Barry Pirie	Open
12 September 2017						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>12 Sep 2017</b> Wiltshire Local Development Scheme update</p>	<p><b>Key Decision</b> To review and roll forward the Local Development Scheme to introduce a programme for the review of the Wiltshire Core Strategy in co-operation with Swindon Borough Council</p>			<p>Cllr Toby Sturgis <a href="mailto:toby.sturgis@wiltshire.gov.uk">toby.sturgis@wiltshire.gov.uk</a></p>	<p>Georgina Clampitt-Dix, Carolyn Gibson <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>, <a href="mailto:carolyn.gibson@wiltshire.gov.uk">carolyn.gibson@wiltshire.gov.uk</a> Tel: 01225 713472, Tel: 01225 718452</p> <p>Alistair Cunningham</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>12 Sep 2017</b> Asset and Service Devolution and Community Asset Transfer Policy</p>	<p><b>Key Decision</b> To approve the new Asset &amp; Service Devolution and Community Asset Transfer Policy. To select an option in regards to staff resourcing of the programme to rollout out the devolution of assets and services across the County</p>			<p>Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a></p>	<p>Lauren Ashdown, Ian Brown, Mike Dawson, Adrian Hampton, Emma Licciardi, Jo Madeley, Leanne Sykes <a href="mailto:lauren.ashdown@wiltshire.gov.uk">lauren.ashdown@wiltshire.gov.uk</a>, <a href="mailto:ian.brown@wiltshire.gov.uk">ian.brown@wiltshire.gov.uk</a>, <a href="mailto:mike.dawson@wiltshire.gov.uk">mike.dawson@wiltshire.gov.uk</a>, <a href="mailto:adrian.hampton@wiltshire.gov.uk">adrian.hampton@wiltshire.gov.uk</a>, <a href="mailto:emma.licciardi@wiltshire.gov.uk">emma.licciardi@wiltshire.gov.uk</a>, <a href="mailto:jo.madeley@wiltshire.gov.uk">jo.madeley@wiltshire.gov.uk</a>, <a href="mailto:leanne.sykes@wiltshire.gov.uk">leanne.sykes@wiltshire.gov.uk</a></p> <p>Robin Townsend</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>12 Sep 2017</b> Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy</p>	<p><b>Key Decision</b> The car park usage, capacity pressures and operational opportunities mean the council need to consider amendments to ensure the arrangements are current and maximise the use of the council's limited resources.</p>			<p>Cllr Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@wiltshire.gov.uk</a></p>	<p>Adrian Hampton <a href="mailto:adrian.hampton@wiltshire.gov.uk">adrian.hampton@wiltshire.gov.uk</a>  Parvis Khansari</p>	<p>Open</p>
<p><b>12 Sep 2017</b> Impact of Adult Care Charging Policy</p>	<p><b>Non-Key</b> Report to the Cabinet and Health Select Committee (HSC) detailing the impact of the new charging policy on individuals and to provide comprehensive data as to expected full year financial impact.</p>			<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Sue Geary <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a> Tel: 01225 713922  James Cawley</p>	<p>Open</p>
<p><b>12 Sep 2017</b> Customer and Carer Engagement within Adult Care</p>	<p><b>Key Decision</b> To provide a summary on current commissioning arrangements for customer and carer engagement within adult care and options for future procurement of these services. To request delegated authority to award contract following procurement of preferred option</p>			<p>Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a></p>	<p>Emma Townsend <a href="mailto:emma.townsend@wiltshire.gov.uk">emma.townsend@wiltshire.gov.uk</a>  James Cawley</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>12 Sep 2017</b> Developing Integrated Urgent Care	<b>Non-Key</b> To provide an update on the joint procurement and to consider the agreement of the timetable for the decision to award the tender.			Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>	James Cawley <a href="mailto:james.cawley@wiltshire.gov.uk">james.cawley@wiltshire.gov.uk</a> Tel: 01225 713951	Part exempt
<b>12 Sep 2017</b> Intergrated Urgent Care Procurement	<b>Key Decision</b> Decision to award contract to the preferred bidder following the Integrated Urgent Care commissioning exercise.			Cllr Jerry Wickham <a href="mailto:jerry.wickham@wiltshire.gov.uk">jerry.wickham@wiltshire.gov.uk</a>	Sue Geary, Jessica Mitchell <a href="mailto:sue.geary@wiltshire.gov.uk">sue.geary@wiltshire.gov.uk</a> , <a href="mailto:jessica.mitchell@wiltshire.gov.uk">jessica.mitchell@wiltshire.gov.uk</a> Tel: 01225 713922,  James Cawley	Open
<b>12 Sep 2017</b> Treasury Management Report Quarter 1	<b>Non-Key</b> Report on Qtr 1			Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Stuart Donnelly <a href="mailto:stuart.donnelly@wiltshire.gov.uk">stuart.donnelly@wiltshire.gov.uk</a> Tel: 01225 718582  Michael Hudson	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<b>12 Sep 2017</b> Revenue Budget Monitoring report	<b>Non-Key</b> Period 4 report 2017/2018			Cllr Philip Whitehead <a href="mailto:Philip.Whitehead@wiltshire.gov.uk">Philip.Whitehead@wiltshire.gov.uk</a>	Matthew Tiller <a href="mailto:matthew.tiller@wiltshire.gov.uk">matthew.tiller@wiltshire.gov.uk</a> Tel: 01722b434244  Michael Hudson	Open
<b>12 Sep 2017</b> Performance Management and Risk Outturn Report: Q1 2017/18	<b>Non-Key</b> To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.			Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a>	Toby Eliot <a href="mailto:toby.eliot@wiltshire.gov.uk">toby.eliot@wiltshire.gov.uk</a> Tel: 01225 713886  Robin Townsend	Open
<b>12 Sep 2017</b> Procurement of Passenger Transport Contracts	<b>Key Decision</b> It is recommended that:  Cabinet agree to the award of home to school and public transport contracts that exceed £1m in value.	N/A N/A		Cllr Bridget Wayman <a href="mailto:bridget.wayman@wiltshire.gov.uk">bridget.wayman@wiltshire.gov.uk</a>	Jason Salter <a href="mailto:jason.salter@wiltshire.gov.uk">jason.salter@wiltshire.gov.uk</a> Tel: 01225 713334  Parvis Khansari	Open
10 October 2017						