

CABINET FORWARD WORK PLAN


1 NOVEMBER 2019 TO 29 FEBRUARY 2020

Published on 18 October 2019

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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 and 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
November 2019						
19 Nov 2019 Intermediate Care Bed Service	Key Decision seek approval to tender for the Intermediate Care Bed Service beyond 2020	Providers, service users, stakeholders. Glensk have already conducted some elements of service review, which will be included. service review to be conducted prior to report process, this will include partners, stake holders and service users		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	James Corrigan james.corrigan@wiltshire.gov.uk Helen Jones (Director - Joint Commissioning)	Open
19 Nov 2019 Accommodation and Support for Care Leavers	Key Decision This paper will seek approval to commission a block contract for accommodation and support to care experienced young people.	Young people, providers and staff members have been and will continue to be consulted until the point of tender.		Cllr Pauline Church pauline.church@wiltshire.gov.uk	Lucy Lewis lucy.lewis@wilts-hire.gov.uk Helen Jones (Director - Joint Commissioning)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>19 Nov 2019 Proposals for special schools in the north of Wiltshire</p>	<p>Key Decision Report bringing together the responses from the consultation/representation period regarding proposals regarding special schools in the north of Wiltshire.</p>	<p>Parent/carers, multi-agency partners, children/young people, schools, other LAs and all community stakeholders To be added later</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>David Paice david.paice@wiltshire.gov.uk</p> <p>Helen Jones (Director - Joint Commissioning)</p>	<p>Open</p>
<p>19 Nov 2019 Household Waste Management</p>	<p>Key Decision The report sets out key considerations for reviewing the council's household waste management strategy and recommends that Cabinet approves the strategy and refers to full Council for final approval.</p>	<p>Councillors and residents Consultation was carried out with councillors and the public in 2017.</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk Tel: 01225 713258</p> <p>Parvis Khansari</p>	<p>Open</p>
<p>19 Nov 2019 Disposal Programme</p>	<p>Key Decision An update on the disposal programme and setting out sites that are to be considered surplus</p>	<p>Cabinet Members will be consulted as part of the process, as will local elected members after the Cabinet</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Mike Dawson mike.dawson@wiltshire.gov.uk</p> <p>Simon Hendeley (Director - Housing and Commercial)</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>19 Nov 2019 Proposals to amend the Council Tax Reduction Scheme (Post Consultation) 2020</p>	<p>Key Decision Following consultation on proposals to amend the Council Tax Reduction scheme, the initial proposals have been replaced with a simple solution that should better accommodate minor changes in a household's income and therefore reduce the number of times a council tax account is recalculated. The approach should reduce administrative costs and offer a greater degree of financial certainty especially for working age households without significant impact on the level of Council Tax Reduction they currently receive.</p>	<p>Wiltshire Citizens Advice, Dorset and Wiltshire Fire Authority, Wiltshire Police, Town and Parish Councils, staff, customers and other stakeholders The Council is obliged to consult on any proposal to alter the Council Tax Reduction Scheme.</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Ian P Brown ianp.brown@wiltshire.gov.uk Tel: 01225 716701 Deborah Hindson deborah.hindson@wiltshire.gov.uk</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>19 Nov 2019 Treasury Management mid-year</p>	<p>Non-Key Treasury Management Mid year</p>	<p>Overview and Scrutiny</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582</p> <p>Deborah Hindson deborah.hindson@wiltshire.gov.uk</p>	<p>Open</p>
<p>19 Nov 2019 Budget Monitoring, Performance & Risk Management 2019/20 Q2</p>	<p>Non-Key Combined monitoring report for q2</p>	<p>Members Overview & Scrutiny</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Toby Eliot, Matthew Tiller toby.eliot@wiltshire.gov.uk, matthew.tiller@wiltshire.gov.uk Tel: 01225 713886, Tel: 01722b434244</p> <p>Robin Townsend, Deborah Hindson deborah.hindson@wiltshire.gov.uk</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
19 Nov 2019 Proposed Change to the Senior Leadership Structure	Non-Key Approval is sought by the Leader from Cabinet to take steps to make changes to the senior leadership structure at tier 1.	Three Executive Directors Consultation in line with HR policies and procedures will take place with those affected by the proposed changes and feedback from all staff at the Council, including members will be sought as part of this consultation. The consultation will take 1 week.	Proposed Change to the Senior Leadership Structure	Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Joanne Pitt joanne.pitt@wiltshire.gov.uk Barry Pirie	Fully exempt
December 2019						
10 Dec 2019 Council Tax Base	Non-Key Council Tax base	Consultation not required.		Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk	Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Deborah Hindson deborah.hindson@wiltshire.gov.uk	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
10 Dec 2019 Mid Year Updated Medium Term Financial Strategy	Non-Key Mid Year Updated Medium Term Financial Strategy	Internal	Mid Year Updated Medium Term Financial Strategy	Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Deborah Hindson (Director - Finance and Procurement)	Open
January 2020						
7 Jan 2020 Acquisition of Land at Horton Road Devizes	Key Decision The acquisition of approximately 20.8 acres of land at Horton Road Devizes for employment development and subsequent disposal of smaller parcels to occupiers and developers	Consultation has taken place with the Leader of the Council and Executive Director		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Mark Hunnybun mark.hunnybun@wiltshire.gov.uk Simon Hendeley (Director - Housing and Commercial)	Part exempt
February 2020						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>11 Feb 2020 Capital Strategy</p>	<p>Key Decision Capital Strategy & budget setting</p>	<p>Full budget setting consultation</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582</p> <p>Deborah Hindson deborah.hindson@wiltshire.gov.uk</p>	<p>Open</p>
<p>11 Feb 2020 Streetworks Permitting System</p>	<p>Key Decision Introduction of permit system to replace existing noticing system for works by public utilities and others on the highway network</p>	<p>Public utilities, statutory undertakings, other highway authorities and internal staff involved in streetworks operations, including finance, legal etc. Consultations undertaken with public utilities and those undertaking works on the highways network to regarding the proposals.</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412</p> <p>Parvis Khansari</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>11 Feb 2020 SEND Strategy 2020 -2023</p>	<p>Key Decision The existing SEND strategy will be out of date at the end of 2019 and this will replace it. The document will describe the vision for SEND in the coming years and the key strategic direction for provision in this area</p>	<p>Children with SEND needs Parent Carers Primary Schools Secondary Schools Special Schools Early years CCG</p> <p>Pre consultation in September 2019 Consultation in November 2019</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Nicholas Breakwell nicholas.breakwell@wiltshire.gov.uk</p> <p>Helean Hughes (Director - Education and Skills)</p>	<p>Open</p>
<p>11 Feb 2020 Wiltshire Council Financial Plan Update 2020-21.</p>	<p>Non-Key To consider the council's annual budget for 2020-21 prior to consideration by Cabinet and Full Council.</p>			<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244</p> <p>Deborah Hindson deborah.hindson@wiltshire.gov.uk</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>11 Feb 2020 Local Government Act 2003 Section 25</p>	<p>Non-Key Annual CFO report on budget setting</p>	<p>Full budget consultation</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244</p> <p>Deborah Hindson deborah.hindson@wiltshire.gov.uk</p>	<p>Open</p>
<p>11 Feb 2020 Budget Monitoring, Performance & Risk Management 2019/20 Q3</p>	<p>Non-Key Combined monitoring report</p>	<p>Members Overview & scrutiny</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Toby Eliot, Matthew Tiller toby.eliot@wiltshire.gov.uk, matthew.tiller@wiltshire.gov.uk Tel: 01225 713886, Tel: 01722b434244</p> <p>Robin Townsend, Deborah Hindson deborah.hindson@wiltshire.gov.uk</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>11 Feb 2020 Treasury Management Strategy</p>	<p>Non-Key Treasury Management strategy</p>	<p>part of budget setting consultation</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582</p> <p>Deborah Hindson deborah.hindson@wiltshire.gov.uk</p>	<p>Open</p>
<p>11 Feb 2020 School Admission Policies 2021/22</p>	<p>Non-Key To determine school admissions policies for VC & C schools and determine co-ordinated schemes.</p>	<p>Consultation will take place for a period of 6 weeks between October 2019 -Jan 2020</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010</p> <p>Helean Hughes (Director - Education and Skills)</p>	<p>Open</p>