

CABINET FORWARD WORK PLAN

1 JULY 2020 TO 31 OCTOBER 2020

Due to the current coronavirus situation the council is continually reviewing its approach to forthcoming meetings referred to in the Forward Work Plan. Please check this [page](#) on a regular basis as meeting arrangements may change at short notice, and familiarise yourself with information on the coronavirus at the website <http://www.wiltshire.gov.uk/public-health-coronavirus>


Published on 15 June 2020

Re-Published on 25 June 2020 – 2 additional items – one for Cabinet on 14 July and one Key decision by a Cabinet member to come into effect from 31 July 2020.

Re-published on 1 July 2020 – 1 additional item - Key decision by a Cabinet member to come into effect on 29 July 2020. The Plan also includes updated Cabinet members and portfolio details.

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, Military-Civilian Integration and Communications
Cllr Richard Clewer	Deputy Leader of the Council and Cabinet Member responsible for Corporate Services, Heritage, Arts, Tourism, Housing and Communities
Cllr Pauline Church	Cabinet Member responsible for Finance and Procurement and Commercial Investment
Cllr Laura Mayes	Cabinet Member responsible for Children, Education and Skills
Cllr Simon Jacobs	Cabinet Member responsible for Adult Social Care, Public Health & Public Protection
Cllr Ian Blair-Pilling	Cabinet Member responsible for ICT, Digitalisation, Operational Assets and Leisure & Libraries
Cllr Toby Sturgis	Cabinet Member responsible for Spatial Planning, Development Management and Property
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
July 2020						
14 Jul 2020 COVID-19 and Financial Update	Non-Key a further update on the work undertaken and ongoing by Wiltshire Council in response to the COVID-19 outbreak. The response to the pandemic has and will have immediate and long-lasting implications for Wiltshire's economy, communities and residents as well as the Council itself. It is therefore necessary to regularly update cabinet on the short and long-term actions that are being taken to address the impact of this pandemic.	Consultation is undertaken through the LRF and our cell structures		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	David Bowater, Kartar Singh, Lizzie Watkin david.bowater@wiltshire.gov.uk , kartar.singh@wiltshire.gov.uk , Brown andy.brown@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
<p>14 Jul 2020 Wiltshire Council Adoption Service 2019-2020 End of Year Cabinet Report</p>	<p>Non-Key “It is a statutory requirement that the local authority provides assurance to elected members about the effectiveness of Adoption Services within the local authority and how it works for children. It is agreed that this will be done through an annual report and an interim 6-month report to Cabinet. This is the 2019-2020 End of Year Report.</p>	<p>N/A</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Matthew Turner, Lynn Wheeler matthew.turner@wiltshire.gov.uk, Lynn.Wheeler@wiltshire.gov.uk Tel: 01225 712541, Lucy Townsend (Director - Children's Services)</p>	<p>Open</p>
<p>14 Jul 2020 Statement of Community Involvement</p>	<p>Key Decision To update the Council's Statement of Community Involvement and set out how the Council will engage with communities and stakeholders in the planning process.</p>	<p>No consultation has been undertaken.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix georgina.clampitt-dix@wiltshire.gov.uk Tel: 01225 713472 Sam Fox (Director - Economic Development and Planning)</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>14 Jul 2020 Integrated Community Equipment and Support Services - Recommissioning</p>	<p>Key Decision Recommendations for the decommissioning of Integrated Community Equipment and Support Services (ICISS)</p>	<p>Consultation underway with key stakeholders</p>		<p>Cllr Simon Jacobs simon.jacobs@wiltshire.gov.uk</p>	<p>Jessica Mitchell jessica.mitchell@wiltshire.gov.uk</p> <p>Helen Jones (Director - Joint Commissioning)</p>	<p>Open</p>
<p>14 Jul 2020 Future High Streets Fund - Trowbridge</p>	<p>Key Decision Submission of business case to MHCLG in relation to Future High Streets Fund - Trowbridge.</p>	<p>Business case is being shared and developed through engagement plan - available on request.</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Rory Bowen rory.bowen@wiltshire.gov.uk</p> <p>Sam Fox (Director - Economic Development and Planning)</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>14 Jul 2020 Salisbury Future High Street Fund Submission</p>	<p>Key Decision Report outlines the content of Wiltshire Council's submission for the government's Future High Street Fund</p>	<p>Public, Salisbury City Council, Salisbury Business Improvement District, Business organisations, members of the Future Salisbury Partnership Board, Leader & Deputy Leader. Consultation has taken place with the public as part of the development of the Salisbury Central Area Framework. With Members and stakeholders via the Salisbury Area Board, and a number of discussions with Partners.</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Victoria Moloney victoria.moloney@wiltshire.gov.uk</p> <p>Alistair Cunningham OBE alistair.cunningham@wiltshire.gov.uk Tel: 01225 713203</p>	<p>Open</p>
<p>14 Jul 2020 Stone Circle Company business plans</p>	<p>Key Decision Cabinet will be asked to consider the revised business plans as agreed by the boards of the Stone Circle holding company, Stone circle development company and Stone Circle Housing company</p>	<p>n/a n/a</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Simon Hendey simon.hendey@wiltshire.gov.uk</p> <p>Simon Hendey (Director - Housing and Commercial)</p>	<p>Part exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>14 Jul 2020 Contract Award – Vehicle Fuel</p>	<p>Key Decision Use of a Framework contract will allow the council to take advantage of lower fuel prices generated through economies of scale.</p>	<p>Internal partners</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Adrian Hampton adrian.hampton@wiltshire.gov.uk Parvis Khansari</p>	<p>Part exempt</p>
<p>14 Jul 2020 Update on Councils response to the Climate Emergency</p>	<p>Non-Key Wiltshire Council Carbon Reduction - To provide Cabinet with an update on actions taken in response to the climate emergency and to include this priority in the Council's Business Plan 2017-2027.</p>	<p>Not applicable</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Helen Clift, Ariane Crampton helen.clift@wiltshire.gov.uk, ariane.crampton@wiltshire.gov.uk Tel: 01225 712531, Tel: 01225 718463 Sam Fox (Director - Economic Development and Planning)</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>29 Jul 2020 The Opening of Wiltshire Leisure Centres during the COVID 19 Pandemic</p>	<p>Key Decision To agree the way forward for the reopening of Leisure Centres in Wiltshire during the COVID19 pandemic and once Government issue guidance for reopening.</p>	<p>Employees and all key stakeholders</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Gibbons jessica.gibbons@Wiltshire.gov.uk</p>	<p>Part exempt</p>
<p>31 Jul 2020 Re-Opening Libraries Public Consultation</p>	<p>Key Decision To agree consultation with the public on potential changes to the Library service on re-opening during the COVID 19 pandemic</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Jessica Gibbons (Director - Communities and Neighbourhood Services)</p>	<p>Open</p>
<p>August 2020</p>						
<p>September 2020</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>8 Sep 2020 COVID-19 and Financial Update</p>	<p>Non-Key A further update on the work undertaken and ongoing by Wiltshire Council in response to the COVID-19 outbreak. The response to the pandemic has and will have immediate and long-lasting implications for Wiltshire's economy, communities and residents as well as the Council itself. It is therefore necessary to regularly update cabinet on the short and long-term actions that are being taken to address the impact of this pandemic.</p>	<p>Consultation will be through the LRF and our cell structures</p>		<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>David Bowater, Kartar Singh, Lizzie Watkin david.bowater@wiltshire.gov.uk, kartar.singh@wiltshire.gov.uk, Brown andy.brown@wiltshire.gov.uk</p>	<p>Open</p>
<p>8 Sep 2020 Annual Procurement Plan 20/21</p>	<p>Key Decision To inform Cabinet of the planned forthcoming procurements in FY2020-21 and to seek delegated authority for named Directors to award the resulting contracts.</p>	<p>N/A None</p>		<p>Cllr Pauline Church pauline.church@wiltshire.gov.uk</p>	<p>Jonathan Hopkins jonathan.hopkins@wiltshire.gov.uk Brown andy.brown@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
8 Sep 2020 Draft Annual Governance Statement	Non-Key Draft Annual Governance Statement	tbc		Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	David Bowater david.bowater@wiltshire.gov.uk Ian Gibbons	Open
October 2020						
