

CABINET FORWARD WORK PLAN

1 FEBRUARY 2012 TO 31 MAY 2012

Explanatory Note This work plan consists of future items to be considered by the Cabinet in the next four months. It will be published at least 14 days before the start of the period covered in the plan.

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 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 JA Scott	Leader of the Council
Cllr J Thomson	Deputy Leader and Cabinet Member for Adult Care, Communities and Housing
Cllr J Brady	Cabinet Member for Finance, Performance and Risk
Cllr F de Rhé-Philipe	Cabinet Member for Economic Development and Strategic Planning
Cllr L Grundy	Cabinet Member for Children's Services
Cllr K Humphries	Cabinet Member for Public Health and Protection Services
Cllr J Noeken	Cabinet Member for Resources
Cllr T Sturgis	Cabinet Member for Waste, Property, Environment and Development Control Services
Cllr D Tonge	Cabinet Member for Highways and Transport
Cllr S Wheeler	Cabinet Member for Campus Development and Culture (including Leisure, Sport and Libraries)

Representations/Public Participation


If you would like to make representations on any of the items to be considered by Cabinet, please contact the officer named 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 who may ask a question or make a statement. Written notice of questions should be sent to the Head of Democratic & Members' Services john.quinton@wiltshire.gov.uk by 12.00 noon two working days before the meeting. Please contact Democratic & Member Services on 01225 713018 for further information.




Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact
February 2012					
15 Feb 2012 Business Plan Scorecard Report	To inform Cabinet about progress against the Council's priorities as shown in the Business Plan.			Cllr John Brady john.brady@wiltshire.gov.uk	Sharon Britton sharon.britton@wiltshire.gov.uk
15 Feb 2012 Formation of a School Company	To approve the formation of a School Company to deliver extended services in Trowbridge and to establish the local authority as the Supervising Authority for the company.			Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Elizabeth Williams elizabethA.williams@wiltshire.gov.uk
15 Feb 2012 Revenue Budget, Housing Revenue Account (HRA), Capital Programme for 2012/13 and Council Tax Setting	 To recommend approval of the Council's revenue budget, HRA and capital programme for 2012/13 to Council on 28 February 2012. This will also be considered by the Joint Scrutiny Committee on 9 February 2012.	Area Boards and Statutory consultees		Cllr John Brady john.brady@wiltshire.gov.uk	Michael Hudson michael.hudson@wiltshire.gov.uk

<p>15 Feb 2012 Treasury Management Strategy 2011-12 - Revision January 2012</p>	<p>To consider and recommend that Council approve the revised Prudential Indicators and Treasury Management Strategy for 2011/12 required to address the issues arising from the Housing Reform initiative.</p>	<p>Corporate Leadership Team</p>		<p>Cllr John Brady john.brady@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>
<p>15 Feb 2012 Treasury Management Strategy 2012-13</p>	<p>To consider and recommend that Council approve the revised Prudential Indicators and a Treasury Management Strategy for 2012/13</p>	<p>Corporate Leadership Team</p>		<p>Cllr John Brady john.brady@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>
<p>March 2012</p>					

<p>20 Mar 2012 Transformation of the Passenger Assistant Service</p>	<p>To update Cabinet on the implementation phase of the transformation of the Passenger Assistant service and for Cabinet to approve suitable final recommendations.</p>	<p>As of the 28th November there has been extensive consultation with the Passenger Assistants by means of face to face meetings across the county, FAQ's despatched and feedback forms collated. There has also been consultation with the following groups:</p> <ul style="list-style-type: none"> • The chair of each of the staff forums • Unions • Equal Chances Better Lives • Wiltshire & Swindon Users Network • Wiltshire Parent Carer Council • Equality and Diversity Policy Officer (internal) • HR • Transport suppliers 	<p>TBC</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Mr Jason Salter</p>
<p>20 Mar 2012 Joint Strategic Assessment</p>	<p>To note the progress of the Joint Strategic Assessment programme</p>				<p>Maggie Rae (Director of Public Health and Public Protection) maggie.rae@wiltshire.gov.uk</p>

<p>20 Mar 2012 Children in Care Commissioning Strategy</p>	<p>To set out plans and priorities for services for children in care over the next 3 years.</p> <p>This will include how the Council will discharge corporate parenting functions.</p>	<p>The draft strategy was issued at the end of July 2011. A number of consultation events were held. This included consultation with children and young people in care, events for staff and discussion of the draft at the Looked After Children Scrutiny Task Group</p>	<p>The report will introduce the strategy. The strategy will be included as an Appendix. Will refer to reports on consultation vents.</p>	<p>Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk</p>	<p>Jane Shuttleworth jane.shuttleworth@wiltshire.gov.uk</p>
<p>20 Mar 2012 Quality of Life Survey</p>	<p>To note and approve the findings of the 'What Matters To You' survey.</p>			<p>Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>Maggie Rae (Director of Public Health and Public Protection) maggie.rae@wiltshire.gov.uk</p>
<p>20 Mar 2012 School Admission 2013/14</p>	<p>To determine Wiltshire Council's admission arrangements for Voluntary Controlled & Community school's for 2013/14 intake.</p> <p>To determine Wiltshire Council's Co-ordinated Schemes for Admissions 2013/14.</p>	<p>Consulted with all schools in Wiltshire, Diocese, all neighbouring authorities. This has also been placed on Wiltshire Council website and press release/radio interview carried out to inform parents and other interested parties.</p>	<p>4 documents in total. Proposed Admission Arrangements Primary & Secondary 2013/14.</p>	<p>Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk</p>	<p>Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010</p>

March 2012 Integrated Drug and Alcohol Treatment System	To propose to Wiltshire Council's Cabinet the re-commissioning and tendering of Tier 2 and 3 Substance Misuse Services			Cllr John Noeken john.noeken@wiltshire.gov.uk	Joe Bowerbank
March 2012 Psychosocial Services - Her Majesty's Prison, Erlestoke	To propose to Wiltshire Council's Cabinet the tendering of the psychosocial services delivered at HMP Erlestoke			Cllr John Noeken john.noeken@wiltshire.gov.uk	Joe Bowerbank
April 2012					
17 Apr 2012 Budget Monitoring	To receive an update on the Councils revenue budget.	Corporate Leadership Team		Cllr John Brady john.brady@wiltshire.gov.uk	Michael Hudson michael.hudson@wiltshire.gov.uk
17 Apr 2012 Award of Works and Servicing Contracts to maintain the Councils Housing Portfolio	 To seek Cabinet approval for award of contracts to provide services and works to maintain the Council's existing housing portfolio, these being: Planned and Cyclical Maintenance programmes; Heating installation and servicing; electrical works; sewerage treatment maintenance; responsive repairs.	Service Director, Head of Legal, Existing Tenants, Lease Holders, Procurement		Cllr John Thomson john.thomson@wiltshire.gov.uk	Peter Bravery peter.bravery@wiltshire.gov.uk

17 Apr 2012 Fees and Charges Policy	 To consider the Council's Corporate Fees, Charges and Concessions Policy	Area Boards and statutory consultees.		Cllr John Brady john.brady@wiltshire.gov.uk	Michael Hudson michael.hudson@wiltshire.gov.uk
17 Apr 2012 Emergency Preparedness in Response to the Olympics				Keith Humphries keith.humphries@wiltshire.gov.uk	Maggie Rae (Director of Public Health and Public Protection) maggie.rae@wiltshire.gov.uk
17 Apr 2012 Full Utilisation of Care & Support Framework Agreement	 To seek a decision to increase the choice and control of customers via the DCS0193 Care & Support Framework Agreement.	Full consultation with customers and staff will start once paper has an agreed schedule date for cabinet.	Report and appendices	Cllr John Thomson john.thomson@wiltshire.gov.uk	Hazel Matthews hazel.matthews@wiltshire.gov.uk
May 2012					
22 May 2012 Voluntary and Community Sector Strategy for Wiltshire	To seek formal adoption by Wiltshire Council.	We will have completed a 3 month consultation by the time of the Cabinet meeting	Strategy and Action Plan	Cllr John Thomson john.thomson@wiltshire.gov.uk	Emma Cooper emma.cooper@wiltshire.gov.uk
Future Items					

Council Tax Discount on Holiday Homes (to be added to plan when Finance Act goes through)					
Health and Wellbeing Board (Early 2012 - Sue Geary to advise)					
Pewsey, Calne and Tisbury Campus Update (Rachel Goff or Lucy Murray- Brown to advise) February Cabinet					
September 2012 Campus Update - Chippenham (Lucy Murray-Brown or Rachel Goff to advise)					