

CABINET FORWARD WORK PLAN

1 SEPTEMBER 2018 TO 31 DECEMBER 2018

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
Baroness Scott of Bybrook OBE	Leader of the Council and Cabinet Member responsible for economic development
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 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, housing, 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 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
25 September 2018						
25 Sep 2018 New Highways Term Consultancy Contract	Key Decision The re-procurement of a new highways term consultancy contract when the current contract ends in December 2019	Sustainable Transport Spatial Planning Economic Regeneration Strategy and Assets Passenger Transport Environmental Control and Public Protection Waste To consult with Legal and Finance		Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk	Steve Cross steve.cross@wiltshire.gov.uk Parvis Khansari	Open
25 Sep 2018 Well Managed Highway Infrastructure Review	Key Decision Revision of the Highways Inspection Manual in response to the new code of practice, especially with regard to potholes and defects	Consultations with local highways, legal and insurance teams undertaken Consultations with specialist internal teams		Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk	Peter Binley peter.binley@wiltshire.gov.uk Tel: 01225 713412 Parvis Khansari	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>25 Sep 2018 Freehold of assets to be sold</p>	<p>Key Decision List of assets where Cabinet are asked to approve the freehold interest</p>			<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Mike Dawson mike.dawson@wiltshire.gov.uk</p> <p>Simon Hendey (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>25 Sep 2018 Consultation about option proposals for Lypiatt Primary School including possible closure</p>	<p>Key Decision Consider the future of Lypiatt Primary School</p>	<ul style="list-style-type: none"> • Parents of current pupils • Parents of children not yet of school age in the designated area of the school • Staff • Governors • Ministry of Defence - Directorate Children and Young People (DCYP) • Headquarters Army Welfare Service (AWS) including the Cotswold Centre • Headquarters Support Commands • The Local Wiltshire Councillor • The Local M.P. • Wiltshire School Transport Manager • Primary Heads Forum • Heads and Chairs of Governors of nearby primary and secondary schools • Parish Council <p>Consultation paper published 12 June, for comments until 25th July. Consultation meetings held with school and staff and a further public meeting to be held at Corsham Leisure Centre on 3rd July 2018 at 5.30pm.</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Tom Lindsay tom.lindsay@wiltshire.gov.uk</p> <p>Alan Stubbersfield (Interim Director - Education and Skills)</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>25 Sep 2018 Appropriation of Education Land at Poulton Field, Bradford on Avon</p>	<p>Key Decision Report outlining the requirement to appropriate land at Poulton Field, Bradford on Avon from Education use under the Open Spaces Act.</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Will Gray Will.Gray@wiltshire.gov.uk</p> <p>Simon Hendeley (Director - Housing and Commercial)</p>	<p>Open</p>
<p>25 Sep 2018 Salisbury Museum - Request for Support</p>	<p>Key Decision To consider a request to underwrite £500k of the Museum's fund raising activities as part of their application for Heritage Lottery Funding</p>	<p>Not applicable Not Applicable</p>		<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Ian Duncan Ian.Duncan@wiltshire.gov.uk</p> <p>Michael Hudson</p>	<p>Open</p>
<p>25 Sep 2018 Performance Management and Risk Outturn Report: Q1 2018/19</p>	<p>Non-Key To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886</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
25 Sep 2018 Revenue and Capital Budget Monitoring Qtr 1 2018/2019	Non-Key Regular monitoring reports to period 4.			Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson	Open
9 October 2018						
9 Oct 2018 Consideration of proposals for the development of Special Schools in the North of the County	Key Decision Report following pre-statutory consultation in the future special school arrangements for meeting the needs of pupils with cognitive difficulties. The report will propose statutory consultation on a specific proposal.	school staff, governors, parents and pupils stakeholders including health and Wiltshire Parent and Carer Council professional colleagues Pre-statutory consultation comprising: school meetings; dialogue with stakeholders; online survey and dedicated email address professional networking awareness raising via media		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Judith Westcott judith.westcott@wiltshire.gov.uk Alan Stubbersfield (Interim Director - Education and Skills)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>9 Oct 2018 Microsoft Contract and Digital Update</p>	<p>Key Decision An update on the Microsoft Proposal following the Cabinet Decision to review the proposal and delegate authority to enter into the contractual agreement and approve capital expenditure to the Corporate Director for Communities, Resources and Digital after consultation with the Cabinet Member for Finance, Procurement, ICT and Operational Assets, Corporate Director for Growth, Investment and Place, Corporate Director for Children and Education and the Director of Finance and Procurement.</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Sarah Consentino sarah.consentino@wiltshire.gov.uk</p> <p>Day paul.day@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
9 Oct 2018 Outdoor Education	Key Decision Decision on the potential sale of the Council's outdoor education sites.			Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Nick Cave Nick.Cave@wiltshire.gov.uk Alan Stubbersfield (Interim Director - Education and Skills)	Open
27 November 2018						
27 Nov 2018 Freehold of assets to be sold	Key Decision Report to consider a list of assets that are surplus to requirements and the freehold can be sold			Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk	Mike Dawson mike.dawson@wiltshire.gov.uk Simon Hendey (Director - Housing and Commercial)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>27 Nov 2018 'Western Gateway' Sub National Transport Body</p>	<p>Key Decision To consider the Council's position following the establishment of a Shadow (informal) Sub National Transport Body, and approve steps towards becoming a member of the Statutory (formal) Body.</p>			<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Allan Creedy allan.creedy@wiltshire.gov.uk Tel: 01225 713444 Parvis Khansari</p>	<p>Open</p>
<p>27 Nov 2018 Service Devolution & Asset Transfer Package - Devizes</p>	<p>Key Decision Proposal to devolve and transfer a number of services and assets to Devizes Town Council in line with the Service Devolution and Asset Transfer Policy (Nov 17)</p>		<p>Service Devolution & Asset Transfer Policy</p>	<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Hannah Day hannah.day@wiltshire.gov.uk Simon Hendeley (Director - Housing and Commercial)</p>	<p>Open</p>
<p>27 Nov 2018 Intermediate Care Bed Service</p>	<p>Key Decision The report is a request for extension of the contract under 'exception' clause.</p>	<p>Wiltshire CCG Intermediate Care home providers Wiltshire care partnership with commissioners and service providers</p>		<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Deborah Elliott deborah.elliott@wiltshire.gov.uk Helen Jones (Director - Commissioning)</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>27 Nov 2018 Service Devolution and Asset Transfer Report - Parish Councils</p>	<p>Key Decision A supplemental report to the Policy to allow transfer of service based assets to small parish councils</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Mike Dawson mike.dawson@wiltshire.gov.uk</p> <p>Simon Hendeley (Director - Housing and Commercial)</p>	<p>Open</p>
<p>27 Nov 2018 Adoption of a new Performance Management and Risk Management Policy</p>	<p>Non-Key Consider an updated and combined Performance Management and Risk Management policy that links activity across all services and responds to suggestions in the recent corporate peer review.</p>			<p>Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltsire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p>11 December 2018</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
11 Dec 2018 Council Tax Base 2019/2020	Non-Key council Tax Base			Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson	Open
11 Dec 2018 Revenue & Capital Budget Monitoring Report	Non-Key Monitoring Reports for end of October 2018			Cllr Philip Whitehead philip.whitehead@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson	Open