

CABINET FORWARD WORK PLAN

1 DECEMBER 2015 TO 31 MARCH 2016

Explanatory Note

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published at the beginning of each month.

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 Jane Scott	Leader of the Council
Cllr John Thompson	Deputy Leader of the Council and Cabinet Member responsible for communities, campuses, area boards and broadband
Cllr Keith Humphries	Cabinet Member responsible for health (including public health) and adult social care
Cllr Laura Mayes	Cabinet Member responsible for children's services
Cllr Fleur de Rhe-Philipe	Cabinet Member responsible for economic development, skills and strategic transport
Cllr Jonathon Seed	Cabinet Member responsible for housing (excluding strategic housing), leisure, libraries and flooding
Cllr Toby Sturgis	Cabinet Member responsible for strategic planning (strategic and development management) property, waste and strategic housing
Cllr Richard (Dick) Tonge	Cabinet Member responsible for finance, performance, risk, systems thinking, procurement and welfare reform
Cllr Stuart Wheeler	Cabinet Member responsible for hubs, governance (including information management) support services (HR, legal, ICT, business services, democratic services) heritage and arts and customer care
Cllr Philip Whitehead	Cabinet Member responsible for highways and transport

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 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	Officer Contact	To be considered in Private
15 December 2015						
15 Dec 2015 Re-design of Wiltshire Children's Centre - Report on consultation	Key Decision  To outline the responses to the public consultation on proposed changes to the design and delivery of children's centres.	Public consultation	Enc. 1 for Re-design of Wiltshire Children's Centre - Report on consultation	Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Julia Cramp (Safeguarding) julia.cramp@wiltshire.gov.uk Tel: 01225 718221	
15 Dec 2015 One Joined up Family Support Service for Families in Wiltshire	Key Decision  To propose bringing together the commissioned service for families requiring support who do not meet the threshold for social care intervention and the in-house service which currently works with families who are in receipt of statutory intervention.		One Joined up Family Support Service for Families in Wiltshire test	Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Julia Cramp (Safeguarding) julia.cramp@wiltshire.gov.uk Tel: 01225 718221	

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<p>19 Jan 2016 Gas and Electricity Supply Contract Post 2017</p>	<p>Key Decision  To set out the recommended energy purchasing strategy for the council from 2017 - 2022 in order to guarantee value for money and continued resource efficiency.</p>		<p>Gas and Electricity supply contract post 2017</p>	<p>Cllr Stuart Wheeler stuart.wheeler@wiltshire.gov.uk</p>	<p>Helen Danford helen.danford@wiltshire.gov.uk Tel: 01225 713267 Associate Director, People and Business</p>	<p>Open</p>
<p>15 Dec 2015 A350-A3102 Melksham Roundabout Improvement</p>	<p>Key Decision  To approve the invitation of tenders and delegate authority to enter into a contract for the implementation of the improvement scheme at the A350 – A3102 Melksham roundabout.</p>		<p>A350-A3102 Melksham Roundabout Signilisation</p>	<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Helen Powdrill helen.powdrill@wiltshire.gov.uk Associate Director, Highways and Transport</p>	<p>Open</p>
<p>15 Dec 2015 Treasury Management Strategy 2015-16 - Second Quarter Ended 30 September 2015</p>	<p>Non-Key To provide a quarterly update on the 2015/16 treasury management position for the quarter to the end of September 2015.</p>	<p>Corporate Leadership Team</p>	<p>Treasury Management Strategy 2015-16 - Second Quarter</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private
<p>15 Dec 2015 Revenue Budget Monitoring</p>	<p>Non-Key To receive an update on the Council's revenue budget.</p>		<p>Revenue Budget Monitoring</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Matthew Tiller (Finance) matthew.tiller@wiltshire.gov.uk</p>	
<p>15 Dec 2015 Council Tax Base 2016/17</p>	<p>Non-Key For Cabinet to consider and approve the Council Tax Base for 2015/16.</p>		<p>Council Tax Base 2016/17</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	
<p>15 Dec 2015 Performance Management and Risk Outturn Report: Q2 2015/16</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>Performance Management and Risk Outturn Report: Q2</p>	<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Robin Townsend Robin.Townsend@wiltshire.gov.uk</p>	

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15 Dec 2015 Capital Budget Monitoring	Non-Key To receive an update on the Council's revenue budget.		Capital Budget Monitoring	Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Matthew Tiller (Finance) matthew.tiller@wiltshire.gov.uk Associate Director, Finance	Open
Single Member Decision - Not before 6 January 2016						
Not before 6th Jan 2016 Amendments to the Council's Allocation Policy	Key Decision To enable the allocation of 2 bed properties for those over state retirement age and an amendment to local connection for those applying for extra care.	Consultation with the housing providers.	Allocations Policy	Cllr Jonathon Seed jonathon.seed@wiltshire.gov.uk	Nicole Smith nicole.smith@wiltshire.gov.uk James Cawley (Safeguarding) james.cawley@wiltshire.gov.uk Tel: 01225 713951	
19 January 2016						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private
<p>19 Jan 2016 Wiltshire Council CSE Action Plan Update</p>	<p>Non-Key To inform Cabinet of progress made on implementing the Child Sexual Exploitation (CSE) action plan.</p>	<p>CSE Task Group, Director of Children's Services and CSE Lead Officer.</p>	<p>Action Plan Wiltshire Council CSE Action Plan Update</p>	<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Emily Higson emily.higson@wiltshire.gov.uk</p>	
<p>19 Jan 2016 RUH Hopper Bus Service</p>	<p>Key Decision  To consider the future of the service.</p>		<p>Changes to RUH Hopper Bus Service</p>	<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Jason Salter jason.salter@wiltshire.gov.uk</p>	
<p>19 Jan 2016 Provision of Waste recycling and Disposal Services (Part II Item)</p>	<p>Key Decision  To update Cabinet on the proposed deed of variation to extend the current contract between the council and Hills Waste Solutions for Provision of Waste recycling and Disposal Services.</p>		<p>Wiltshire Municipal Waste Management Strategy Notification of a Private Meeting - Provision of Waste recycling and Disposal Services 14.7.15</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk</p>	<p>Fully exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private
<p>19 Jan 2016 Wiltshire and Swindon Borough Council Highways Contract (Part I and Part II Item)</p>	<p>Key Decision  To consider the award of a new highways contract.</p>	<p>To be considered by Environment Select Committee 12 January 2016.</p>	<p>Notification of a Private Meeting - Wilts and Swindon Highways Contract Wiltshire and Swindon Borough Council Highways Contract</p>	<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Peter Binley peter.binley@wiltshire.gov.uk Associate Director, Highways and Transport</p>	<p>Part exempt</p>
<p>19 Jan 2016 Future Waste Management and Collection Services (Part II Item)</p>	<p>Key Decision  To update Cabinet on due diligence exercises on Lot 2 (management of household recycling centres) and Lot 5 (collection service) and on the options for alternative service delivery models and to seek decisions on the future delivery of these services.</p>		<p>Future Waste Management and Collection Services Notification of a Private Meeting - Future Waste Management and Collection Services</p>	<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Tracy Carter tracy.carter@wiltshire.gov.uk Associate Director, Waste and Environment</p>	<p>Fully exempt</p>
<p>19 Jan 2016 Mental Health and Wellbeing Strategy and Implementation Plan Update</p>	<p>Non-Key To provide Cabinet with an update on the implementation plan for the Mental Health and Wellbeing Strategy.</p>		<p>Mental Health and Wellbeing Strategy and Implementation Plan Update</p>	<p>Cllr Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>Karen Spence karen.spence@wiltshire.gov.uk</p>	

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	To be considered in Private
9 February 2016						
<p>9 Feb 2016 Wiltshire Council's Financial Plan 2016/17</p>	<p>Key Decision  The Leader of the Council will present Wiltshire Council's Financial Plan for approval by Cabinet for onward recommendation to Council on 23 February 2016.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Michael Hudson michael.hudson@wiltshire.gov.uk</p>	
<p>9 Feb 2016 School Admissions 2017/18</p>	<p>Key Decision  To determine Wiltshire Council's admission arrangements for Voluntary Controlled & Community school's for 2017/18 intake. To determine Wiltshire Council's Co-ordinated Schemes for Admissions 2017/18.</p>	<p>Consulting with all schools and per-schools/nurseries in Wiltshire, Diocese, all neighbouring authorities. This will also be placed on Wiltshire Council website.</p>	<p>Proposed Admission Arrangements Primary & Secondary 2017/18. Proposed Co-ordinated Scheme Primary & Secondary 2017/18.. School Admission 2017/18</p>	<p>Cllr Richard Gamble, Cllr Laura Mayes richard.gamble@wiltshire.gov.uk, laura.mayes@wiltshire.gov.uk</p>	<p>Debbie Clare debbie.clare@wiltshire.gov.uk Tel: 01225 713010</p>	

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9 Feb 2016 Revenue Budget Monitoring	Non-Key To receive an update on the Council's revenue budget.			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Matthew Tiller (Finance) matthew.tiller@wiltshire.gov.uk	
9 Feb 2016 Treasury Management Strategy 2016/17	Non-Key To consider and recommend that Council approve the revised Prudential Indicators and a Treasury Management Strategy for 2016/17.	Corporate Leadership Team.		Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Michael Hudson michael.hudson@wiltshire.gov.uk	
15 March 2016						
15 Mar 2016 Provision of Social Care	Key Decision  To agree the Council's policy in key areas where the Care Act offers discretion – such as Prevention, Personal Budgets and Charging.	Consultation on proposed changes will take place in the preceding months.		Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	James Cawley (Safeguarding) james.cawley@wiltshire.gov.uk Tel: 01225 713951	

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<p>15 Mar 2016 Carers Strategy</p>	<p>Key Decision  To consider approval of the Carers Strategy.</p>		Draft Strategy	Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	Andrew Osborn andrew.osborn@wiltshire.gov.uk	
<p>15 Mar 2016 Performance Management and Risk Outturn Report: Q3 2015/16</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>			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Robin Townsend Robin.Townsend@wiltshire.gov.uk	