

CABINET FORWARD WORK PLAN

1 APRIL 2016 TO 31 JULY 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	Report Author and Associate Director	To be considered in Private
19 April 2016						
19 Apr 2016 Laptop Hardware Replacement Programme	Key Decision  To provide Cabinet with the evidence required to sign off the spend for the Windows 10 Tech Refresh project			Cllr Stuart Wheeler stuart.wheeler@wiltshire.gov.uk	Mark Slade, Steve Grieshaber mark.slade@wiltshire.gov.uk , steve.grieshaber@wiltshire.gov.uk	Open
19 Apr 2016 Wiltshire Council direct provision – CQC registered care services for adults	Non-Key This report will inform members of the CQC rating recently obtained by our inhouse short breaks services		Wiltshire Council direct provision – CQC registered care services for adults	Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	Julia Davey julia.davey@wiltshire.gov.uk James Cawley	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 Apr 2016 Salisbury City Council Asset Transfer – Cabinet Approval of Transfer from Wiltshire Council</p>	<p>Non-Key To recommend a final package of assets and services to transfer to Salisbury City Council and to provide detailed information in relation to the financial impact this will have on Wiltshire Council.</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Barry Pirie barry.pirie@wiltshire.gov.uk</p> <p>Carlton Brand</p>	<p>Open</p>
<p>19 Apr 2016 Chippenham Site Allocations Plan Update</p>	<p>Non-Key To provide an update on additional work and any implications arising following the suspension of the examination</p>	<p>N/A N/A</p>		<p>Cllr Fleur de Rhé-Philippe fleur.derhephilipe@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Rachel Lyttle georgina.clampitt-dix@wiltshire.gov.uk, Rachel.Lyttle@wiltshire.gov.uk Tel: 01225 713472,</p> <p>Alistair Cunningham</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 Apr 2016 Age UK contract Exemption</p>	<p>Key Decision To set out a proposal for the consideration of entering into two agreements with a single Age UK organisation covering the whole of Wiltshire.</p>			<p>Cllr Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>Sue Geary, Olly Spence sue.geary@wiltshire.gov.uk, olly.spence@wiltshire.gov.uk Tel: 01225 713922, James Cawley</p>	<p>Open</p>
<p>19 Apr 2016 Highways Peer Review</p>	<p>Non-Key Cabinet previously agreed to the Peer Review of Highways Service. The report provides the feedback received from the review Team.</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Parvis Khansari parvis.khansari@wiltshire.gov.uk Parvis Khansari</p>	<p>Open</p>
<p>17 May 2016</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>17 May 2016 Wiltshire Council Grants Policy</p>	<p>Non-Key Presentation of Wiltshire Council Grants Policy for adoption</p>	<p>The Cabinet Member with responsibility for Finance, the Associate Director for Finance and officers involved in grant giving across many service areas have been consulted during the development of this policy Drafts of the policy have been circulated and feedback has been incorporated.</p>		<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Kirsty Butcher kirsty.butcher@wiltshire.gov.uk Tel: 01225 713948 Robin Townsend, Michael Hudson</p>	<p>Open</p>
<p>17 May 2016 Wiltshire's Obesity Strategy 2016-2020</p>	<p>Non-Key For Cabinet approval of the Strategy following public consultation and before final submission to the Health and Wellbeing Board in June 2016.</p>	<p>Out for public consultation between 1 Feb and 24 April 2016.</p>		<p>Cllr Keith Humphries keith.humphries@wiltshire.gov.uk</p>	<p>Julie Craig, John Goodall, Phoebe Kalungi julie.craig@wiltshire.gov.uk, john.goodall@wiltshire.gov.uk, Phoebe.Kalungi@wiltshire.gov.uk Frances Chinemana</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
17 May 2016 School Loans	Key Decision To update members on the progress of maintained schools converting to academies and the potential role of the Local Authority in converting a current budget deficit into a formal loan to a maintained school, to facilitate their transition to become an academy			Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Grant Davis Grant.Davis@wiltshire.gov.uk Michael Hudson	Open
14 June 2016						
14 Jun 2016 Adoption Agency Six Month Report	Non-Key To ensure that the Executive of the Council is satisfied that the Adoption Agency is effective and achieving good outcomes for children, young people and service users, as required by the 2013 Statutory Adoption Guidance and the 2014 Adoption National Minimum Standards.			Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Matthew Turner matthew.turner@wiltshire.gov.uk Terence Herbert	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
14 Jun 2016 Carers Strategy	Key Decision To consider approval of the Carers Strategy.			Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	Andrew Osborn andrew.osborn@wiltshire.gov.uk Tel: 01225 771670	
14 Jun 2016 Care Leavers Report	Non-Key To update Cabinet on the progress made in improving services for Care leavers since Ofsted judged the service as Requires Improvement during inspection in June 2016.			Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Martin Davis martin.davis@wiltshire.gov.uk Terence Herbert	Open
14 Jun 2016 Adult Care Charging Policy	Key Decision To present feedback from consultation and approve policy.			Cllr Keith Humphries keith.humphries@wiltshire.gov.uk	Andrew Osborn andrew.osborn@wiltshire.gov.uk Tel: 01225 771670 James Cawley	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 Jun 2016 CSE Action Plan Update</p>	<p>Non-Key Agreed at Cabinet 15//3/16 for a further update report to come back in June.</p> <p>This is particularly in relation to exploring options for a method of or using existing electronic communication eg apps being used to allow children to seek help/report incidents</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Emily Higson emily.higson@wiltshire.gov.uk</p> <p>Terence Herbert</p>	<p>Open</p>
<p>14 Jun 2016 Annual Report on Treasury Management 2015-16</p>	<p>Non-Key To provide an update on the Treasury Management outturn for the financial year 2015/16</p>			<p>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Keith Stephens keith.stephens@wiltshire.gov.uk</p> <p>Michael Hudson</p>	<p>Open</p>
<p>14 Jun 2016 Re-commissioning Child and Adolescent Mental Health Services (CAMHS)</p>	<p>Key Decision To seek Cabinet approval to join funding with the CCG to commission a fully integrated CAMHS service from 1 April 2017.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>James Fortune James.Fortune@wiltshire.gov.uk</p> <p>Julia Cramp</p>	<p>Open</p>

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<p>14 Jun 2016 Performance Management and Risk Outturn Report: Q4 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>Cllr Dick Tonge richard.tonge@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p>14 Jun 2016 Adoption West Update</p>	<p>Non-Key To update the cabinet regarding regional progress with Adoption West</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Lynda Cox, Martin Davis lynda.cox@wiltshire.gov.uk, martin.davis@wiltshire.gov.uk Tel: 01225 718227,</p> <p>Terence Herbert</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
14 Jun 2016 Passenger Transport Review	Non-Key To report on the findings of the public transport public consultation			Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk	Robert Murphy, Jason Salter robert.murphy@wiltshire.gov.uk , jason.salter@wiltshire.gov.uk Tel: 01225 713458, Parvis Khansari	Open
14 Jun 2016 Capital Monitoring Outturn 2015/2016	Non-Key Capital Outturn			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Michael Hudson	Open
14 Jun 2016 Revenue Outturns 2015/2016	Non-Key Revenue Outturn			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Michael Hudson	Open
19 July 2016						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
19 Jul 2016 Statement of Accounts 2015/2016	Non-Key final Accounts for the year 2015/2016			Cllr Dick Tonge richard.tonge@wiltshire.gov.uk	Matthew Tiller matthew.tiller@wiltshire.gov.uk Michael Hudson	Open
19 Jul 2016 Update on Procurement Process for Future Waste Management and Collection Services (key?) (details awaited)	Key Decision			Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk	Tracy Carter tracy.carter@wiltshire.gov.uk	