

## **FORWARD WORK PLAN**

(Cabinet, Implementation Executive, Scrutiny, Joint Overview & Scrutiny Transition Board and other meetings of the County Council)

**FEBRUARY TO MARCH 2009**

(Note: Wiltshire Council will come into effect on 1 April 2009)

**Explanatory Note** This work plan consists of future items to be considered by the Cabinet, the Implementation Executive, Scrutiny meetings and all other main Committees of the County Council in the next four months. Cabinet and Implementation Executive items are detailed at the beginning of each month of the plan, and then followed by items for consideration by all other committees of the County Council. A Cabinet Forward Work Plan will be published on the Council's website on the 15<sup>th</sup> of each month or the next available working day if this day falls on a weekend.

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 County Council has adopted the following criteria to determine what item qualifies as a key decision: -

1. Closure of an amenity or total withdrawal of service.
2. Any restriction of service greater than 5% measured by reference to current expenditure, or hours of availability to public.
3. Any action incurring expenditure or producing savings greater than 20% of budget areas defined in Best Value regime.
4. Any area reorganisation plan extending, in effect, beyond a single County Electoral Division insofar as it will impact on the delivery of the service to the public (therefore internal organisational or staffing alterations would not be a "key" decision).
5. Any proposal to change the County Council's policy framework (documents listed within the County Council's Constitution).

## Membership of Cabinet:

Name		Portfolio Details
Mrs Jane Scott	-	Leader of the Council
Mr John Thomson	-	Deputy Leader and Community Services
Mrs Mary Douglas	-	Culture, including Libraries and Heritage
Miss Fleur de Rhé-Philippe	-	Environment, Transport and Economic Development
Mr Toby Sturgis	-	Planning and Waste
Mrs Nancy Bryant	-	Education and Youth Development
Mrs Bridget Wayman	-	Children and Families
Mr John Noeken	-	ICT, Procurement and Partnerships
Mr Mark Baker	-	Staffing and Customer Care

For contact details of the Cabinet or any other members of the County Council, please refer to the following link of the Council's website:

<http://www.wiltshire.gov.uk/council-and-democracy/councillors-general-information.htm>

## Representations/Public Participation

If you would like to make representations on any of the items to be considered by Cabinet or Committees, please contact the Portfolio Holder or officer named for the relevant item. Additionally, the County Council welcomes participation at its meetings from members of the public. Meetings of Cabinet and Committees are open to members of the public who may ask a question or make a statement. Written notice of questions or statements should be sent to the Head of Democratic & Members' Services [johnquinton@wiltshire.gov.uk](mailto:johnquinton@wiltshire.gov.uk) by 12.00 noon two working days before the meeting. Please contact Democratic & Member Services on 01225 713018 for further information.

Agenda for meetings of the Council can be accessed on the following link of the Council's web site:

<http://194.72.162.210/documents/>

## CABINET FORWARD WORK PLAN FEBRUARY TO MARCH 2009

### FEBRUARY 2009

**Cabinet – 24 February 2009 (Meeting cancelled)**

**Implementation Executive – 11 February 2009**

<b>Revenue Budget and Capital Programme for 2009-10</b>	Recommendations to full Council 24 February 2009			Sandra Farrington 01225 713600 <a href="mailto:sandrafarrington@wiltshire.gov.uk">sandrafarrington@wiltshire.gov.uk</a>
<b>Revised Draft Corporate Plan 2009-10</b>	Consideration before County Council			Laurie Bell 01225 713618 <a href="mailto:lauriebell@wiltshire.gov.uk">lauriebell@wiltshire.gov.uk</a>
<b>Review and Refresh of the LAA</b>	Report outlining the process to be followed for refresh/renew and seeking approval for delegation to the Leader to sign off final version of the LAA (Recommendation to Council – 24 February 2009)			Sharron Britton 01225 713170 <a href="mailto:sharronbritton@wiltshire.gov.uk">sharronbritton@wiltshire.gov.uk</a> Annie Child 01225 713094 <a href="mailto:anniechild@wiltshire.gov.uk">anniechild@wiltshire.gov.uk</a>

**Implementation Executive – 23 February 2009 (Special Meeting)**

<b>Council Tax Bands Resolution</b>	Recommend to County Council the formal council tax resolution			Sandra Farrington 01225 713600 <a href="mailto:sandrafarrington@wiltshire.gov.uk">sandrafarrington@wiltshire.gov.uk</a>
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**Implementation Executive – 26 February 2009** (Additional Meeting)

<b>Parishing of Salisbury</b>	Final report			Laurie Bell 01225 713618 <a href="mailto:lauriebell@wiltshire.gov.uk">lauriebell@wiltshire.gov.uk</a>
<b>Area Boards</b>	Report covering coterminosity of area board boundaries with unitary divisions and agreements in relation with Community Area Partnerships			Niki Lewis 01225 713180 <a href="mailto:nikilewis@wiltshire.gov.uk">nikilewis@wiltshire.gov.uk</a>  Steve Milton 07827 082366 <a href="mailto:stevemilton@wiltshire.gov.uk">stevemilton@wiltshire.gov.uk</a>
<b>Joint Commissioning with PCT</b>	Decision on setting up a joint board			Sue Redmond 01225 713901 <a href="mailto:sueredmond@wiltshire.gov.uk">sueredmond@wiltshire.gov.uk</a>
<b>Induction Programme for Members</b>	To agree programme			John Quinton 01225 713054 <a href="mailto:johnquinton@wiltshire.gov.uk">johnquinton@wiltshire.gov.uk</a>
<b>Housing Policies</b>	Policy approval			Graham Hogg 01225 776655 <a href="mailto:grahamhogg@wiltshire.gov.uk">grahamhogg@wiltshire.gov.uk</a>
<b>Admission Arrangements for all Schools in Wiltshire</b>	Determination of admission arrangements for all schools in Wiltshire			Carolyn Godfrey 01225 713750 <a href="mailto:carolyngodfrey@wiltshire.gov.uk">carolyngodfrey@wiltshire.gov.uk</a>
<b>West Wiltshire Leisure and Recreation Development Plan</b>	Report on document			Jim Sherry 01225 776655 <a href="mailto:JSherry@westwiltshire.gov.uk">JSherry@westwiltshire.gov.uk</a>

<b>River Biss Supplementary Planning Document</b>	Report on overall design concept for the public realm along the River Biss and its adjacent development sites			Adam Nardell 01225 776655 <a href="mailto:ANardell@westwiltshire.gov.uk">ANardell@westwiltshire.gov.uk</a>
<b>Role and Support for Councillors in the Pre-Election Period</b>	Options for dealing with constituency enquiries after April 2009			John Quinton 01225 713054 <a href="mailto:johnquinton@wiltshire.gov.uk">johnquinton@wiltshire.gov.uk</a>
<b>Coroner Service for Wiltshire and Swindon</b>	Report to agree accommodation and support			Dorothy Anderson 01225 718028 <a href="mailto:dorothyanderson@wiltshire.gov.uk">dorothyanderson@wiltshire.gov.uk</a>
<b>Local Development Scheme</b>	Further report			Georgina Clampitt-Dix 01225 713472 <a href="mailto:Georginaclampitt-dix@wiltshire.gov.uk">Georginaclampitt-dix@wiltshire.gov.uk</a>

#### SCRUTINY FUNCTION

<b>Overview and Scrutiny Management Committee</b>	NO MEETING THIS MONTH
<b>Children's Services Scrutiny Committee</b>	NO MEETING THIS MONTH
<b>Health Overview and Scrutiny Committee</b>	NO MEETING THIS MONTH

#### Joint Overview and Scrutiny Transition Board – 17 February 2009 – Special Budget Meeting

<b>Revenue Budget and Capital Programme for 2009-10</b>	Recommendations to full Council			Sandra Farrington 01225 713600 <a href="mailto:sandrafarrington@wiltshire.gov.uk">sandrafarrington@wiltshire.gov.uk</a>
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## Joint Overview and Scrutiny Transition Board – 27 February 2009

<b>Corporate Plan</b>	Latest draft			Laurie Bell 01225 713618 <a href="mailto:lauriebell@wiltshire.gov.uk">lauriebell@wiltshire.gov.uk</a>
<b>Property Strategy</b>	Update report			John Shorto 01225 713229 <a href="mailto:johnshorto@wiltshire.gov.uk">johnshorto@wiltshire.gov.uk</a>
<b>West Wiltshire Leisure and Recreation Development Plan</b>	Report on document			Jim Sherry 01225 776655 <a href="mailto:JSherry@westwiltshire.gov.uk">JSherry@westwiltshire.gov.uk</a>
<b>North Wiltshire Leisure Contract Harmonisation</b>	Extending current North Wiltshire contract to coincide with West Wiltshire contract			Mark Smith 01225 756556 <a href="mailto:marksmith@wiltshire.gov.uk">marksmith@wiltshire.gov.uk</a>
<b>Application of the Appointments Procedure</b>	Update report			Richard Woodroofe 01225 76553 <a href="mailto:richardwoodroofe@wiltshire.gov.uk">richardwoodroofe@wiltshire.gov.uk</a>
<b>Overview and Scrutiny Arrangements for the New Council – Consultation Responses</b>	To report on the outcome of the work of the redesign team			Paul Kelly 01225 713049 <a href="mailto:paulkelly@wiltshire.gov.uk">paulkelly@wiltshire.gov.uk</a>
<b>Overview and Scrutiny and Executive</b>	Report on future working relationship			Paul Kelly

<b>Terms of Reference for the Re-Aligned JOSTB</b>	To agree terms of reference in the pre-election period			Paul Kelly
<b>Electoral Services and Members' Support – Rapid Scrutiny Exercise</b>	Further report			Ceri Williams 01225 713079 <a href="mailto:ceriwilliams@wiltshire.gov.uk">ceriwilliams@wiltshire.gov.uk</a>
<b>Task Group Updates</b>	To receive updates on the work of the Task Groups			Various Officers
<b>Implementation Executive Minutes</b>	To receive the latest Implementation Executive Minutes			John Quinton 01225 713054 <a href="mailto:johnquinton@wiltshire.gov.uk">johnquinton@wiltshire.gov.uk</a>

### Other Meetings

<b>Regulatory Committee</b>	11 February 2009	Westbury: Resource Recovery Facility including Mechanical Biological Treatment at Northacre Resource Recovery Centre for Hills Waste Solutions Ltd (W/07/09004)	Jason Day <a href="mailto:jasonday@wiltshire.gov.uk">jasonday@wiltshire.gov.uk</a>	01225 713418
		Everleigh: Section 73 Application – extend period of operation at Everleigh Transfer Station for Hills Waste Solutions Ltd (K/56792)	David Rose <a href="mailto:davidrose@wiltshire.gov.uk">davidrose@wiltshire.gov.uk</a>	01225 713423
		Firsdawn: Section 73 Application – extend period of operation at Thorny Down Transfer Station for Hills Waste Solutions Ltd (S/07008)	David Rose <a href="mailto:davidrose@wiltshire.gov.uk">davidrose@wiltshire.gov.uk</a>	01225 713423
		Tisbury: Retrospective planning permission for retention of replacement saw at Chicksgrove Quarry for Chicksgrove Quarry Ltd.	Mari Webster <a href="mailto:mariwebster@wiltshire.gov.uk">mariwebster@wiltshire.gov.uk</a>	01225 713439



		(S/06/8014)		
		Warminster: Change of use to Scrapyard, Skip Hire and Transfer Station at 43 Copheap Lane, Warminster for EJ Shanley and Son (W/08/09008)	Jo Freyther <a href="mailto:jofreyther@wiltshire.gov.uk">jofreyther@wiltshire.gov.uk</a>	01225 713439
		Salisbury: Retention of a Double Mobile Classroom with Toilets at St Edmund's CE Girls' School (S/08/8015)	Mari Webster <a href="mailto:mariwebster@wiltshire.gov.uk">mariwebster@wiltshire.gov.uk</a>	01225 713439
		Salisbury : Retention of Single Mobile Classroom with Toilets at St Edmunds CE Girls' School (S/08/8012)	Mari Webster <a href="mailto:mariwebster@wiltshire.gov.uk">mariwebster@wiltshire.gov.uk</a>	01225 713439
<b>County Council</b>	24 February 2009	Council tax levels and Budget - 2009/10 ( <i>Recommendations from Implementation Executive 11 February 2009</i> )	Sandra Farrington <a href="mailto:Sandrafarrington@wiltshire.gov.uk">Sandrafarrington@wiltshire.gov.uk</a>	01225 713600
		Constitution for Wiltshire Council	Stephen Gerrard <a href="mailto:stephengerrard@wiltshire.gov.uk">stephengerrard@wiltshire.gov.uk</a>	01225 718097
		Members Allowances – recommendations of the Independent Remuneration Panel	John Quinton <a href="mailto:johnquinton@wiltshire.gov.uk">johnquinton@wiltshire.gov.uk</a>	01225 713054
		Appointment of Standards Committee members	Stephen Gerrard <a href="mailto:stephengerrard@wiltshire.gov.uk">stephengerrard@wiltshire.gov.uk</a>	01225 718097
		Local Area Agreement	Sharon Britton <a href="mailto:sharonbritton@wiltshire.gov.uk">sharonbritton@wiltshire.gov.uk</a>	01225 713170

		Corporate Plan		
		Minutes and Report of Police and Fire Authorities	Yamina Rhouati <a href="mailto:yaminarhouati@wiltshire.gov.uk">yaminarhouati@wiltshire.gov.uk</a>	01225 718024
		Reports of Committees	Yamina Rhouati <a href="mailto:yaminarhouati@wiltshire.gov.uk">yaminarhouati@wiltshire.gov.uk</a>	01225 718024
Wiltshire Pension Fund	25 February 2009	Wiltshire Pension Fund Administration Budget 2009-010	David Broome <a href="mailto:davidbroome@wiltshire.gov.uk">davidbroome@wiltshire.gov.uk</a>	
		Quarterly Progress Report		
		Fund Risk Register		
		Record Currency Management – Review of Active Mandate		
		Capital International – Review of 2008 & Plans for the Future Ballie Gifford – Review of 2008 & Plans for the Future		
Staffing Policy Committee	NO MEETING THIS MONTH			Baillie Gifford Plans for the
Standards Committee	NO MEETING THIS MONTH			
Final Accounts and Audit Committee	NO MEETING THIS MONTH			

## MARCH 2009

Cabinet – 24 March (To be confirmed)

Item	Purpose of Report	Consultation	Supporting Documents	Lead Portfolio Holder responsible	Officer Contact
<b>Revenue &amp; Capital Budget &amp; Service Standards Monitoring</b>	To receive a regular update on the revenue budget and services standards across all departments and corporately	Overview and Scrutiny Management Committee		Mrs Scott <a href="mailto:janescott@wiltshire.gov.uk">janescott@wiltshire.gov.uk</a>	Caroline Bee 01225 713607 <a href="mailto:carolinebee@wiltshire.gov.uk">carolinebee@wiltshire.gov.uk</a>

## Implementation Executive – 11 March 2009

<b>Corporate Plan</b>	Final draft			Laurie Bell 01225 713618 <a href="mailto:lauriebell@wiltshire.gov.uk">lauriebell@wiltshire.gov.uk</a>
<b>Salisbury Vision</b>	Further report as requested on 13 January			Alistair Cunningham 01225 713203 <a href="mailto:alistaircunningham@wiltshire.gov.uk">alistaircunningham@wiltshire.gov.uk</a>
<b>Pilot Area Board Evaluation and Proposals</b>	Decision on recommendations on the future of area boards			Niki Lewis 01225 713180 <a href="mailto:nikilewis@wiltshire.gov.uk">nikilewis@wiltshire.gov.uk</a>
<b>Volunteering Policy</b>	To agree the policy			Niki Lewis
<b>Building Schools for the Future (BSF)</b>	Report on the outcome of the submission of an Expression of Interest for BSF to commence earlier than 2016			Nigel Hunt 01225 713773 <a href="mailto:nigelhunt@wiltshire.gov.uk">nigelhunt@wiltshire.gov.uk</a>

<b>Housing Policy, Practice &amp; Procedures</b>	Progress report			Graham Hogg 01225 776655 <a href="mailto:grahamhogg@wiltshire.gov.uk">grahamhogg@wiltshire.gov.uk</a>
<b>WCC/PCT Contracting Arrangements</b>	Report on future arrangements			James Cawley 01225 713951 <a href="mailto:jamescawley@wiltshire.gov.uk">jamescawley@wiltshire.gov.uk</a>
<b>Partnership Arrangements</b>	Report on future arrangements			James Cawley
<b>Social Housing PFI</b>	Further report on resource and finance implications			James Cawley
<b>Expression of Interest Bid for PFI</b>	Report on the establishment of governance arrangements			James Cawley
<b>Joint Commissioning Intentions for Adults with Learning Disabilities</b>	To set out the Council's commissioning intentions in partnership with the PCT and to propose to re-pattern services for adults with learning disabilities			Phil Powell 01225 713518 <a href="mailto:philpowell@wiltshire.gov.uk">philpowell@wiltshire.gov.uk</a>
<b>Future Licensing Arrangements</b>	Adoption of the Statement of Licensing Policy and Statement of Principles to apply from 1 April, and member nominations			John Quinton 01225 713054 <a href="mailto:johnquinton@wiltshire.gov.uk">johnquinton@wiltshire.gov.uk</a>
<b>Towards One Council</b>	Progress Report			Laurie Bell

## SCRUTINY FUNCTION

<b>Overview and Scrutiny Management Committee</b>	NO MEETING THIS MONTH
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<b>Children's Services Scrutiny Committee</b>	12 March 2009	Extended Schools	To evaluate extent and impact of the extended schools programme	Stephanie Denovan 01225 713838 <a href="mailto:stephaniedenovan@wiltshire.gov.uk">stephaniedenovan@wiltshire.gov.uk</a>
		14-19 Strategy		Stephanie Denovan 01225 713838 <a href="mailto:stephaniedenovan@wiltshire.gov.uk">stephaniedenovan@wiltshire.gov.uk</a>
		Fair Distribution of Resources		Richard Parker 01225 713754 <a href="mailto:richardparker@wiltshire.gov.uk">richardparker@wiltshire.gov.uk</a>
		Child and Adolescent Mental Health Strategy		Heather Clewett 01225 713790 <a href="mailto:heatherclewett@wiltshire.gov.uk">heatherclewett@wiltshire.gov.uk</a>
		Transition Services from Children to Adult Care Services		Phil Ward?
		School Food Task Group Final Report		Karen Linaker 01225 713056 <a href="mailto:karenlinaker@wiltshire.gov.uk">karenlinaker@wiltshire.gov.uk</a>
<b>Health Overview and Scrutiny Committee</b>	19 March 2009			
<b>Budget Monitoring Scrutiny Task Group</b>	11 March 2009			

### Joint Overview and Scrutiny Transition Board – 27 March

<b>Towards One Council Progress Report</b>	To receive the latest progress report for information			Laurie Bell 01225 713618 <a href="mailto:lauriebell@wiltshire.gov.uk">lauriebell@wiltshire.gov.uk</a>
<b>Task Group Updates</b>	Update on the work of the task groups			Various
<b>Change Management Task Group</b>	Final report			Ceri Williams 01225 713079 <a href="mailto:ceriwilliams@wiltshire.gov.uk">ceriwilliams@wiltshire.gov.uk</a>
<b>Housing Task Group</b>	To receive the Final Report of the Task Group			Karen Linaker 01225 713056 <a href="mailto:karenlinaker@wiltshire.gov.uk">karenlinaker@wiltshire.gov.uk</a>
<b>Implementation Executive Minutes</b>	To receive the latest Implementation Executive Minutes			John Quinton 01225 713054 <a href="mailto:johnquinton@wiltshire.gov.uk">johnquinton@wiltshire.gov.uk</a>

### Other Meetings

<b>Staffing Policy Committee</b>	11 March 2009			
<b>Regulatory Committee</b>	18 March 2009			
<b>Standards Committee</b>	18 March 2009			
<b>Final Accounts and Audit Committee</b>	25 March 2009	Annual Governance Statement – Update	Ian Gibbons <a href="mailto:iangibbons@wiltshire.gov.uk">iangibbons@wiltshire.gov.uk</a>	01225 713052

		Internal Audit Progress Report	Steve Memmott <a href="mailto:stevememmott@wiltshire.gov.uk">stevememmott@wiltshire.gov.uk</a>	01225 713622
		Annual Audit Inspection Letter (tbc)	Linda Watts <a href="mailto:lindawatts@wiltshire.gov.uk">lindawatts@wiltshire.gov.uk</a>	01225 713102
		Risk Management Strategy	Jan Collins <a href="mailto:janettecollins@wiltshire.gov.uk">janettecollins@wiltshire.gov.uk</a>	01225 713766
<b>County Council</b>	NO MEETING THIS MONTH			
<b>Wiltshire Pension Fund Committee</b>	NO MEETING THIS MONTH			