

West Wiltshire District Council
Cabinet Forward Work Plan – December 2005– June 2006

If you wish to make representations about any matter contained in this Work Plan, please contact the Portfolio Holder or Contact Officer identified.

December							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Write Off Report	No	Cllr Trevor Carbin	14/12/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Tracey Gay	Finance – Room F33 Bradley Road
Budget Update	No	Cllr Trevor Carbin	14/12/05	Cabinet	Corporate Team	Ian Jamieson	Finance – Room F31 Bradley Road
Annual Monitoring Report	No	Cllr Jeff Osborn	14/12/05	Cabinet	Consultation with Key Stakeholders and Service Managers	Mark Russell	Planning Policy & Cons
Performance Monitoring - Quarter 2 2005-06	No	Cllr Duncan Hames	14/12/05	Cabinet	Corporate Management Team and Scrutiny Committee	Paul Mountford	Policy and Communications - Room F7
Recreation Development Plan Document	No	Cllr Jeff Osborn	14/12/05	Council	Consultation with PPG's, and Public Consultation	Mark Russell	Planning Policy & Cons
Financial Monitoring	No	Cllr Trevor Carbin	14/12/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Ian Jamieson	File Location: Room 31
Recommendation from Trowbridge Area Seminar: Public conveniences at the Railway station	No	Cllr Rosemary Brown	14/12/05	Cabinet		Peter Woodcock	
Recommendation from Trowbridge Area Seminar: Public conveniences within the Waterside Development	No	Cllr Rosemary Brown	14/12/05	Cabinet		Peter Woodcock Ian Gallin	
Children & Young People – Way Forward	No	Cllr Sarah Content	14/12/05	Cabinet	Consultation with Cllr Andrew Bryant as Youth Champion	Richard Rogers	Community Leadership F30

January 2006							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Budget 2006/07	Yes	Cllr Trevor Carbin	11/01/06	Council	Corporate Team	Ian Jamieson	Finance – Room F31 Bradley Road
West Wilts Matters Contract	No	Cllr John Syme	11/01/06	Cabinet	Corporate Management Team	Paul Mountford	Policy and Communications - Room F7
Southwick Country Park – The Future	Yes	Cllr Terry Chivers	11/01/06	Cabinet	Portfolio Holder, LRNA and Kit Campbell	Richard Rogers	Community Initiatives
Taxbase Report 2006/07	Yes	Cllr Trevor Carbin	11/01/06	Cabinet	Consultation with Corporate Team and Portfolio Holder	Tracey Gay	Finance – Room F33 Bradley Road
Financial Monitoring	No	Cllr Trevor Carbin	11/01/06	Cabinet	Corporate Team	Ian Jamieson	Finance – Room F31 Bradley Road
Customer First Corporate Monitoring	No	Cllr Duncan Hames	11/01/06	Cabinet	Corporate Management Team	Paul Mountford	Policy and Communications - Room F7
Recycling Strategy for West Wiltshire	Yes	Cllr Rosemary Brown	11/01/06	Cabinet	Wiltshire Waste Partnership and public	Clare Chadwick	
Statement of Community Involvement	No	Cllr Jeff Osborn	11/01/06	Council	Consultation with PPG's, and Public Consultation	Karol Jakubczyk	Planning Policy & Cons
Clean Neighbourhoods & Environment Act	No	Cllrs Rosemary Brown & Gordon Cox	11/01/06	Cabinet	Through Community Initiatives with town & parish councils	John Carter Kevin Gibbs	

February							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Treasury Management Strategy Statement	No	Cllr Trevor Carbin	8/02/06	Cabinet and Council	Consultation with Corporate Team and Portfolio Holder	Tracey Gay	Finance – Room F33 Bradley Road
Capital Strategy	No	Cllr Trevor Carbin	8/02/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson	Finance – Room F31 Bradley Road
Budget Update	Yes	Cllr Trevor Carbin	8/02/06	Council	Corporate Team, Portfolio Holder	Ian Jamieson	Finance – Room F31 Bradley Road
Financial Monitoring	No	Cllr Trevor Carbin	8/02/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson	Finance – Room F31 Bradley Road
Refuse Collection: Contract Re-tender	No	Cllr Rosemary Brown	8/02/06	Cabinet	Portfolio Holder; Hills, Cleanaway	Peter Woodcock Kevin Gibbs	Elements at Riverway
Council Tax Resolution Report	Yes	Cllr Trevor Carbin	8/02/06	Council	Consultation with Corporate Team and Portfolio Holder	Tracey Gay	Finance – Room F33 Bradley Road
Approval of preferred options for public consultations	No	Cllr Terry Chivers	8/02/06	Council		Trevor Savage	Leisure
Final adoption of SDP on Trowbridge Town Centre Conservation Area Character Assessment	No	Cllr Jeff Osborn	8/02/06	Cabinet	yes	Caroline Power	Policy & Cons

March							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Licensing of Houses in Multiple Occupation	No	Cllr Tom James	08/03/06	Cabinet	Portfolio holder	Paul Yeomans	
Write Off Report	Yes	Cllr Trevor Carbin	08/03/06	Cabinet	Consultation with Corporate Team and Portfolio Holder	Tracey Gay	Finance – Room F33 Bradley Road
Financial Monitoring	No	Cllr Trevor Carbin	08/03/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson	Finance – Room F31 Bradley Road
Financial Support to arts organisations and projects 2006/07	Yes	Cllr Terry Chivers	08/03/06	Cabinet	consultation with local arts organisations	Meril Morgan	
Performance Monitoring – Quarter 3 2005-06	No	Cllr Duncan Hames	08/03/06	Cabinet	Corporate Management Team and Scrutiny Committee	Paul Mountford	Policy and Communications - Room F7
LSP	No	Cllr Duncan Hames	08/03/06	Cabinet		Richard Rogers	Community Initiatives

April							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Food Safety Plan	No	Cllr Gordon Cox	05/04/06	Cabinet	Portfolio holder	David Bardwell	Env. Health G1
Annual Efficiency Statement – forward looking	No	Cllr Duncan Hames	05/04/06	Cabinet	Portfolio Holder and Corporate Management Team	Paul Mountford	Policy and Communications - Room F7
L&RNA Action Plan 2006-2012	No	Cllr Terry Chivers	05/04/06	Council		Trevor Savage	
Financial Monitoring	No	Cllr Trevor Carbin	05/04/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson	Finance – Room F31 Bradley Road

May							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Recreation Development Plan Document	No	Cllr Jeff Osborn	3/05/06	Council	Consultation with PPG's, and Public Consultation	Mark Russell	Planning Policy & Cons

June							
<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
Performance Monitoring – Quarter 4 2005-06	No	Cllr Duncan Hames	June 06	Cabinet	Corporate Management Team and Scrutiny Committee	Paul Mountford	Policy and Communications - Room F7
Approval of final Development Plan Document (DPD) for submission to Secretary of State	No	Cllr Terry Chivers	June 06	Council		Trevor Savage	Leisure
Annual Efficiency Statement – backward looking	No	Cllr Duncan Hames	*June 06	Cabinet	Portfolio Holder and Corporate Management Team	Paul Mountford	Policy and Communications - Room F7

* If the meeting in June is after 16 June, this item will have to be put on the agenda for the 3 May meeting

Performance Plan 2006-07	No	Cllr Duncan Hames	** June 06	Cabinet	Corporate Management Team and Scrutiny Committee	Paul Mountford	Policy and Communications - Room F7
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** This item has to go to Council after Cabinet and both must be prior to 30 June. If the June Cabinet meeting is too late in the month to allow this item to go to Council by 30 June this item will have to go on the 3 May Cabinet agenda.