

# Report

**Report subject:** Cabinet Work Programme

**Report to:** Community and Housing Overview and Scrutiny Panel

**Date:** 21th August 2007

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## **Purpose of Report**

1. This report presents the Cabinet's draft work programme for scrutiny by the Panel.

## **What is the Work Programme?**

2. The Work Programme is considered at each meeting of the Cabinet. It contains details of the "Key Decisions" that are to be taken by the Cabinet during the four month period following its publication. It is prepared on a monthly basis.
3. The Programme gives information about:
  - What key decisions are coming forward in the next four months.
  - When those key decisions are likely to be made.
  - Who will make those decisions.
  - What consultation will be undertaken.
  - The documents or reports that the Cabinet will consider.
4. Following concerns about the lack of detail in the previous Forward Plan we are now circulating the Cabinet Work Programme for consideration by Overview and Scrutiny Panels. This includes details such as the relevant portfolio and the appropriate contact officer.

## **Scrutiny's Role in Monitoring Performance**

5. Monitoring the work of the Cabinet is one of the most important functions of scrutiny. When reviewing the Work Programme the Panel may wish to:
  - (a) Make any concerns known to Cabinet by way of a recommendation.
  - (b) Ask for the Cabinet report to be submitted to the Panel before determination by cabinet.
  - (c) Ask the responsible officer (usually a service head or policy director) to attend a future meeting and answer questions about the matter.
  - (d) Set up a small task and finish group to investigate a particular area of concern and report back to the Panel.



Awarded in:  
Housing Services  
Waste and Recycling Services



**Implications:**

- **Core Values:** scrutiny of performance forms and integral part of the Council's corporate planning process and supports all of the core values.
- **Financial:** None.
- **Legal:** None.
- **Human Rights:** Have been assessed and no human rights are affected by the content of this report.
- **Personnel:** The impact of scrutiny work is accommodated within existing resources.
- **Community Safety:** None
- **Environmental:** None
- **Wards Affected:** All

## CABINET WORK PROGRAMME

Date of Cabinet	Priority	Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio	
Unknown Dates 2007	R	* C	Further Enhancement of Customer Service in Rural Areas	Debbie Dixon	HF	CS	Nov	Tinetable to be determined through Customer First Board	Resources
	A		CCTV Scrutiny review action plan, plus Care Connect	Pam Fox	ET	IFP	Jan	To consider the outcome of the scrutiny review and the subsequent action plan along with proposals for combining with Care Connect	Planning
	A		Review of management of leisure facilities	Pam Fox	RT		June		Community Initiatives
	G		Report back on negotiations re. use of Guildhall - once the outcome of the Vision is known	Pam Fox	RT		June	As agreed at Feb 07 Cabinet (min.957)	Community Initiatives
	R		Change Management Framework	Pam Fox	PF	IFP			Resources
Unknown dates in 2008	A		Green Travel Plan Arising from Office Project Development	Pam Fox	ET		Nov	Further to the Cabinet resolution at 15 November meeting to review travel plan autumn 2008	Transport
	G		Land disposal at Donhead St Mar	Pam Fox	AR				Community Initiatives
	R		Revise and publish Homelessness Strategy	Pam Fox	AR	AF	Dec		Housing
	R		Housing Strategy	Pam Fox	AR		Nov	Approve amendments to strategy	Housing
	R		Older Persons Housing Strategy	Pam Fox	AR	AF	Dec	Approve strategy	Housing

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September 2007	R	1	Revised Fraud prosecution policy	David Crook	PR	IFP	March		Resources
	A	2	Guidelines for Councillors using ICT equipment	Debbie Dixon	LW				Resources
	R	3	Wiltshire and Swindon Tourism Destination Management Organisation	Pam Fox	GG	PWCE		Further to the Cabinet resolution at its meeting on 9th November to receive a report back on the progress being achieved, and/or any unacceptable pressures that may be placed upon the Wiltshire, Salisbury and Stonehenge brand	Economic Development and Tourism
	G	4	Outcome of Consultation on Alternate Week Refuse collection	Debbie Dixon	MR	WM			Environment

<b>September 2007 (Continued)</b>	<b>G</b>	<b>5</b>	Service Charge Review for Council Housing	Pam Fox	DS		April		Housing
	<b>G</b>	<b>6</b>	Housing Management / Strategic Housing Unit Restructuring	Pam Fox	AR/ DS		June		Housing
	<b>A</b>	<b>7</b>	Safeguarding children	Pam Fox	AR		Sep	Approve revisions to the council's Safeguarding Children policy	Community Initiatives
	<b>G</b>	<b>8</b>	Choice based lettings	Pam Fox	AR		Sep	Approve CBL policy and IT procurement	Housing
	<b>G</b>	<b>9</b>	Equalities and Diversity	Pam Fox	RT				CI/ RES
	<b>A</b>	<b>10</b>	HRA Assets	Pam Fox	DS		June		Housing
	<b>G</b>	<b>11</b>	Grant to Downton Sports Centre	Pam Fox	RT		July		Community Initiatives
	<b>A</b>	<b>12</b>	Capital Asset and Disposal Strategy	Debbie Dixon	JC				Resources
	<b>G</b>	<b>13</b>	Village Green Applicator	Debbie Dixor	JC				Resources
	<b>A</b>	<b>14</b>	Joint Building control Services	Pam Fox	SS				Planning
	<b>G</b>	<b>15</b>	Early retirement request for Crematorium	Pam Fox	RT		July		Community Initiatives
	<b>G</b>	<b>16</b>	Early retirement request from former employee	Pam Fox	AR			Confidential report from a former employee for the second time requesting early release of pension.	Housing
<b>* C</b>	<b>G</b>	<b>17</b>	LG Pension Scheme Employers' Discretion Policy Statement	Debbie Dixon	AMC			Subject to consultation and national arrangements pending LGR	Resources
	<b>G</b>	<b>18</b>	Set up Transition Team for Local Government Reorganisation	Pam Fox					Leader
	<b>G</b>	<b>19</b>	Members Support Needs	Debbie Dixor	SA				Resources
	<b>G</b>	<b>20</b>	Statutory Determination	DC	AO				Resources
	<b>G</b>	<b>21</b>	Temporary Appropriation of Land surrounding the Old Swimming Pool, Salisbury	Debbie Dixon	JC				Resources

Month	Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)		Portfolio
<b>October 2007</b>	<b>A</b>	<b>1</b>	Produce revised HRA business plan following consultation	Pam Fox	DS	July		Housing
<b>*</b>	<b>G</b>	<b>2</b>	Gypsy & Travellers Housing Needs Survey	Pam Fox	AR	July		Community Initiatives
	<b>G</b>	<b>3</b>	Conservation area appraisals for Dinton, Durrington, Downton, Hindon, Tisbury and Wylde	Pam Fox	ET	Oct		Planning
	<b>R</b>	<b>4</b>	Shared Services Reducing cost, Improving Quality (provisional)	Debbie Dixon			Tinetable to be determined through Customer First Board	Resources
	<b>G</b>	<b>5</b>	Outcome of Scrutiny Review on Sustainable Rural Communities	Debbie Dixon	SA	April	Provisional - subject to any further work the Panel may wish to see undertaken.	Economic Development and Tourism

Month			Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio
November 2007 *	A	1	Disability Action Plan Update	Debbie Dixon	JC		Nov-07	Further to the Cabinet decision of 3rd May 2006 - to receive a further update.	Resources
	G	2	LDF Core Strategy Issues and Options report to be published	Pam Fox	ET		Nov		Planning
	R	3	To consider JCF recommendation following completion of HRA business plan	Pam Fox	DS				Housing

Month			Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio
December 2007	A	1	Future of crematorium following consultant's report	Pam Fox	RT		Dec		Community Initiatives

Month			Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio
January 2008 * C	R	1	Sport and Recreation Strateg	Pam Fox	RT		March		Community Initiatives
* C	R	2	Community Development Polic	Pam Fox	RT	PWCE	March		Community Initiatives
* C	R	3	Arts Strategy	Pam Fox	RT		March		Community Initiatives

Month			Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio
February 2008	G	1	Allocate resources to support the Do It Yourself Shared Ownership programme	Pam Fox	AR		Feb '08		Housing

Month			Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio
March 2008	R	1	Develop new Economic Development Strategy	Pam Fox	GG		March '08		Economic Development and Tourism
	R	2	Develop new Communication Strategy	Pam Fox	GG		Mar-08		Resources
	G	3	Review Media Protocol and Media Relations Policy	Pam Fox	GG		Mar-08		Resources

**The following items have been identified as material decisions for the forthcoming 2007/08 municipal year from the associated Portfolio Plans for which dates are still**

Month			Reports to Cabinet	PD	SUH	Task Code	Due Date	Key Issues In the Report (Including reasons for delay)	Portfolio
		1	Approve plans for new Direct Access Hostel	Pam Fox					Housing
		2	General fleet vehicle replacements	Debbie Dixon	MR			To include PCV's and Street Cleanising equipment - approx £1.5m procurement costs	Transport
		3	Adoption of new street scene strategy	Debbie Dixon	MR				Environment
	R	4	Introduction of home service	Debbie Dixon	HF			To be introduced in 3 of the 5 community areas, aimed at customers who would otherwise find it hard to access council services.	Resources
	R	5	Introduction of a weekly Customer Service Surgery in Downton.	Debbie Dixon	HF				Resources
	R	6	Introduction of extended opening hours of the telephone contact centre	Debbie Dixon	HF				Resources
	R	7	Review and implement telephone system	Debbie Dixon	HF/LW				Resources
	R	8	Review ICT Strategy and supporting project plan.	Debbie Dixon	LW			To include consideration of implications of annual project plan, supported by a bi-annual review of strategy in future	Resources
	R	9	Corporate governance review	David Crook	AO				Resources
	R	10	E-Govt Implications	Debbie Dixor	LW				Resources
	R	11	CPA	Debbie Dixor					Resources
	R	12	Corporate Communicator	Pam Fox	GG				Resources

**Key**

BC = Building the Capacity of the organisation  
 IFP = Improving the Financing and Performance of the Council.  
 RM = Risk Management  
 CS = Improving Customer Services  
 OC = Office Centralisation  
 PWCE = Partnership working and community engagement  
 AF = Delivering More Affordable Housing  
 IT = Improving Transportation  
 ICS = Improving Community Safety

HS = Maintaining our Housing Stock  
 WM = Improving Waste Management  
 SUH = Service Unit Head  
 P = Consult with Portfolio Holder  
 C = Consult with Cabinet  
 \* = Management Team consideration

**Priority Key**

G (green) = continue  
 A (amber) = work on project is unlikely to be complete by 'vesting day' and therefore requires the Unitary's support if work on this project is to  
 R (red) = stop