

# **CABINET FORWARD WORK PLAN**

**1 MARCH 2023 TO 30 JUNE 2023**

- Published on 27 February 2023
- Re-published on 10 March 2023 – to include 2 new items for Cabinet on 28 March 2023
  - Household Support Fund 2023/24
  - Environment Act 2021 – Separate Weekly Collections of Food Waste

## **Explanatory Note**

This work plan consists of items to be considered by the Cabinet in the next four months. It will be published 28 days before each meeting (the date the decision is to be made).

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:**

| <b>Name</b>            | <b>Portfolio Details</b>   |
|------------------------|--|
| Cllr Richard Clewer    | Leader of the Council and Cabinet Member responsible for Military-Civilian integration, Economic Development, Heritage, Arts, Tourism and Health & Wellbeing |
| Cllr Laura Mayes       | Deputy Leader of the Council and Cabinet Member responsible for Children’s Services, Education and Skills  |
| Cllr Ian Blair-Pilling | Cabinet Member responsible for Public Health, Public Protection, Leisure, Libraries, FM and Operational Assets   |
| Cllr Nick Botterill    | Cabinet Member responsible for Finance, Development Management, Strategic Planning   |
| Cllr Ashley O’Neill    | Cabinet Member responsible for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards  |
| Cllr Nick Holder       | Cabinet Member responsible for Environment and Climate Change  |
| Cllr Caroline Thomas   | Cabinet Member responsible for Transport, Street Scene and Flooding  |
| Cllr Jane Davies       | Cabinet Member responsible for Adult Social Care, SEND and Inclusion   |
| Cllr Phil Alford       | Cabinet Member responsible for Housing, Strategic Assets, Asset Transfer   |

## **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 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 to [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk) by 12.00 noon three clear working days before the meeting. Please contact Democratic Services on 01225 718221 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 |
|--|--|--------------|----------------------|---|--|-----------------------------|
| 28 March 2023  |  |              |                      |   |  |                             |
| <p><b>28 Mar 2023</b><br/>LGA Corporate Peer Challenge - Action Plan</p> | <p><b>Non-Key</b><br/>Following the final report of the LGA peer team, the proposed action plan in response to recommendations. This is in advance of the peer team returning part of a pre-agreed follow up in Autumn 2023.</p> | TBC          |                      | <p>Cllr Richard Clewer<br/><a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p> | <p>Terence Herbert, Martin Nicholls<br/><a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a>,<br/><a href="mailto:martin.nicholls@wiltshire.gov.uk">martin.nicholls@wiltshire.gov.uk</a><br/><br/>Perry Holmes</p> | Open                        |

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|--|--|--|----------------------|--|---|-----------------------------|
| <p><b>28 Mar 2023</b><br/>Market Sustainability Plan</p> | <p><b>Key Decision</b><br/>To seek ratification of Wiltshire Council's provisional Market Sustainability Plan.<br/>The Plan will assess and demonstrate how the council will ensure its local care market is sustainable, as the Council moves towards implementing reform<br/>The Plan will assess the impact of care home and home care fees and risks to the market and the impact of the introduction of Section 18(3) of the Care Act</p> | <p>Home care providers<br/>Care home providers<br/>Wiltshire residents<br/>Wiltshire council colleagues</p> <p>Officers will be working with the Institute of Public Care to consult</p> |                      | <p>Cllr Jane Davies<br/><a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a></p> | <p>Jessica Chapman<br/><a href="mailto:Jessica.Chapman@wiltshire.gov.uk">Jessica.Chapman@wiltshire.gov.uk</a></p> <p>Director - Procurement &amp; Commissioning</p> | <p>Open</p>                 |

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|--|--|--|----------------------|---|---|-----------------------------|
| <p><b>28 Mar 2023</b><br/>Retender of Good Lives Alliance Framework</p>      | <p><b>Key Decision</b><br/>The Good Lives Alliance Framework is the platform for purchasing residential care and supported living within Whole Life Commissioning. The framework ends in September 2023.</p> | <p>Wiltshire Centre for Independent Living<br/>Wiltshire CCG<br/>Wiltshire Care Partnership<br/>Throughout the term of the contract, we have worked with Wiltshire Centre for Independent Living, to gather the views of customers on the support they receive.</p> <p>2019 - Accommodation &amp; Support report<br/>2021 - A place I call home report</p> |                      | <p>Cllr Nick Botterill,<br/>Cllr Jane Davies<br/><a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>,<br/><a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a></p> | <p>Victoria Bayley<br/><br/>Director - Procurement &amp; Commissioning</p>  | <p>Open</p>                 |
| <p><b>28 Mar 2023</b><br/>Procurement of Cleaning and Security contracts</p> | <p><b>Key Decision</b><br/>This report seeks permission to procure 2 contracts which cover the corporate security and cleaning which cover the council's operational estate.</p>                             | <p>Standard consultation</p>   |                      | <p>Cllr Ian Blair-Pilling<br/><a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>  | <p>Vincent Albano<br/><a href="mailto:vincent.albano@wiltshire.gov.uk">vincent.albano@wiltshire.gov.uk</a><br/>Tel: 01225 756198<br/><br/>Andy Brown<br/><a href="mailto:andy.brown@wiltshire.gov.uk">andy.brown@wiltshire.gov.uk</a></p> | <p>Open</p>                 |

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|---|---|--|----------------------|--|---|-----------------------------|
| <p><b>28 Mar 2023</b><br/>Household Support Fund 2023-2024</p>                                  | <p><b>Key Decision</b><br/>Wiltshire Council has been provided with £5,457,313 government funding (Department for Work and Pensions). The Fund (known as the Household Support Fund) is being provided to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs to help them with significantly rising living costs for the financial year 2023-24.</p> | <p>Cabinet</p>                         |                      | <p>Cllr Ian Blair-Pilling<br/><a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p> | <p>Rachel Kent<br/><a href="mailto:rachel.kent@wiltshire.gov.uk">rachel.kent@wiltshire.gov.uk</a></p> <p>Kate Blackburn<br/>(Director - Public Health)</p>  | <p>Open</p>                 |
| <p><b>28 Mar 2023</b><br/>Environment Act 2021 - Separate weekly collections of food waste.</p> | <p><b>Key Decision</b><br/>Report to provide the latest information from Defra on the timing of mandatory food waste collections and the implications for the council.</p>  | <p>TBC<br/>Internal Directors only</p> |                      | <p>Cllr Nick Holder<br/><a href="mailto:Nick.Holder@wiltshire.gov.uk">Nick.Holder@wiltshire.gov.uk</a></p>                   | <p>Martin Litherland,<br/>Sarah Valdus<br/><a href="mailto:martin.litherland@wiltshire.gov.uk">martin.litherland@wiltshire.gov.uk</a>,<br/><a href="mailto:sarah.valdus@wiltshire.gov.uk">sarah.valdus@wiltshire.gov.uk</a></p> <p>Parvis Khansari<br/>(Corporate Director - Place)</p> | <p>Fully exempt</p>         |



| Item and Meeting Date                         | Purpose of Report  | Consultation               | Supporting Documents | Responsible Cabinet Member  | Report Author<br>Associate Director   | To be considered in Private |
|---|--|----------------------------|----------------------|---|---|-----------------------------|
| April 2023                                    |  |                            |                      |   |   |                             |
| <b>18 Apr 2023</b><br>Q4 Performance and Risk | <b>Non-Key</b><br>Quarterly report to Cabinet on the scorecard and the strategic risk summary. | O&S are invited to review. |                      | Cllr Richard Clewer<br><a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a> | Terence Herbert, Martin Nicholls,<br>Catherine pink<br><a href="mailto:terence.herbert@wiltshire.gov.uk">terence.herbert@wiltshire.gov.uk</a> ,<br><a href="mailto:martin.nicholls@wiltshire.gov.uk">martin.nicholls@wiltshire.gov.uk</a> ,<br><a href="mailto:catherine.pink@wiltshire.gov.uk">catherine.pink@wiltshire.gov.uk</a><br><br>Perry Holmes | Open                        |
| May 2023                                      |  |                            |                      |   |   |                             |

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|---|--|---|----------------------|--|--|-----------------------------|
| <p><b>2 May 2023</b><br/>Carers Support Service Commissioning</p> | <p><b>Key Decision</b><br/>The Wiltshire Carer's Support Service Contract is due to end on the 31st March 2023. Tendering for and awarding a new contract to commence on the 1st April 2023 will provide continued support to carers of all ages in Wiltshire.</p> | <p>Service providers, carers and internal officers.</p> |                      | <p>Cllr Jane Davies<br/><a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a></p>             | <p>Angela Smith<br/><a href="mailto:angela.smith@wiltshire.gov.uk">angela.smith@wiltshire.gov.uk</a><br/><br/>Director - Procurement &amp; Commissioning</p> | <p>Part exempt</p>          |
| <p><b>2 May 2023</b><br/>Depot Plan</p>                           | <p><b>Key Decision</b><br/>A 30 year plan for the council's depot provision</p>  | <p>TBP<br/>TBP</p>                                      |                      | <p>Cllr Caroline Thomas<br/><a href="mailto:caroline.thomas@wiltshire.gov.uk">caroline.thomas@wiltshire.gov.uk</a></p> | <p>Adrian Hampton<br/><a href="mailto:adrian.hampton@wiltshire.gov.uk">adrian.hampton@wiltshire.gov.uk</a><br/><br/>Samantha Howell</p>                      | <p>Open</p>                 |

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|--|---|---|----------------------|---|--|-----------------------------|
| <p><b>2 May 2023</b><br/>Update on Council's response to the climate emergency</p> | <p><b>Non-Key</b><br/>Six monthly progress update to Cabinet and Council</p>  | <p>None required - this is an update report</p>   |                      | <p>Cllr Nick Holder<br/><a href="mailto:Nick.Holder@wiltshire.gov.uk">Nick.Holder@wiltshire.gov.uk</a></p>          | <p>Ariane Crampton<br/><a href="mailto:ariane.crampton@wiltshire.gov.uk">ariane.crampton@wiltshire.gov.uk</a><br/>Tel: 01225 718463</p> <p>Sarah Valdus (Director - Environment)</p> | <p>Open</p>                 |
| <p><b>2 May 2023</b><br/>Wiltshire Design Guide -draft for public consultation</p> | <p><b>Non-Key</b><br/>To seek approval to take the draft Wiltshire Design Guide to public consultation as part of the process leading to it becoming a Supplementary Planning Document.</p> | <p>The draft report has been through two rounds of internal consultation. It will be considered by Environment Select on 14th March. Following Cabinet if approved it will be subject to a 4 week public consultation period which will include face to face public engagement and an online webinar.</p> |                      | <p>Cllr Nick Botterill<br/><a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p> | <p>Lynn Trigwell<br/><a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a><br/>Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</p>       | <p>Open</p>                 |
| <p>June 2023</p>   |   |   |                      |   |  |                             |

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|---|--|---|----------------------|--|---|-----------------------------|
| <b>13 Jun 2023</b><br>Appropriation of land for planning purposes | <b>Non-Key</b><br>Report to appropriate the land for planning purposes to enable development of the site | The planning process will have included consultation with local elected member and stakeholders, but the technical reason for the report will be explained to relevant parties (including the local elected member) |                      | Cllr Phil Alford<br><a href="mailto:Phil.Alford@wiltshire.gov.uk">Phil.Alford@wiltshire.gov.uk</a>             | Mark Hunnybun<br><a href="mailto:mark.hunnybun@wiltshire.gov.uk">mark.hunnybun@wiltshire.gov.uk</a><br><br>Director - Assets  | Open                        |
| <b>13 Jun 2023</b><br>Liquid Vehicle Fuel Contract                | <b>Key Decision</b><br>New contract for liquid vehicle fuel for up to four years                         | Councillors and partners  |                      | Cllr Caroline Thomas<br><a href="mailto:caroline.thomas@wiltshire.gov.uk">caroline.thomas@wiltshire.gov.uk</a> | Adrian Hampton<br><a href="mailto:adrian.hampton@wiltshire.gov.uk">adrian.hampton@wiltshire.gov.uk</a><br><br>Samantha Howell | Open                        |

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