


**CABINET FORWARD WORK PLAN**

**1 DECEMBER 2024 TO 31 MARCH 2025**

## **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, Health & Wellbeing, Economic Development, Heritage, Arts and Tourism
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, Communities, Leisure and Libraries
Cllr Nick Botterill	Cabinet Member responsible for Finance, Development Management, Strategic Planning
Cllr Ashley O’Neill	Cabinet Member responsible for Governance, IT, Broadband, Licensing and Staffing
Cllr Nick Holder	Cabinet Member responsible for Highways, 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
Cllr Dominic Muns	Cabinet Member responsible for Waste and Environment
Cllr Tamara Reay	Cabinet Member responsible for Transport and Assets

## **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
December 2024						
<b>10 Dec 2024</b> Recommissioning of Speech and Language Therapy Service	<b>Key Decision</b> Commissioning of service to delivery speech and language therapy service to schools	Consultation and Engagement underway with all stakeholders		Cllr Jane Davies <a href="mailto:jane.davies@wiltshire.gov.uk">jane.davies@wiltshire.gov.uk</a>	Kai Muxlow <a href="mailto:kai.muxlow@wiltshire.gov.uk">kai.muxlow@wiltshire.gov.uk</a>  Alison Elliott (Director - Commissioning)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>10 Dec 2024</b> Wiltshire Playing Pitch Strategy (PPS) Adoption</p>	<p><b>Key Decision</b> The current Wiltshire Playing Pitch Strategy (PPS) was compiled in 2016 and adopted by Wiltshire Council in February 2017. We have been advised by Sport England this strategy is now out of date.</p> <p>The PPS renewal will give Wiltshire Council a new, up-to-date strategy, data set and strategic framework to provide the necessary robustness and direction to inform decisions affecting the provision of playing pitches (inc. artificial pitches) and ancillary services.</p> <p>The strategy covers the four main playing pitch sports of football, cricket, rugby and hockey, looking at both grass pitches, artificial turf pitches and ancillary services. There are four main parts: -</p> <ol style="list-style-type: none"> <li>1. Wiltshire Playing Pitch Strategy (PPS): The strategy document.</li> <li>2. Action Plan: Giving clarity on strategic priorities.</li> <li>3. Community Area Profiles:</li> </ol>	<p>The PPS renewal is managed and signed off by a Steering Group made up of stakeholders including Sport England, National Governing Bodies of Sport (Inc. RFU, ECB, WCB, FA, FF,EH), Wiltshire Active Partnership and internally LCC, Development Management, Spatial Planning, Education and Public Health Officers. LCC portfolio holder also has joined the Steering Group.</p> <p>The Final signed of (by Steering Group) will be take to place leaders and Environment Select Committee before coming to Cabinet.</p>		<p>Cllr Ian Blair-Pilling <a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>	<p>Daniel Geeson <a href="mailto:Daniel.Geeson@wiltshire.gov.uk">Daniel.Geeson@wiltshire.gov.uk</a></p> <p>Parvis Khansari (Corporate Director - Place), David Redfern (Director - Leisure, Culture &amp; Communities)</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><b>10 Dec 2024</b> Gypsies and Travellers Development Plan Document - Submission of Draft Plan</p>	<p><b>Key Decision</b> To consider submission of the Plan for examination following Regulation 19 consultation.</p>	<p>The response to formal public consultation undertaken on the draft Plan (referred to as Regulation 19 consultation) following Cabinet and Council approval in July 2024 will be considered as part of the report.</p>		<p>Cabinet Member for Finance, Development Management and Strategic Planning</p>	<p>Georgina Clampitt-Dix, Nic Thomas, Chris Roe <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>, <a href="mailto:nic.thomas@wiltshire.gov.uk">nic.thomas@wiltshire.gov.uk</a>, <a href="mailto:Christopher.Roe@wiltshire.gov.uk">Christopher.Roe@wiltshire.gov.uk</a> Tel: 01225 713472, Tel: 01225 713283,  Nic Thomas (Director - Planning)</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><b>10 Dec 2024</b> Library Strategy 2025 - 2030</p>	<p><b>Non-Key</b> A Cabinet decision is required to approve a five year Library Strategy. The report will outline the how the library service will achieve council priorities and meet the needs of customers over the next five years.</p>	<p>Engagement with a wide variety of stakeholders is being undertaken and will be used to inform the strategy. An Equalities Impact Assessment is also being completed.</p>		<p>Cllr Ian Blair-Pilling <a href="mailto:ian.blair-pilling@wiltshire.gov.uk">ian.blair-pilling@wiltshire.gov.uk</a></p>	<p>Rebecca Bolton <a href="mailto:rebecca.bolton@wiltshire.gov.uk">rebecca.bolton@wiltshire.gov.uk</a> Tel: 01225 718557</p> <p>David Redfern (Director - Leisure, Culture &amp; Communities)</p>	<p>Open</p>
<p>January 2025</p>						
<p><b>21 Jan 2025</b> Climate Delivery Plans 2025 - 2027</p>	<p><b>Non-Key</b> The updated Carbon Neutral Council Plan refreshes actions the council is taking to become carbon neutral in its direct emissions by 2030, whilst the updated Climate Strategy Delivery Plan sets out what Wiltshire Council will do in partnership with others to seek to make the county of Wiltshire carbon neutral.</p>	<p>Engagement will be held with Wiltshire Climate Alliance, Climate Emergency Task Group and internal delivery partners.</p>		<p>Cllr Dominic Muns</p>	<p>Lynn Trigwell <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</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><b>21 Jan 2025</b> Air Quality Supplementary Planning Document (SPD)</p>	<p><b>Key Decision</b> A document that sets out the council's requirements for developers to improve/protect air quality via the development control process. The SPD provides an important mechanism to help us achieve the aims and objectives of our Air Quality Action Plan (AQAP).</p>	<p>Internal consultation took place with key partners in 2022 and 2023. A 6 week public consultation took place from the 24th of July 2023 to the 4th September 2023.</p>		<p>Cllr Dominic Muns</p>	<p>Gary Tomsett, Brett Warren <a href="mailto:gary.tomsett@wiltshire.gov.uk">gary.tomsett@wiltshire.gov.uk</a>, <a href="mailto:brett.warren@wiltshire.gov.uk">brett.warren@wiltshire.gov.uk</a> Tel: 01722 434340,  Sarah Valdus (Director - Environment)</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><b>21 Jan 2025</b> Insurance Services Tender</p>	<p><b>Key Decision</b> Our current 5 year contract for Insurance Services ends on 31/03/2025. This contract covers our potential financial liabilities for a variety of insurance claims, including our properties, motor fleet and drivers and public liabilities.</p> <p>The report sets out two options to provide this cover and asks that a decision is made on these options, which are:</p> <p>1) Re-tender the Insurance service contract with a third party provider, or 2) Self Insure the costs of Insurance claims and costs to repair damage to our own assets from the Council's financial resources.</p> <p>Additionally, should the decision be made to re-tender, that the decision in terms of the contract award is delegated to the Council's s. 151 Officer.</p>	<p>Consultation will be carried out with residential leaseholders and shared owners under Section 20 of the Landlord and Tenant Act 1985.</p>		<p>Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a></p>	<p>Kay Beckett <a href="mailto:kay.beckett@wiltshire.gov.uk">kay.beckett@wiltshire.gov.uk</a></p> <p>Lizzie Watkin (Director - Finance and Procurement)</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><b>21 Jan 2025</b> Waste Disposal Contract Award</p>	<p><b>Key Decision</b> Decision to award contract for the provision of waste disposal services beyond 2026</p>	<p>N/A</p>		<p>Cllr Dominic Muns</p>	<p>Martin Litherland <a href="mailto:martin.litherland@wiltshire.gov.uk">martin.litherland@wiltshire.gov.uk</a> Tel: 01225 718524</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Part exempt</p>
<p><b>21 Jan 2025</b> Swindon and Wiltshire Economic Strategy</p>	<p><b>Non-Key</b> As part of our new responsibilities for local economic functions, Wiltshire Council is responsible for the production and adoption of an economic strategy for Swindon and Wiltshire.</p>	<p>N/A</p>		<p>Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a></p>	<p>Victoria Moloney <a href="mailto:victoria.moloney@wiltshire.gov.uk">victoria.moloney@wiltshire.gov.uk</a></p> <p>Parvis Khansari (Corporate Director - Place)</p>	<p>Open</p>
<p>February 2025</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<b>4 Feb 2025</b> Wiltshire Council Budget 2025/2026 and MTFS Update 2025/26-2027/28	<b>Non-Key</b> To recommend a budget to Full Council	All Councillors Statutory consultation with businesses		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056	Open
<b>4 Feb 2025</b> Financial Year 2024/25 - Quarter Three Revenue Budget Monitoring	<b>Non-Key</b> Quarterly Revenue Budget Monitoring report for financial year 2024/25	Internal		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056	Open
<b>4 Feb 2025</b> Financial Year 2024/25 - Quarter Three Capital Budget Monitoring	<b>Non-Key</b> Quarterly Capital Budget Monitoring report for financial year 2024/25	Internal		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<b>4 Feb 2025</b> Treasury Management Strategy Statement 2025/26	<b>Non-Key</b> Treasury Management Strategy Statement for the financial year 2025/26, that sets the framework for all Treasury Management investment and borrowing activity for the coming year	None		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lizzie Watkin <a href="mailto:lizzie.watkin@wiltshire.gov.uk">lizzie.watkin@wiltshire.gov.uk</a> Tel: 01225 713056	Open
<b>4 Feb 2025</b> Performance and Risk Report 2024-25 Q3	<b>Non-Key</b> Quarterly report to Cabinet on the corporate performance scorecard and the strategic risk summary.	Overview and Scrutiny are invited to review the report on 13/02/2025.		Cllr Richard Clewer <a href="mailto:richard.clewer@wiltshire.gov.uk">richard.clewer@wiltshire.gov.uk</a>	Martin Nicholls <a href="mailto:martin.nicholls@wiltshire.gov.uk">martin.nicholls@wiltshire.gov.uk</a>  Perry Holmes	Open
<b>4 Feb 2025</b> New Trowbridge Bat Mitigation Strategy	<b>Key Decision</b> To approve for public consultation a revised bat mitigation strategy which has the objective of addressing impacts on bat habitat in and around Trowbridge and Westbury that is functionally and demographically linked to the Bath and Bradford-on-Avon Bats SAC.	Pre Public consultation report. ESC on 7th Nov 2024		Cllr Nick Botterill <a href="mailto:nick.botterill@wiltshire.gov.uk">nick.botterill@wiltshire.gov.uk</a>	Lynn Trigwell <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> Tel: 01225 718479  Sarah Valdus (Director - Environment)	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p><b>4 Feb 2025</b> Wiltshire and Swindon Local Nature Recovery Strategy Draft for Public Consultation</p>	<p><b>Key Decision</b> To approve the submission of the draft version to Defra and undertake a public consultation.</p>	<p>Stakeholder events throughout 2024. Members events held week commencing 23rd September. Supporting Authority (Swindon BC and New Forest NP) sign off October 2024.</p>		<p>Cllr Dominic Muns</p>	<p>Lynn Trigwell <a href="mailto:Lynn.Trigwell@wiltshire.gov.uk">Lynn.Trigwell@wiltshire.gov.uk</a> Tel: 01225 718479</p> <p>Sarah Valdus (Director - Environment)</p>	<p>Open</p>
<p><b>4 Feb 2025</b> School Admissions Policies 2026-27</p>	<p><b>Non-Key</b> School Admissions Policies</p>	<p>As outlined in the School Admissions Code.</p>		<p>Cllr Laura Mayes <a href="mailto:laura.mayes@wiltshire.gov.uk">laura.mayes@wiltshire.gov.uk</a></p>	<p>Debbie Clare <a href="mailto:debbie.clare@wiltshire.gov.uk">debbie.clare@wiltshire.gov.uk</a> Tel: 01225 713010</p> <p>Kathryn Davis (Director - Education &amp; Skills)</p>	<p>Open</p>
<p>March 2025</p>						
<p>*****</p>						
<p>CABINET SHAREHOLDER GROUP</p>						

<b>Item and Meeting Date</b>	<b>Purpose of Report</b>	<b>Consultation</b>	<b>Supporting Documents</b>	<b>Responsible Cabinet Member</b>	<b>Report Author Associate Director</b>	<b>To be considered in Private</b>
3 December 2024						
11 March 2025						