

CABINET FORWARD WORK PLAN

1 SEPTEMBER 2017 TO 31 DECEMBER 2017

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:

Name	Portfolio Details
Baroness Scott of Bybrook OBE	Leader of the Council
Cllr John Thompson	Deputy Leader of the Council and Cabinet Member responsible for communications, communities, leisure and libraries
Cllr Laura Mayes	Cabinet Member responsible for children, education and skills
Cllr Chuck Berry	Cabinet Member responsible for economic development and housing
Cllr Toby Sturgis	Cabinet Member responsible for planning and strategic asset management
Cllr Philip Whitehead	Cabinet Member responsible for finance, procurement, IT and operational assets
Cllr Richard Clewer	Cabinet Member responsible for corporate services, heritage, arts and tourism
Cllr Bridget Wayman	Cabinet Member responsible for highways, transport and waste
Cllr Jerry Wickham	Cabinet Member responsible for adult social care, public health and protection

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 and its Committees 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 Yamina Rhouati, Democratic Governance Manager Yamina.Rhouati@wiltshire.gov.uk by 12.00 noon three working days before the meeting. Please contact Democratic Services on 01225 718024 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
12 September 2017						
12 Sep 2017 Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy	Key Decision The car park usage, capacity pressures and operational opportunities mean the council need to consider amendments to ensure the arrangements are current and maximise the use of the council's limited resources.			Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk	Adrian Hampton, Robert Murphy adrian.hampton@wiltshire.gov.uk , robert.murphy@wiltshire.gov.uk Tel: 01225 713458 Parvis Khansari	Open
12 Sep 2017 User Engagement with Adult Care	Key Decision A number of contracts with user Led organisations come to an end in 2018 and so over the next few months we will be reviewing our commissioning intentions, our procurement model and our total budget for user engagement and coproduction within adult care.	Service users Service user consultation opens Monday 26 July for 7 weeks. A paper was put before the Joint Commissioning Board in May 2017		Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk	Jessica Chapman Jessica.Chapman@wiltshire.gov.uk James Cawley	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>12 Sep 2017 Wiltshire Local Development Scheme update</p>	<p>Key Decision To review and roll forward the Local Development Scheme to introduce a programme for the review of the Wiltshire Core Strategy in co-operation with Swindon Borough Council</p>			<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Carolyn Gibson georgina.clampitt-dix@wiltshire.gov.uk, carolyn.gibson@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 718452</p> <p>Alistair Cunningham</p>	<p>Open</p>
<p>12 Sep 2017 Outdoor Education (Part II Report)</p>	<p>Key Decision To advise Cabinet of outcome of the Outdoor Education Review and seek decision on recommendations.</p>	<p>To be confirmed To be confirmed</p>		<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Julia Cramp julia.cramp@wiltshire.gov.uk Tel: 01225 718221</p> <p>Julia Cramp</p>	<p>Fully exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>12 Sep 2017 Impact of Adult Care Charging Policy</p>	<p>Non-Key Report to the Cabinet and Health Select Committee (HSC) detailing the impact of the new charging policy on individuals and to provide comprehensive data as to expected full year financial impact.</p>			<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Sue Geary sue.geary@wiltshire.gov.uk Tel: 01225 713922</p> <p>James Cawley</p>	<p>Open</p>
<p>12 Sep 2017 Performance Management and Risk Outturn Report: Q1 2017/18</p>	<p>Non-Key To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.</p>			<p>Cllr Richard Clewer richard.clewer@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886</p> <p>Robin Townsend</p>	<p>Open</p>
<p>12 Sep 2017 Revenue Budget Monitoring report</p>	<p>Non-Key Period 4 report 2017/2018</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244</p> <p>Michael Hudson</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>12 Sep 2017 Treasury Management Report Quarter 1</p>	<p>Non-Key Report on Qtr 1</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson</p>	<p>Open</p>
<p>12 Sep 2017 Intergrated Urgent Care Procurement</p>	<p>Key Decision Decision to award contract to the preferred bidder following the Integrated Urgent Care commissioning exercise.</p>			<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Sue Geary, Jessica Mitchell sue.geary@wiltshire.gov.uk, jessica.mitchell@wiltshire.gov.uk Tel: 01225 713922, James Cawley</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>12 Sep 2017 Swindon and Wiltshire Strategic Housing Market Assessment (SHMAA) and Functional Economic Market Area Assessment (FEMAA) (Part II Report)</p>	<p>Non-Key To consider the final draft Swindon and Wiltshire Strategic Housing Market Assessment and Functional Economic Area Assessment, and to agree a date for their publication concurrent with Swindon Borough Council.</p>	<p>Joint Strategic Economic Committee of 28 June 2017. Items 9 and 13 refer.</p>		<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Georgina Clampitt-Dix, Helen Clift georgina.clampitt-dix@wiltshire.gov.uk, Helen.Clift@wiltshire.gov.uk Tel: 01225 713472, Tel: 01225 712531</p> <p>Alistair Cunningham</p>	<p>Fully exempt</p>
<p>12 Sep 2017 Housing Repairs Contract Extensions (Part II Report)</p>	<p>Key Decision The four main contracts for providing repairs and maintenance services for council housing stock are all due to end in March 2018. Services are currently under review. In order to ensure there is sufficient time to complete the review current contracts will need to be extended to ensure a service continues to be in place beyond March 2018.</p>	<p>Finance, legal, procurement Internal consultation only</p>		<p>Cllr Chuck Berry chuck.berry@wiltshire.gov.uk</p>	<p>Janet O'Brien janet.obrien@wiltshire.gov.uk Tel: 01249 706550</p> <p>James Cawley</p>	<p>Fully exempt</p>

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>12 Sep 2017 Business Rates Discretionary Relief Scheme</p>	<p>Key Decision To introduce changes to the current policy which enable the council to distribute government grants to those businesses who were adversely impacted by the non-domestic rate revaluation process, which took effect from 1st April 2017.</p>	<p>It is anticipated that around 600-700 businesses could be affected and engaged during the consultation and determination process. Potential applicants will be identified, consulted and invited to apply for additional discretionary rate reliefs.</p>		<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Ian P Brown ianp.brown@wiltshire.gov.uk Tel: 01225 716701 Michael Hudson</p>	<p>Open</p>
<p>10 October 2017</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>10 Oct 2017 Asset and Service Devolution and Community Asset Transfer Policy</p>	<p>Key Decision To approve the new Asset & Service Devolution and Community Asset Transfer Policy. To select an option in regards to staff resourcing of the programme to rollout out the devolution of assets and services across the County</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Lauren Ashdown, Ian Brown, Mike Dawson, Adrian Hampton, Emma Licciardi, Jo Madeley, Leanne Sykes lauren.ashdown@wiltshire.gov.uk, ian.brown@wiltshire.gov.uk, mike.dawson@wiltshire.gov.uk, adrian.hampton@wiltshire.gov.uk, emma.licciardi@wiltshire.gov.uk, jo.madeley@wiltshire.gov.uk, leanne.sykes@wiltshire.gov.uk</p> <p>Robin Townsend</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>10 Oct 2017 Proposed changes to the Councils Allocation Policy</p>	<p>Key Decision Following a consultation earlier this year we are proposing a few recommended changes to our current allocation policy to make the system more efficient and better meet the needs of our community</p>	<p>Public Members Parish Councils Housing Providers Voluntary Sector Internal departments Staff Supported Providers we have conducted a formal 10 week public consultation that generated 187 responses as well as consulting separately with a number of agencies and internal departments which include all our housing partners</p>		<p>Cllr Chuck Berry chuck.berry@wiltshire.gov.uk</p>	<p>Nicole Smith nicole.smith@wiltshire.gov.uk Tel: 01249 706567 James Cawley</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>10 Oct 2017 Wiltshire Core Strategy Review - Regulation 18 Consultation</p>	<p>Key Decision To consider the scope and content of a regulation 18 consultation for the Wiltshire Core Strategy Review, including the proposed approach to joint working with Swindon Borough Council.</p>			<p>Cllr Toby Sturgis toby.sturgis@wiltshire.gov.uk</p>	<p>Scott Anderson, Georgina Clampitt-Dix, Helen Clift, Carolyn Gibson scott.anderson@wiltshire.gov.uk, georgina.clampitt-dix@wiltshire.gov.uk, Helen.Clift@wiltshire.gov.uk, carolyn.gibson@wiltshire.gov.uk Tel: 01722 434689, Tel: 01225 713472, Tel: 01225 712531, Tel: 01225 718452</p> <p>Alistair Cunningham</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>10 Oct 2017 Military Civilian Integration (MCI) Partnership Update</p>	<p>Non-Key To provide cabinet with and update of the Military civilian Integration (MCI) Partnership work programme</p>			<p>Cllr Baroness Scott of Bybrook OBE jane.scott@wiltshire.gov.uk</p>	<p>Helen Clift, Kevin Ladner Helen.Clift@wiltshire.gov.uk, kevin.ladner@wiltshire.gov.uk Tel: 01225 712531, Tel: 01225 713220 Alistair Cunningham</p>	<p>Open</p>
<p>14 November 2017</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>14 Nov 2017 Carers Strategy</p>	<p>Key Decision Draft Carers Strategy to be considered by Cabinet prior to seeking approval by Full Council.</p>	<p>Wiltshire Carers Involvement Group - Carers Other Carers including Young Carers and Parent Carers Public - see consultation details above WCAG Members - Wiltshire Council (adult care, children's services and public health), Wiltshire CCG, Carer Support Wiltshire, Spurgeons Young Carers, Healthwatch, Wiltshire Parent Carer Council, Alzheimer's Society, Alzheimer's Support, Wiltshire Centre for Independent Living, Wiltshire People First. Also circulated to - Age UK, Avon and Wiltshire Mental Health Partnership, Dorothy House Hospice Care, Great Western Hospitals, Royal United Hospital Bath, Salisbury District Hospital, Wiltshire and Swindon Users Network, Wiltshire Citizen's Advice, Julia's House Hospice, Wiltshire Health and Care. The strategy was developed with Carers and other key stakeholders. There was a wide ranging consultation undertaken which included workshops (Trowbridge and Salisbury), a Healthwatch event in Chippenham, meetings with diverse smaller groups of carers at "Meet the</p>		<p>Cllr Jerry Wickham jerry.wickham@wiltshire.gov.uk</p>	<p>Maria Keel maria.keel@wiltshire.gov.uk James Cawley</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>14 Nov 2017 A303 Amesbury to Berwick Down Road Scheme</p>	<p>Key Decision Update Members on outcome of public consultation and scheme progress Authorise delegated decision making to Cabinet Member, where appropriate</p>	<p>Wiltshire Council, Historic England, National Trust, English Heritage and other key stakeholders, local councillors, parish councils, public and any other interested party Highways England have undertaken an initial non-statutory public consultation between 12th January and 5th March 2017. Statutory public consultation planned for late 2017.</p>		<p>Cllr Bridget Wayman bridget.wayman@wiltshire.gov.uk</p>	<p>Allan Creedy, Karen Jones allan.creedy@wiltshire.gov.uk, karen.jones@wiltshire.gov.uk Tel: 01225 713444, Parvis Khansari</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>14 Nov 2017 Post 16 Area Wide Review of Education in Wiltshire</p>	<p>Non-Key To present the findings of the post 16 area review of education in Wiltshire, Gloucestershire and Swindon.</p>			<p>Cllr Laura Mayes laura.mayes@wiltshire.gov.uk</p>	<p>Helen Clift, Ariane Crampton, James Fortune Helen.Clift@wiltshire.gov.uk, ariane.crampton@wiltshire.gov.uk, James.Fortune@wiltshire.gov.uk Tel: 01225 712531, Tel: 01225 718463, Tel: 01225 713341</p> <p>Julia Cramp, Alistair Cunningham julia.cramp@wiltshire.gov.uk, alistair.cunningham@wiltshire.gov.uk Tel: 01225 718221, Tel: 01225 713203</p>	<p>Open</p>
<p>12 December 2017</p>						

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
12 Dec 2017 School Places Strategy 2017-2022	Key Decision Report on the School Place Strategy 2017-2022 and updated Implementation Plan	Children's Select Public website Schools Children's Select and on Council's website		Cllr Laura Mayes laura.mayes@wiltshire.gov.uk	Clare Medland clare.medland@wiltshire.gov.uk Julia Cramp	Open
12 Dec 2017 Treasury Management Report Quarter 2	Non-Key Treasury Management Report Qtr 2			Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk	Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson	Open
12 Dec 2017 Capital Budget Monitoring	Non-Key Capital Monitoring Report Qtr 2 2017/2018			Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk	Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson	Open

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Report Author Associate Director	To be considered in Private
<p>12 Dec 2017 Council Tax Base 2018/2019</p>	<p>Non-Key Council tax base</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Stuart Donnelly stuart.donnelly@wiltshire.gov.uk Tel: 01225 718582 Michael Hudson</p>	<p>Open</p>
<p>12 Dec 2017 Revenue Budget Monitoring report</p>	<p>Non-Key Revenue monitoring report Qtr 2 2017/2018</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Matthew Tiller matthew.tiller@wiltshire.gov.uk Tel: 01722b434244 Michael Hudson</p>	<p>Open</p>
<p>12 Dec 2017 Performance Management and Risk Outturn Report: Q2 2017/18</p>	<p>Non-Key To provide an update on performance against Wiltshire Council's business plan and an understanding of the council's key risks.</p>			<p>Cllr Philip Whitehead Philip.Whitehead@wiltshire.gov.uk</p>	<p>Toby Eliot toby.eliot@wiltshire.gov.uk Tel: 01225 713886 Robin Townsend</p>	<p>Open</p>