



## Forward Plan September 2016 - December 2016

This Forward Plan contains details of all the key decisions that are planned to be taken by Cabinet and individual Cabinet members over the next four months together with key decisions by officers. It will be updated and published on the Council website [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) on a monthly basis.

### Key Decision

A 'Key decision' is one which:-

- requires a budget expenditure or saving of £100,000 or more;
- relates to the acquisition or disposal of land or an interest in land with a value in excess of £250,000;
- has borough wide significance or one on which members of the Cheltenham Community would reasonably expect to be notified or consulted.

### Non-key decision

For additional information and completeness the Forward Plan also contains those items to be considered by Cabinet which are outside the definition of a key decision.

### Cabinet Meetings

The Cabinet will normally meet every four weeks. Meetings start at 6pm and are held in the Pittville Room at the Municipal Offices.

Meetings of the Cabinet are open to the public (with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information). This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Documents submitted to the Cabinet or Cabinet member (s) for decision will be a formal report, which if public and non-urgent, will be available on [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) at least 5 clear working days before the date the decision can be made. If you would like a copy by email please contact [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk). Background papers are listed where known in advance.

Documents shown are listed at Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

**The members of the Cabinet are:**

Leader of the Council Councillor Steve Jordan

**Portfolio Holders**

|                             |                            |
|-----------------------------|----------------------------|
| Healthy Lifestyles          | Councillor Flo Clucas      |
| Clean and Green Environment | Councillor Chris Coleman   |
| Development and Safety      | Councillor Andrew McKinlay |
| Housing                     | Councillor Peter Jeffries  |
| Finance                     | Councillor Rowena Hay      |
| Corporate Services          | Councillor Roger Whyborn   |

**Overview and Scrutiny Committee**

The work of the Cabinet is scrutinised by an overview and scrutiny committee which monitors the work of Cabinet.

**Senior Leadership Team (SLT)**

The senior management team of the council includes the Chief Executive and Directors who review the Forward Plan on a monthly basis and will select reports which they wish to review before going to Cabinet.

**Contacting us.**

For further detailed information or to give your views regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer.

For more information on attending meetings or asking public questions please contact Democratic Services on 01242 77 4937 or email [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

| Decision Title                      | Summary of decision to be made  | Type of Decision | Decision Maker | Decision Date | Cabinet Member  | Lead Officer | Contact details                | If applicable reasons why public excluded | Background documents |
|-------------------------------------|---|------------------|----------------|---------------|---|--------------|--------------------------------|---|----------------------|
| Use of Right to Buy receipts        | To use right to buy receipts to purchase properties for use as affordable housing                                 | Key Decision     | Cabinet        | 13/09/16      | Peter Jeffries<br>Cabinet Member<br>Housing                 | Martin Stacy | martin.stacy@cheltenham.gov.uk |   |                      |
| Free distribution of printed matter | Seek Cabinet approval to adopt an order to designate land for the purpose of controlling the distribution of free | Key Decision     | Cabinet        | 13/09/16      | Andrew McKinlay<br>Cabinet Member<br>Development and Safety | Louis Krog   | louis.krog@cheltenham.gov.uk   |   |                      |

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|---|---|------------------|------------------------|----------------------|--|----------------|----------------------------------|---|----------------------|
|   | printed material  |                  |                        |                      |  |                |                                  |   |                      |
| 455 High Street, Cheltenham                                 | To consider the disposal of 455 High Street, Cheltenham   | Non Key Decision | Cabinet Member Finance | 16/09/16             | Rowena Hay<br>Cabinet Member Finance               | David Roberts  | david.roberts@cheltenham.gov.uk  |   |                      |
| Retender of Advice & Inclusion Contract                     | To go out to tender on Advice and Inclusion contract  | Key Decision     | Cabinet                | 11/10/16             | Peter Jeffries<br>Cabinet Member Housing           | Martin Stacy   | martin.stacy@cheltenham.gov.uk   |   |                      |
| Cheltenham Borough Council - Travel Plan and Strategy       | The report will seek approval and adoption of a green travel plan for staff based at the Municipal Offices. | Non Key Decision | Cabinet                | 11/10/16             | Roger Whyborn<br>Cabinet Member Corporate Services | Wilf Tomaney   | wilf.tomaney@cheltenham.gov.uk   |   |                      |
| The grass verges at Springbank Shopping Centre              | To agree the recommendations and delegate authority to the Head of P&AM to complete the sale.               | Non Key Decision | Cabinet                | 11/10/16             | Rowena Hay<br>Cabinet Member Finance               | David Roberts  | David.roberts@cheltenham.gov.uk  |   |                      |
| Cheltenham Development Task Force Business Plan             | To approve the business plan.   | Non Key Decision | Cabinet                | 11/10/16             | Cabinet Member Development and Safety              | Tim Atkins     | tim.atkins@cheltenham.gov.uk     |   |                      |
| 2020 Partnership: Business Case for Local Authority Company | To consider the business case for the Vision 2020 local authority company                                   | Key Decision     | Cabinet Council        | 11/10/16<br>17/10/16 | Roger Whyborn<br>Cabinet Member Corporate Services | Pat Pratley    | pat.pratley@cheltenham.gov.uk    |   |                      |
| Draft Place Strategy  | To approve the draft place strategy for consultation  | Non Key Decision | Cabinet                | 11/10/16             | Steve Jordan<br>Leader of the Council              | Richard Gibson | richard.gibson@cheltenham.gov.uk |   |                      |
| Budget Strategy and Process 2017/18                         | To approve the strategy and budget process for 2017/18  | Key Decision     | Cabinet                | 11/10/16             | Rowena Hay<br>Cabinet Member Finance               | Paul Jones     | paul.jones@cheltenham.gov.uk     |   |                      |
| Overview and Scrutiny Annual Report 2015-16                 | To note the report  | Non Key Decision | Council                | 17/10/16             | Tim Harman<br>Chair of O&S and Group Leader        | Saira Malin    | saira.malin@cheltenham.gov.uk    |   |                      |
| Petition regarding Changes to the C Bus Route in Springbank | To debate the petition  | Non Key Decision | Council                | 17/10/16             |  | Richard Gibson | richard.gibson@cheltenham.gov.uk |   |                      |
| Joint Core  | To consider the   | Key Decision     | Council                | 18/10/16             | Steve Jordan                                       | Tracey Crews   | tracey.crews@cheltenham.gov.uk   |   |                      |

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|---|---|------------------|-----------------|---------------------------------|---|---------------|---------------------------------|--|----------------------|
| Strategy-main modifications   | main modifications to the Joint Core Strategy   |                  |                 |                                 | Leader of the Council   |               | nham.gov.uk                     |  |                      |
| Property acquisition  | To agree the recommendations in the report.   | Key Decision     | Cabinet Council | Not before 08/11/16<br>12/12/16 | Rowena Hay<br>Cabinet Member<br>Finance   | David Roberts | david.roberts@cheltenham.gov.uk | appendix exempt under para 3, schedule 12A Local Government Act 1972 |                      |
| Townscape-Capital Works Programme   | To confirm commitment to the capital works programme which is substantially related to the work of the Cheltenham Development Task Force and Public Art Panel | Key Decision     | Cabinet         | 08/11/16                        | Flo Clucas<br>Cabinet Member<br>Healthy Lifestyles,<br>Andrew McKinlay<br>Cabinet Member<br>Development and<br>Safety | Wilf Tomaney  | wilf.tomaney@cheltenham.gov.uk  |  |                      |
| Internal audit evaluation   | To approve the future provision of Internal Audit.  | Non Key Decision | Cabinet         | 08/11/16                        | Roger Whyborn<br>Cabinet Member<br>Corporate<br>Services  | Paul Jones    | paul.jones@cheltenham.gov.uk    |  |                      |
| Property Lettings and Disposals to the Third Sector, Voluntary and Community Groups | To approve the updated policy   | Key Decision     | Cabinet         | 08/11/16                        | Rowena Hay<br>Cabinet Member<br>Finance   | Mark Sheldon  | mark.sheldon@cheltenham.gov.uk  |  |                      |
| Tourism Update  | To note the update  | Non Key Decision | Cabinet         | 08/11/16                        | Steve Jordan<br>Leader of the<br>Council  | Tim Atkins    | tim.atkins@cheltenham.gov.uk    |  |                      |
| Cheltenham Plan Part 1 : Preferred Options  | To approve the Cheltenham Plan Part 1, Preferred Options document for public consultation   | Key Decision     | Cabinet         | 08/11/16                        | Steve Jordan<br>Leader of the<br>Council  | Tracey Crews  | tracey.crews@cheltenham.gov.uk  |  |                      |
| Social Sustainability - approach to building new communities                        | To consider approach developed by Cheltenham Borough Homes, Bromford, Sovereign and Barnwood Trust in collaboration with                                      | Non Key Decision | Cabinet         | Not before 08/11/16             | Steve Jordan<br>Leader of the<br>Council  | Tracey Crews  | tracey.crews@cheltenham.gov.uk  |  |                      |

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|---|--|------------------|-----------------|------------------------|--|---------------|---------------------------------|--|----------------------|
|   | Cheltenham Borough Council to invest in social sustainability in the delivery of new development.  |                  |                 |                        |  |               |                                 |  |                      |
| CBC New Build   | To consider the recommendations  | Key Decision     | Cabinet Council | 08/11/16<br>12/12/16   | Peter Jeffries<br>Cabinet Member<br>Housing        | Martin Stacy  | martin.stacy@cheltenham.gov.uk  | appendix exempt under para 3, schedule 12A Local Government Act 1972 |                      |
| Safeguarding Policy review  | To consider adoption of a new safeguarding policy that simplifies processes for front line staff to respond to concerns while also incorporating Domestic abuse within the policy. | Key Decision     | Cabinet         | 08/11/16               | Peter Jeffries<br>Cabinet Member<br>Housing        | Tracy Brown   | tracy.brown@cheltenham.gov.uk   |  |                      |
| Budget Monitoring report to 30 September 2016                               | To note the report   | Key Decision     | Cabinet         | 08/11/16               | Rowena Hay<br>Cabinet Member<br>Finance            | Paul Jones    | paul.jones@cheltenham.gov.uk    |  |                      |
| Shopmobility Commissioning Review   | To consider recommendations in respect of the commissioning of the Shopmobility service.   | Non Key Decision | Cabinet         | 06/12/16               | Flo Clucas<br>Cabinet Member<br>Healthy Lifestyles | Wilf Tomaney  | wilf.tomaney@cheltenham.gov.uk  |  |                      |
| Hesters Way Neighbourhood Forum and Neighbourhood Plan Area Application     | To agree the designation of this area as a neighbourhood forum and neighbourhood plan area.  | Key Decision     | Cabinet         | 06/12/16               | Steve Jordan<br>Leader of the<br>Council           | John Rowley   | john.rowley@cheltenham.gov.uk   |  |                      |
| Local council tax support scheme  | To approve the scheme  | Key Decision     | Cabinet         | 06/12/16               | Rowena Hay<br>Cabinet Member<br>Finance            | Jayne Gilpin  | jayne.gilpin@cheltenham.gov.uk  |  |                      |
| Request from Hester's Way Neighbourhood Project for 3rd sector rent subsidy | To consider the recommendations of the 3 <sup>rd</sup> Sector Panel  | Non Key Decision | Cabinet         | Not before<br>06/12/16 | Rowena Hay<br>Cabinet Member<br>Finance            | David Roberts | david.roberts@cheltenham.gov.uk |  |                      |

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|---|--|------------------|--------------------|--|--|----------------|--|---|----------------------|
| 12 Rowanfield Exchange  | To consider a request from 12 Rowanfield Exchange for 3 <sup>rd</sup> sector rent subsidy  | Non Key Decision | Cabinet            | 06/12/16   | Rowena Hay<br>Cabinet Member<br>Finance  | David Roberts  | david.roberts@cheltenham.gov.uk  |   |                      |
| Sport & Play hub development  | To consider the Cheltenham Trusts proposals for the development of sport and leisure facilities.   | Key Decision     | Cabinet<br>Council | Not before<br>06/12/16<br><br>Not before<br>12/12/16 | Flo Clucas<br>Cabinet Member<br>Healthy Lifestyles   | Mark Sheldon   | mark.sheldon@cheltenham.gov.uk<br><br>mark.sheldon@cheltenham.gov.uk   |   |                      |
| Treasury Mid-Term Report 2016/17  | To consider the treasury mid-term report 2016/17   | Non Key Decision | Cabinet            | 06/12/16   | Rowena Hay<br>Cabinet Member<br>Finance  | Paul Jones     | paul.jones@cheltenham.gov.uk   |   |                      |
| Town Hall Redevelopment Plan  | To outline the next steps in the procurement of the options appraisal for the Town Hall  | Non Key Decision | Cabinet            | 06/12/16   | Rowena Hay<br>Cabinet Member<br>Finance  | Mark Sheldon   | mark.sheldon@cheltenham.gov.uk   |   |                      |
| Council Tax Support Scheme 2017/18  | To approve the Council Tax Support Scheme 2017/18  | Key Decision     | Cabinet<br>Council | 06/12/16<br><br>12/12/16                             | Rowena Hay<br>Cabinet Member<br>Finance  | Paul Aldridge  | paul.aldridge@cheltenham.gov.uk<br><br>paul.aldridge@cheltenham.gov.uk |   |                      |
| Waste and Recycling Service Redesign and Routes Optimisation                        | To consider recommendations in respect to the redesign of the waste and recycling services and the implementation of a collection day optimisation for all services. | Key Decision     | Cabinet<br>Council | 06/12/16<br><br>12/12/16                             | Chris Coleman<br>Deputy Leader of the Council and<br>Cabinet Member<br>Clean and Green Environment | Scott Williams | scott.williams@cotswolds.gov.uk<br><br>scott.williams@cotswolds.gov.uk |   |                      |
| General Fund Revenue and Capital- Interim Budget Proposals 2017/18 for consultation | To approve the interim budget proposals 2017/18 for consultation   | Key Decision     | Cabinet            | 13/12/16   | Rowena Hay<br>Cabinet Member<br>Finance  | Paul Jones     | paul.jones@cheltenham.gov.uk   |   |                      |
| Housing Revenue Account Revenue and Capital- Revised budget                         | To approve the interim budget proposals 2017/18 for  | Key Decision     | Cabinet            | 13/12/16   | Rowena Hay<br>Cabinet Member<br>Finance  | Paul Jones     | paul.jones@cheltenham.gov.uk   |   |                      |

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|---|--------------------------------|------------------|----------------|---------------------|---|--------------|-------------------------------|---|----------------------|
| 2016/17 and interim budget proposals 2017/18 for consultation | consultation                   |                  |                |                     |   |              |                               |   |                      |
| Car Parking Strategy  | To approve the strategy        | Key Decision     | Cabinet        | Not before 11/04/17 | Andrew McKinlay<br>Cabinet Member<br>Development and Safety | Mike Redman  | mike.redman@cheltenham.gov.uk |   |                      |