



## Forward Plan October 2016 - January 2017

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
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 Member Finance	Not before 03/10/16	Rowena Hay 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 Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Cheltenham Borough Council - Travel Plan and	The report will seek approval and adoption of a	Non Key Decision	Cabinet	11/10/16	Roger Whyborn Cabinet Member Corporate	Wilf Tomaney	wilf.tomaney@cheltenham.gov.uk		

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Strategy	green travel plan for staff based at the Municipal Offices.				Services				
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 17/10/16	Roger Whyborn 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 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 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 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 Strategy-main modifications	To consider the main modifications to the Joint Core Strategy	Key Decision	Council	18/10/16	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Property issue	To agree the recommendations in the report.	Key Decision	Cabinet Cabinet Council	28/10/16 08/11/16 12/12/16	Rowena Hay Cabinet Member Finance	David Roberts Tim Atkins	david.roberts@cheltenham.gov.uk tim.atkins@cheltenham.gov.uk	appendix exempt under para 3, schedule 12A Local Government Act 1972	2016_10_19_CAB_Statutory_notice_property_issue
Oakley Resource Centre	To agree an early surrender of the lease	Key Decision	Cabinet	28/10/16	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Townscape-Capital Works Programme	To confirm commitment to the capital works programme which is substantially related to the	Key Decision	Cabinet	08/11/16	Flo Clucas Cabinet Member Healthy Lifestyles, Andrew McKinlay Cabinet Member Development and	Wilf Tomaney	wilf.tomaney@cheltenham.gov.uk		

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	work of the Cheltenham Development Task Force and Public Art Panel				Safety				
Internal audit evaluation	To approve the future provision of Internal Audit.	Non Key Decision	Cabinet	08/11/16	Roger Whyborn Cabinet Member Corporate Services	Paul Jones	paul.jones@cheltenham.gov.uk		
Tourism Update	To note the update	Non Key Decision	Cabinet	08/11/16	Steve Jordan Leader of the Council	Tim Atkins	tim.atkins@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 Cheltenham Borough Council to invest in social sustainability in the delivery of new development.	Non Key Decision	Cabinet	Not before 08/11/16	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
CBC New Build	To consider the recommendations	Key Decision	Cabinet Council	08/11/16 12/12/16	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk	appendix exempt under para 3, schedule 12A Local Government Act 1972	
Budget Monitoring report to 30 September 2016	To note the report	Key Decision	Cabinet	08/11/16	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@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	Not before 06/12/16	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Cheltenham Crematorium Development - Feasibility	To agree the proposals resulting from feasibility study	Key Decision	Cabinet	06/12/16	Chris Coleman Deputy Leader of the Council and Cabinet Member Clean and Green Environment	Ken Dale	ken.dale@cheltenham.gov.uk		
Property Lettings	To approve the	Key Decision	Cabinet	06/12/16	Rowena Hay	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		

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and Disposals to the Third Sector, Voluntary and Community Groups	updated policy				Cabinet Member Finance		nham.gov.uk		
Tour of Britain Initiative	To fully commit to the plan	Key Decision	Cabinet	06/12/16	Rowena Hay Cabinet Member Finance	Tim Atkins	tim.atkins@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 Cabinet Member 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 Leader of the 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 Cabinet Member 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 06/12/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
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 Cabinet Member 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 Council	Not before 06/12/16 Not before 12/12/16	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk 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 Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Town Hall	To outline the	Non Key Decision	Cabinet	06/12/16	Rowena Hay	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		

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Redevelopment Plan	next steps in the procurement of the options appraisal for the Town Hall				Cabinet Member Finance		nham.gov.uk		
Council Tax Support Scheme 2017/18	To approve the Council Tax Support Scheme 2017/18	Key Decision	Cabinet Council	06/12/16 12/12/16	Rowena Hay Cabinet Member Finance	Paul Aldridge	paul.aldridge@cheltenham.gov.uk 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 Council	06/12/16 12/12/16	Chris Coleman Deputy Leader of the Council and Cabinet Member Clean and Green Environment	Scott Williams	scott.williams@cotswolds.gov.uk scott.williams@cotswolds.gov.uk		
Green Waste Charges	To consider the recommendations	Key Decision	Cabinet	06/12/16	Chris Coleman Deputy Leader of the Council and Cabinet Member Clean and Green Environment	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Ham Hill	To consider the recommendations	Key Decision	Cabinet	06/12/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk	Para 3 of Part 1 Schedule 12A Local Government Act 1972	
Acquisition of Communications Data using the Regulation of Investigatory Powers Act 2000 (RIPA) Policy	To consider and approve the new Policy.	Non Key Decision	Cabinet	06/12/16	Roger Whyborn Cabinet Member Corporate Services	Emma Cathcart	emma.cathcart@cheltenham.gov.uk		
Counter Fraud Unit Business Case	To consider the business case and provide approval for Cheltenham Borough Council's inclusion within the Counter Fraud Unit.	Non Key Decision	Cabinet	06/12/16	Roger Whyborn Cabinet Member Corporate Services	Emma Cathcart	emma.cathcart@cotswold.gov.uk		
O&S request	To consider the	Non Key Decision	Cabinet	Not before	Tim Harman	Saira Malin	saira.malin@cheltenham.gov.uk		

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regarding disabled access in the town	recommendations			06/12/16	Chair of O&S and Group Leader		am.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 Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Housing Revenue Account Revenue and Capital- Revised budget 2016/17 and 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 Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Car Parking Strategy	To approve the strategy	Key Decision	Cabinet	Not before 11/04/17	Andrew McKinlay Cabinet Member Development and Safety	Mike Redman	mike.redman@cheltenham.gov.uk		