



Forward Plan November 2016 - March 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 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 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. 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

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
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 Cabinet Member Healthy Lifestyles, Andrew McKinlay Cabinet Member Development and Safety	Wilf Tomaney	wilf.tomaney@cheltenham.gov.uk		
Internal audit evaluation	To approve the future provision of	Non Key Decision	Cabinet	08/11/16	Roger Whyborn Cabinet Member	Paul Jones	paul.jones@cheltenham.gov.uk		

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	Internal Audit.				Corporate Services				
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.	Key Decision	Cabinet	Not before 08/11/16	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Housing Revenue Account New Build-Garage Site Redevelopments and the Use of Right to Buy Receipts	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 Crematorium Development - Feasibility	To agree the proposals resulting from feasibility study	Key Decision	Cabinet	08/11/16	Chris Coleman Deputy Leader of the Council and Cabinet Member Clean and Green Environment	Ken Dale	ken.dale@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	Andrew McKinlay Cabinet Member Development and Safety	Tracey Crews	tracey.crews@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		

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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		
Treasury Mid-Term Report 2016/17	To consider the treasury mid-term report 2016/17	Non Key Decision	Cabinet Council	06/12/16 12/12/16	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.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 of 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		
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		

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Investment Property Portfolio	To make a further allocation to the Capital Programme from unapplied capital receipts	Non Key Decision	Cabinet Council	06/12/16 12/12/16	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Report of the Independent Remuneration Panel	To consider the recommendations of the Independent Remuneration Panel	Non Key Decision	Council	12/12/16		Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		
Licensing Code of Conduct (Probity in Licensing)	To adopt the Licensing Code of Conduct (Probity in Licensing)	Non Key Decision	Council	12/12/16	Roger Whyborn Cabinet Member Corporate Services	Sara Freckleton	sara.freckleton@teWKesbury.gov.uk		
Petition to protect the services at risk by the closure of Oakley Neighbourhood Project	To debate the petition	Non Key Decision	Council	12/12/16	Flo Clucas Cabinet Member Healthy Lifestyles	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Property Lettings and Disposals to the Third Sector, Voluntary and Community Groups	To approve the updated policy	Key Decision	Cabinet	13/12/16	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Ham Hill	To consider the recommendations	Key Decision	Cabinet	13/12/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk	Para 3 of Part 1 Schedule 12A Local Government Act 1972	
O&S request regarding disabled access in the town	To consider the recommendations	Non Key Decision	Cabinet	Not before 13/12/16	Tim Harman Chair of O&S and Group Leader	Saira Malin	saira.malin@cheltenham.gov.uk		
Tour of Britain Initiative	To fully commit to the plan	Key Decision	Cabinet	13/12/16	Rowena Hay Cabinet Member Finance	Tim Atkins	tim.atkins@cheltenham.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	To approve the interim budget	Key Decision	Cabinet	13/12/16	Rowena Hay Cabinet Member	Paul Jones	paul.jones@cheltenham.gov.uk		

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and Capital- Revised budget 2016/17 and interim budget proposals 2017/18 for consultation	proposals 2017/18 for consultation				Finance				
12 Rowanfield Exchange	To consider a request from 12 Rowanfield Exchange for 3 rd sector rent subsidy	Non Key Decision	Cabinet	10/01/17	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Request from Hester's Way Neighbourhood Project for 3 rd sector rent subsidy	To consider the recommendations of the 3 rd Sector Panel	Non Key Decision	Cabinet	10/01/17	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Final General Fund Revenue and Capital budget proposals 2017/18 (including Section 25)	To consider the recommendations	Key Decision	Cabinet Council	07/02/17 10/02/17	Cabinet Member Finance	Paul Jones	paul.jones@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 07/02/17 Not before 10/02/17	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Final Housing Revenue Account (HRA) Budget proposals 2017/18	To consider the recommendations	Key Decision	Cabinet Council	07/02/17 10/02/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk		
Treasury Management and Annual Investment Strategy	To consider the recommendations	Key Decision	Cabinet Council	07/02/17 10/02/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk		
Appointment of Mayor Elect and Deputy Mayor Elect	To appoint the Mayor Elect and Deputy Mayor Elect	Non Key Decision	Council	10/02/17		Pat Pratley	pat.pratley@cheltenham.gov.uk		
National scheme for auditor	To become an opted-in authority	Non Key Decision	Council	10/02/17	Rowena Hay Cabinet Member	Paul Jones			

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appointments	for the purposes of the appointment of our auditor under the provisions of the Local Audit and Accountability Act 2014 and the requirements of the Local Audit (Appointing Person) Regulations 2015.				Finance				
Joint Core Strategy main modifications	To agree the main modifications	Significant Decision	Council	10/02/17	Steve Jordan Leader of the Council	Paul Stephenson	paul.stephenson@cheltenham.gov.uk		
Future of Late Night Levy in Cheltenham	To consider the recommendations	Non Key Decision	Council	10/02/17	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Council tax resolution 2017	To approve the formal council tax resolution	Key Decision	Council	23/02/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Review of Licensing Committee	To consider the recommendations	Non Key Decision	Council	23/02/17	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@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		
Town Hall Redevelopment Plan	To outline the next steps in the procurement of the options appraisal for the Town Hall	Non Key Decision	Cabinet	Not before 13/06/17	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		