



## Forward Plan May 2017 - September 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;
- is likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

### 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
Council Diary 2017-18	To approve the Council diary for 2017-18	Non Key Decision	Council	15/05/17	Roger Whyborn Cabinet Member Corporate Services	Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		
Election of the Mayor 2017-2018	To elect the Mayor for 2017-18	Non Key Decision	Council	15/05/17		Pat Pratley	pat.pratley@cheltenham.gov.uk		
Election of the Deputy Mayor 2017-18	To elect the Deputy Mayor for 2017-18	Non Key Decision	Council	15/05/17		Pat Pratley	pat.pratley@cheltenham.gov.uk		
Surrender and Renewal of Lease to Cheltenham Saracens Rugby	To consider a request from Cheltenham Saracens Rugby	Non Key Decision	Cabinet	16/05/17	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		

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Football Club	Football Club to surrender their current lease and be granted a new lease incorporating a wider plot area to accommodate a building extension.								
Application for designation of a neighbourhood Forum and Area at Springbank	To consider the application	Non Key Decision	Cabinet	16/05/17	Steve Jordan Leader of the Council	Philip Stephenson	philip.stephenson@cheltenham.gov.uk		
Counter Fraud and Anti-Corruption Policy	To consider and approve the revised Policy.	Non Key Decision	Cabinet	16/05/17	Roger Whyborn Cabinet Member Corporate Services	Emma Cathcart	emma.cathcart@cotswold.gov.uk		
Car Parking Strategy	To approve the strategy	Key Decision	Cabinet	13/06/17	Andrew McKinlay Cabinet Member Development and Safety	Mike Redman	mike.redman@cheltenham.gov.uk		
Review of the Revenues and Benefits Service	To consider the recommendations	Non Key Decision	Council	Not before 19/06/17	Roger Whyborn Cabinet Member Corporate Services	Paul Jones	paul.jones@cheltenham.gov.uk		
West Cheltenham (JCS) petition	To debate the petition submitted to Council on 27 March 2017	Non Key Decision	Council	19/06/17	Steve Jordan Leader of the Council	Philip Stephenson	philip.stephenson@cheltenham.gov.uk		
Five-year strategy to grow Cheltenham's visitor economy	To approve the five-year strategy for growing Cheltenham's visitor economy	Non Key Decision	Cabinet	11/07/17	Steve Jordan Leader of the Council	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Agreement to community investment grant and rent support grant to the Everyman Theatre	To consider the recommendations	Key Decision	Cabinet	11/07/17	Flo Clucas Cabinet Member Healthy Lifestyles	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Review of public realm CCTV provision in Cheltenham	To consider recommendations to invest capital funding to upgrade and	Key Decision	Cabinet	11/07/17	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		

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	improve public realm CCTV provision in Cheltenham								
Food Safety Service Plan 2017-18	To approve the Food Safety Service Plan 2017-18	Key Decision	Cabinet	11/07/17	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Financial Outturn 2016/17 and budget monitoring to June 2017	To note the report	Key Decision	Cabinet Council	11/07/17 24/07/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk  paul.jones@cheltenham.gov.uk		
Review of the council's performance at end of 2016-17	To note the report.	Non Key Decision	Cabinet	11/07/17	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Report of the Street People Scrutiny Task Group	To receive the report from the Street People Scrutiny Task Group	Non Key Decision	Cabinet	11/07/17	Tim Harman Chair of O&S and Group Leader	Saira Malin	saira.malin@cheltenham.gov.uk		
Place and Economic Development - Commercial Transformation Programme	To consider the programme deliverables to date, and approve the proposals for the next phase of the programme for 2018/19.	Key Decision	Cabinet	11/07/17	Andrew McKinlay Cabinet Member Development and Safety	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Cheltenham Enterprise Way	To consider the development of Phase II of Cheltenham Enterprise Centre as part of the property portfolio strategy.	Key Decision	Cabinet	11/07/17	Cabinet Member Finance	Simon Hodges	simon.hodges@cheltenham.gov.uk		
Review of Head of Paid Service Arrangements	To consider the recommendations	Non Key Decision	Council	24/07/17	Roger Whyborn Cabinet Member Corporate	Julie McCarthy	julie.mccarthy@cheltenham.gov.uk		

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					Services				
Place and Economic Development - Commercial Transformation Programme	To consider the programme deliverables to date, and approve the proposals for the next phase of the programme for 2018/19.	Key Decision	Cabinet	11/07/17	Andrew McKinlay Cabinet Member Development and Safety	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Community governance review - consultation phase	To approve the consultation document and process for determining the outcome of the consultation for the community governance review and to approve the addition of amendments to some of the existing parish council boundaries to the terms of reference for the review	Key Decision	Council	24/07/17	Steve Jordan Leader of the Council	Helen Down	helen.down@cheltenham.gov.uk		