



## Forward Plan April 2018 - July 2018

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
Rent support grants to third sector organisations	<p>To agree the level of rent support grants to be awarded to third sector organisations currently occupying the following council-owned properties:</p> <ul style="list-style-type: none"> <li>12 Devon Avenue,</li> </ul>	Non Key Decision	Cabinet	10/04/18	Rowena Hay Cabinet Member Finance	Richard Gibson	<a href="mailto:richard.gibson@cheltenham.gov.uk">richard.gibson@cheltenham.gov.uk</a>		

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
	Rowanfield Exchange <ul style="list-style-type: none"> <li>16-18 Hesters Way Road</li> <li>St Margarets Hall</li> <li>3 St. Georges Place</li> </ul>								
1 Halland Road	To approve the recommendations relating to this property	Key Decision	Cabinet	Not before 10/04/18	Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Replacement audio visual system in the Council chamber	To consider the recommendations	Non Key Decision	Cabinet	10/04/18	Roger Whyborn Cabinet Member Corporate Services	Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk	para 3, part (1) Schedule 12A Local Government Act 1972	
Implementation of Enforcement Powers, Housing and Planning Act 2016	To seek approval for the implementation of new enforcement powers contained in the Housing and Planning Act 2016, including the use of civil penalties for private rented housing offences.	Key Decision	Cabinet	10/04/18	Andrew McKinlay Cabinet Member Development and Safety	Mark Nelson	mark.nelson@cheltenham.gov.uk		
A Financial Matter	To consider the recommendations	Non Key Decision	Cabinet	10/04/18	Rowena Hay Cabinet Member Finance	Sarah Didcote	sarah.didcote@cheltenham.gov.uk	para 3, part (1) Schedule 12 A Local Government Act 1972	
A Property Matter	To consider the recommendations	Key Decision	Cabinet	10/04/18	Rowena Hay Cabinet Member Finance	Rebecca Conway	rebecca.conway@cheltenham.gov.uk	para 3, Part (1) Schedule 12 A, Local Government Act 1972	
A Property Acquisition	To consider the recommendations	Key Decision	Cabinet	10/04/18	Rowena Hay Cabinet Member Finance	Simon Hodges	simon.hodges@cheltenham.gov.uk	para 3, part (1) Schedule 12A Local Government Act 1972	
Election of Mayor	To elect the Deputy Mayor	Non Key Decision	Council	14/05/18		Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		

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	2018-19								
Election of Deputy Mayor	To elect the Deputy Mayor 2018-19	Non Key Decision	Council	14/05/18		Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		
Appointment of Honorary Aldermen	To appoint Honorary Aldermen	Non Key Decision	Council	14/05/18		Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		
Appointment of Committees and Joint Committees	Appointment of Committees and Joint Committees	Non Key Decision	Council	14/05/18		Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		
Town centre security strategy and action plan	The report will outline progress against a range of projects relating to the security of the town centre and set out an action plan covering work proposed over the next three years.	Key Decision Wards	Cabinet	12/06/18	Andrew McKinlay Cabinet Member Development and Safety	Mike Redman	mike.redman@cheltenham.gov.uk		
Housing Options - Service Relocation	To consider the recommendations	Key Decision	Cabinet	12/06/18	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Approval of new General Data Protection Regulation Policy	To consider the recommendations	Non Key Decision	Cabinet	12/06/18	Roger Whyborn Cabinet Member Corporate Services	Bryan Parsons	bryan.parsons@cheltenham.gov.uk		
Rent support grants to third sector organisations	To consider the recommendations	Non Key Decision	Cabinet	12/06/18	Rowena Hay Cabinet Member Finance	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Housing and Homelessness Strategy	To approve the housing and homelessness strategy	Key Decision	Cabinet	12/06/18	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Food Safety Service Plan	To approve the Food Safety Service Plan 2018-19	Key Decision	Cabinet	12/06/18	Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Health and Safety Service Plan	To approve the Health and Safety Service Plan	Key Decision	Cabinet	12/06/18	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Member-Officer Protocol	To adopt the amended protocol	Non Key Decision	Council	18/06/18	Cabinet Member Corporate Services	Sara Freckleton	sara.freckleton@teWKesbury.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
Annual Performance Report	To note the report	Non Key Decision	Cabinet	10/07/18	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Cabinet Appointment to Outside Bodies		Non Key Decision	Cabinet	10/07/18					
Cheltenham Town Hall - Masterplan scoping study	To endorse the Masterplan scoping study recommendations and give approval to proceed to project design stage (RIBA 2 & 3).	Key Decision	Cabinet	10/07/18	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, Part (1) Schedule 12 A, Local Government Act 1972	
Arle Nursery Strategic Review	To consider the recommendations	Key Decision	Cabinet	10/07/18	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Cheltenham Transport Strategy	To agree approach to strategic transport strategy/infrastructure	Key Decision	Cabinet	10/07/18	Andrew McKinlay Cabinet Member Development and Safety	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Financial Outturn 2017/18 and budget monitoring to June 2018	To note the report	Non Key Decision	Cabinet Council	10/07/18 23/07/18	Rowena Hay Cabinet Member Finance	Sarah Didcote Paul Jones	sarah.didcote@cheltenham.gov.uk paul.jones@cheltenham.gov.uk		
Economic Development Action Plan (Phase 1)	To agree the scope and commitments for 2017/18 and key future priorities	Non Key Decision	Cabinet	11/09/18	Steve Jordan Leader of the Council	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Depot Rationalisation Review	To consider the recommendations	Key Decision	Cabinet	Not before 11/09/18	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, part (1) Schedule 12A Local Government Act 1972	