



## Forward Plan July 2018 - November 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 Alex Hegenbarth

**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	To consider the recommendations	Non Key Decision	Cabinet	10/07/18	Rowena Hay Cabinet Member Finance	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Food Safety Service Plan	To approve the Food Safety Service Plan 2018-19	Key Decision	Cabinet	10/07/18	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	10/07/18	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Nominations to	To appoint	Non Key Decision	Cabinet	10/07/18					

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
Outside Bodies	councillors to Outside Bodies		Council	23/07/18					
Housing and Homelessness Strategy	To approve the housing and homelessness strategy	Key Decision	Cabinet	10/07/18	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
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		
Arlé 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	para 3, part (1) Schedule 12A Local Government Act 1972	
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		
A Property Matter	To consider the recommendations	Key Decision	Cabinet	10/07/18	Rowena Hay Cabinet Member Finance	Dominic Stead	dominic.stead@cheltenham.gov.uk	para 3, Schedule 12 A Local Government Act 1972	
Property Acquisition	To consider the acquisition of a property	Key Decision	Cabinet	10/07/18	Rowena Hay Cabinet Member Finance	Dominic Stead	dominic.stead@cheltenham.gov.uk	Para 3, Schedule 12 A Local Government Act 1972	
Member-Officer Protocol	To adopt the amended protocol	Non Key Decision	Council	23/07/18	Alex Hegenbarth Cabinet Member Corporate Services	Sara Freckleton	sara.freckleton@teWKesbury.gov.uk		
Local Council Tax Support Scheme Consultation	To consider the recommendations	Key Decision	Council	23/07/18	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk		
Gloucestershire 2050	To approve the recommendations in the report	Non Key Decision	Council	23/07/18	Leader	Richard Gibson			
A Property Matter	To consider the recommendations	Key Decision	Council	23/07/18	Leader	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Future management and monitoring of environmental services	To consider the recommendations	Key Decision	Cabinet	11/09/18	Chris Coleman Cabinet Member Clean and Green Environment	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Housing Investment Plan	To approve the housing	Key Decision	Cabinet	11/09/18	Peter Jeffries Deputy Leader of	Tim Atkins	tim.atkins@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
	investment plan.		Council	15/10/18	the Council and Cabinet Member Housing		tim.atkins@cheltenham.gov.uk		
Corporate Enforcement Policy	To consider and approve the new Policy.	Key Decision	Cabinet	11/09/18	Andrew McKinlay Cabinet Member Development and Safety	Emma Cathcart	emma.cathcart@cotswold.gov.uk		
Property Acquisition	To consider the recommendations	Key Decision	Cabinet	11/09/18	Cabinet Member Finance	Simon Hodges	simon.hodges@cheltenham.gov.uk	para 3, Schedule 12 A Local Government Act 1972	
Community Infrastructure Levy	To recommend the adoption of the Community Infrastructure Levy	Key Decision	Council	15/10/18	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Housing Revenue Account New Build	To consider the recommendations	Key Decision	Cabinet	09/10/18	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk	para 3, part (1) Schedule 12A Local Government Act 1972	
Community Pride Grants	To award community pride funding	Non Key Decision	Cabinet	09/10/18	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Economic Development Action Plan	To agree the action plan	Non Key Decision	Cabinet	06/11/18	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
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	Not before 04/12/18	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, Part (1) Schedule 12 A, Local Government Act 1972	
Depot Rationalisation Review	To consider the recommendations	Key Decision	Cabinet	Not before 05/03/19	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, part (1) Schedule 12A Local Government Act 1972	