



## Forward Plan November 2018 - March 2019

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
Budget Strategy and Process 2019/20	To approve the budget strategy and process for 2019/20	Key Decision	Cabinet	06/11/18	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Local Council Tax Support Scheme	To consider the proposed scheme	Non Key Decision	Cabinet	06/11/18	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk		
Quarterly Budget Monitoring Report July-September 2018	To note the report	Key Decision	Cabinet	06/11/18	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Implementation of adopted WAV	To consider the recommendations	Key Decision	Cabinet	06/11/18	Andrew McKinlay Cabinet Member	Louis Krog	louis.krog@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
policy for hackney carriages					Development and Safety				
Settlement of future residual waste disposal arrangements and management of environmental services	To consider the recommendations	Key Decision	Cabinet	28/11/18	Chris Coleman Cabinet Member Clean and Green Environment	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Town Centre Security	To consider the recommendations	Key Decision	Cabinet	04/12/18	Andrew McKinlay Cabinet Member Development and Safety	Mike Redman	mike.redman@cheltenham.gov.uk		
Housing Supply :Cabinet Member Working Group	To approve the creation of a cross party Cabinet Member Working Group to consider and recommend viability assessments received from CBH.	Non Key Decision	Cabinet	04/12/18	Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Housing Revenue Account Grounds Maintenance Review	Variation of contract between CBC and Ubico	Key Decision	Cabinet	04/12/18	Chris Coleman Cabinet Member Clean and Green Environment	Martin Stacy	martin.stacy@cheltenham.gov.uk	para 3, Schedule 12A Local Government Act 1972	
Gambling Act Policy Statement	To consider the recommendations	Key Decision	Cabinet	04/12/18	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Report of the Scrutiny Task Group -Urban Gulls	To consider the report of the Urban Gulls Scrutiny Task Group	Non Key Decision	Cabinet	04/12/18	Chris Mason Chair of O&S	Sophie McGough	sophie.mcgough@cheltenham.gov.uk		
Cheltenham Borough Council response to Tewkesbury Borough Plan Preferred Options Consultation	To approve the CBC response to Tewkesbury Borough Plan Preferred Options Consultation	Non Key Decision	Cabinet	04/12/18	Andrew McKinlay Cabinet Member Development and Safety	John Rowley	john.rowley@cheltenham.gov.uk		
Treasury Mid-Term Report 2018/19	To note the contents of the summary report of the treasury management	Key Decision	Cabinet Council	04/12/18 10/12/18	Rowena Hay Cabinet Member Finance	Andrew Sherbourne	andrew.sherbourne@cheltenham.gov.uk  andrew.sherbourne@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
	activity during the first six months of 2018/19.								
Council Tax Empty Property Premium	To increase the empty property premium from April 2019	Non Key Decision	Cabinet Council	04/12/18 10/12/18	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk  jayne.gilpin@cheltenham.gov.uk		
Green Waste Charges	To consider the recommendations	Key Decision	Cabinet	04/12/18	Rowena Hay Cabinet Member Finance	Karen Watson	karen.watson@cheltenham.gov.uk		
Local Council Tax Support Scheme	To approve the Local Council Tax Support Scheme	Non Key Decision	Council	10/12/18	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk		
Corporate Plan	To agree the draft corporate plan.	Key Decision	Cabinet Cabinet Council	18/12/18 12/02/19 18/02/19	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk  richard.gibson@cheltenham.gov.uk		
General Fund Revenue and Capital-Interim Budget Proposals 2019/20 for consultation	To approve the interim budget proposals 2018/19 for consultation	Key Decision	Cabinet	18/12/18	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Housing Revenue Account Revenue and Capital-Revised budget 2018/19 and interim budget proposals 2019/20 for consultation	To approve the interim budget proposals 2019/20 for consultation	Key Decision	Cabinet	18/12/18	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Procurement of vehicles for the delivery of environmental services in Cheltenham	To consider the recommendations	Key Decision	Cabinet	18/12/18	Chris Coleman Cabinet Member Clean and Green Environment	Karen Watson	karen.watson@cheltenham.gov.uk		
Council Tax Discount for Care Leavers	To consider the introduction of a scheme to reduce the council tax payable for 18-21 year olds formerly	Key Decision	Cabinet	18/12/18	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@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
	in the care of Gloucestershire County Council.								
Housing Revenue Account New Build	To consider the recommendations	Key Decision	Cabinet	22/01/19	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	
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	22/01/19	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, Part (1) Schedule 12 A, Local Government Act 1972	
Abandoned Trolleys	To consider recommendations for implementation of policy on abandoned trolleys in the Borough and the associated charging regime	Key Decision	Cabinet	22/01/19	Andrew McKinlay Cabinet Member Development and Safety	Mark Nelson	mark.nelson@cheltenham.gov.uk		
Corporate Volunteers Policy	To adopt a corporate volunteers policy	Key Decision	Cabinet	22/01/19	Flo Clucas Cabinet Member Healthy Lifestyles	Tracy Brown	tracy.brown@cheltenham.gov.uk		
Economic Development Action Plan	To agree the action plan	Non Key Decision	Cabinet	12/02/19	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Corporate Enforcement Policy	To consider and approve the new Policy.	Key Decision	Cabinet	12/02/19	Andrew McKinlay Cabinet Member Development and Safety	Emma Cathcart	emma.cathcart@cotswold.gov.uk		
Final General Fund Revenue and Capital Budget Proposals 2019/20 (Including Section 25)	To approve the Final General Fund Revenue and Capital Budget	Key Decision	Cabinet Council	12/02/19 18/02/19	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk  paul.jones@cheltenham.gov.uk		
Final Housing Revenue Account (HRA) Budget Proposals	To approve the proposals	Key Decision	Cabinet Council	12/02/19 18/02/19	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk  paul.jones@cheltenham.gov.uk		

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2019/20							am.gov.uk		
Budget Monitoring Report 2018/19- Position as at December 2018	To note the report	Non Key Decision	Cabinet	12/02/19	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Report of the Independent Remuneration Panel (IRP) regarding Members' Scheme of Allowances	To consider the recommendations of the Independent Remuneration Panel	Non Key Decision	Council	18/02/19		Rosalind Reeves	democratic.services@cheltenham.gov.uk		
Adoption of Gambling Act Policy Statement	To adopt the Gambling Act Policy Statement	Non Key Decision	Council	18/02/19	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Community Infrastructure Levy Governance Arrangements	To approve the governance arrangements	Key Decision	Cabinet	Not before 05/03/19	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
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	