



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan August 2020 - November 2020

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.

**Corporate Management Team (CMT)**

The senior management team of the council 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 264246 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
Review of Shopmobility	To consider the recommendations	Key Decision	Cabinet	15/09/20	Flo Clucas Cabinet Member Healthy Lifestyles	Darren Knight	darren.knight@cheltenham.gov.uk		
Business Rate Reliefs	Update policy to include changes to retail discounts due to COVID-19 support measures. This will be a retrospective decision as discounts have	Key Decision	Cabinet	15/09/20	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
	been awarded.								
Municipal Offices Options Appraisal	To consider options for the future of the Municipal Offices	Key Decision	Cabinet Council	Not before 01/10/20 Not before 01/10/20	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Devolution and Recovery White Paper		Non Key Decision	Cabinet	28/09/20	Leader	Chief Executive, Gareth Edmundson	gareth.edmundson@cheltenham.gov.uk		
Minster Innovation Exchange (formerly Workshop Cheltenham)	To consider the recommendations	Key Decision	Council Cabinet	28/09/20 13/10/20	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk	para 3, Schedule 12A, Local Government Act 1972	
A financial matter	To consider the recommendations	Key Decision	Cabinet Council	Not before 01/10/20 Not before 01/10/20	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk	para 3, Schedule 12A, Local Government Act 1972	
Community Infrastructure Levy Governance Arrangements	To approve the governance arrangements.	Key Decision	Cabinet Council	Not before 01/10/20 Not before 01/10/20	Steve Jordan Leader of the Council	David Oakhill	david.oakhill@cheltenham.gov.uk david.oakhill@cheltenham.gov.uk		
Members ICT Policy	To consider the recommendations	Non Key Decision	Cabinet Member Corporate Services	13/10/20	Alex Hegenbarth Cabinet Member Corporate Services	Beverly Thomas	beverly.thomas@cheltenham.gov.uk		
Food Safety Service Plan 2020-21	To approve the Food Safety Service Plan 2020-21	Key Decision	Cabinet	13/10/20	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Commissioning of a service provider for environmental services	To consider the recommendations	Key Decision	Cabinet	13/10/20	Chris Coleman Cabinet Member Clean and Green Environment	Karen Watson	karen.watson@cheltenham.gov.uk		
Waste Strategy 2020-2030	To consider the recommendations	Key Decision	Cabinet	13/10/20	Chris Coleman Cabinet Member Clean and Green Environment	Karen Watson	karen.watson@cheltenham.gov.uk		
Black Lives Matter	To agree a response to the motion passed by Council on 15 <sup>th</sup>	Non Key Decision	Cabinet	13/10/20	Flo Clucas Cabinet Member Healthy Lifestyles	Richard Gibson	Richard.Gibson@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
	June								
Cheltenham Trust specification and management fee framework	To consider the recommendations	Non Key Decision	Cabinet	10/11/20	Flo Clucas Cabinet Member Healthy Lifestyles	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Annual Performance Report	To note the report.	Key Decision	Cabinet	10/11/20	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Community Infrastructure Funding Statement	To consider and approve for publication the annual Infrastructure Funding Statement that sets out planning obligation and Community Infrastructure Levy (CIL) receipts and expenditure, both actual and anticipated.	Non Key Decision	Cabinet Council	10/11/20 07/12/20	Andrew McKinlay Cabinet Member Development and Safety	David Oakhill	David.Oakhill@cheltenham.gov.uk  David.Oakhill@cheltenham.gov.uk		
Strategic Waste Sites	To consider the recommendations	Key Decision	Cabinet	10/11/20	Chris Coleman Cabinet Member Clean and Green Environment	Karen Watson	karen.watson@cheltenham.gov.uk	para 3, Schedule 12A, Local Government Act 1972	
New Homes and Regeneration Strategy	To consider the recommendations	Key Decision	Cabinet	15/12/20	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		