



Forward Plan November 2020 - February 2021

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 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 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. 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

| | |
|-----------------------------|--------------------------------|
| Economy and Development | Councillor Victoria Atherstone |
| Healthy Lifestyles | Councillor Flo Clucas |
| Clean and Green Environment | Councillor Chris Coleman |
| Cyber and Safety | Councillor Andrew McKinlay |
| Housing | Councillor Peter Jeffries |
| Finance | Councillor Rowena Hay |
| Corporate Services | Councillor Alex Hegenbarth |
| Climate and Communities | Councillor Max Wilkinson |

Overview and Scrutiny Committee

The work of the Cabinet is scrutinised by an overview and scrutiny committee which monitors the work of 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

| 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 |
|--|--|------------------|----------------|---------------|---|----------------|----------------------------------|---|----------------------|
| Food Safety Service Plan 2020-21 | To approve the Food Safety Service Plan 2020-21 | Key Decision | Cabinet | 10/11/20 | Andrew McKinlay Cabinet Member Cyber and Safety | Sarah Clark | sarah.clark@cheltenham.gov.uk | | |
| Black Lives Matter | To agree a response to the motion passed by Council on 15 th June | Non Key Decision | Cabinet | 10/11/20 | Flo Clucas Cabinet Member Healthy Lifestyles | Richard Gibson | Richard.Gibson@cheltenham.gov.uk | | |
| Updated Health and Safety Policy | To consider the recommendations | Non Key Decision | Cabinet | 10/11/20 | Steve Jordan Leader of the Council | Barbara Cole | barbara.cole@cheltenham.gov.uk | | |
| Refresh of the Cheltenham Charter with the 5 | To endorse the refreshed version of the Charter and | Non Key Decision | Cabinet | 10/11/20 | Max Wilkinson Cabinet Member Climate and | Helen Down | helen.down@cheltenham.gov.uk | | |

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|--|--|-----------------------|--------------------|----------------------|---|---------------|--|---|----------------------|
| Parish Councils | to adhere to the commitments made within it | | | | Communities | | | | |
| Covid Recovery Revised Budget 2020/21 | To consider the recommendations | Key Decision | Cabinet Council | 10/11/20 16/11/20 | Rowena Hay Cabinet Member Finance | Paul Jones | paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk | | |
| Minster Innovation Exchange (formerly Workshop Cheltenham) | To consider the recommendations | Key Decision | Cabinet Council | 10/11/20 16/11/20 | 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 | |
| Local Business Support Grant Scheme | To approve the implementation of a local discretionary grant scheme to help businesses affected by the national lockdown | Key Decision Wards | Cabinet | 17/11/20 | Cabinet Member Finance | Jayne Gilpin | | | |
| 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 | 01/12/20 07/12/20 | Andrew McKinlay Cabinet Member Cyber and Safety | David Oakhill | David.Oakhill@cheltenham.gov.uk David.Oakhill@cheltenham.gov.uk | | |
| Local Council Tax Support Scheme 2021/22 | To consider the recommendations | Key Decision | Cabinet Council | 01/12/20 07/12/20 | Rowena Hay Cabinet Member Finance | Jayne Gilpin | jayne.gilpin@cheltenham.gov.uk jayne.gilpin@cheltenham.gov.uk | | |
| Adoption of Licensing Act 2003 Policy Statement | To consider the recommendations | Non Key Decision | Cabinet Council | 01/12/20 07/12/20 | Cabinet Member Cyber and Safety | Louis Krog | louis.krog@cheltenham.gov.uk louis.krog@cheltenham.gov.uk | | |
| Appointment of | To appoint the | Non Key Decision | | | | Gareth | gareth.edmundson@ | | |

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|---|---|------------------|----------------|---------------|---|--------------------------------------|-------------------------------------|---|----------------------|
| the Leader | Leader of the Council for the ensuing 4 years and to note the membership of Cabinet including the Deputy Leader | | Council | 07/12/20 | | Edmundson, Chief Executive | cheltenham.gov.uk | | |
| Scrutiny Annual Report 2019-20 | To note the report | Non Key Decision | Council | 07/12/20 | Chris Mason Chair of O&S | Beverly Thomas | beverly.thomas@cheltenham.gov.uk | | |
| Appointment of Vice Chair of Overview and Scrutiny | To consider the recommendations | Non Key Decision | Council | 07/12/20 | Leader | Gareth Edmundson, Chief Executive | | | |
| Special Responsibility Allowances and Outside Bodies | To consider the recommendations | Non Key Decision | Council | 07/12/20 | Chris Mason Chair of O&S | Saira Malin | saira.malin@cheltenham.gov.uk | | |
| One Gloucestershire Consultation: Fit for the Future 2020 | To consider the recommendations | Non Key Decision | Council | 07/12/20 | Flo Clucas Cabinet Member Healthy Lifestyles | Darren Knight | darren.knight@cheltenham.gov.uk | | |
| Treasury Mid-Term Report 2020/21 | To consider the recommendations | Non Key Decision | Council | 07/12/20 | Rowena Hay Cabinet Member Finance | Andrew Sherbourne | andrew.sherbourne@cheltenham.gov.uk | | |
| A financial matter | To consider the recommendations | Key Decision | Council | 07/12/20 | Steve Jordan Leader of the Council | Mark Sheldon | mark.sheldon@cheltenham.gov.uk | para 3, Schedule 12A, Local Government Act 1972 | |
| Local Restrictions Support Grants (Open) Scheme | To consider the recommendations | Key Decision | Cabinet | 22/12/20 | Rowena Hay Cabinet Member Finance | Jayne Gilpin | jayne.gilpin@cheltenham.gov.uk | | |
| 4 Ledmore Road | To consider the recommendations | Key Decision | Cabinet | 22/12/20 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing | Rebecca Conway | rebecca.conway@cheltenham.gov.uk | | |
| Ambrose Street public convenience | To consider the recommendations | Non Key Decision | Cabinet | 22/12/20 | Rowena Hay Cabinet Member Finance | Harry Lea | harry.lea@cheltenham.gov.uk | | |
| Charlton Kings Nursery School | To consider the recommendations | Non Key Decision | Cabinet | 22/12/20 | Rowena Hay Cabinet Member Finance | Harry Lea | harry.lea@cheltenham.gov.uk | | |
| Horse and Groom | To consider the recommendations | Key Decision | Cabinet | 22/12/20 | Rowena Hay Cabinet Member Finance | Harry Lea | harry.lea@cheltenham.gov.uk | | |

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| Interim Budget Proposals for General Fund and HRA | To consider the recommendations | Key Decision | Cabinet | 22/12/20 | Rowena Hay Cabinet Member Finance | Paul Jones | paul.jones@cheltenham.gov.uk | | |
| Cheltenham Trust specification and management fee framework | To consider the recommendations | Non Key Decision | Cabinet | 22/12/20 | Flo Clucas Cabinet Member Healthy Lifestyles | Richard Gibson | richard.gibson@cheltenham.gov.uk | | |
| Community Hubs | To consider the conversion of communal space of 2 sheltered housing schemes into new community hubs | Key Decision | Cabinet | 22/12/20 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing | Martin Stacy | martin.stacy@cheltenham.gov.uk | | |
| Cheltenham Economic Recovery Task Force - Business Plan | To consider the recommendations | Key Decision | Cabinet | 22/12/20 | Victoria Atherstone Cabinet Member Economy and Development | Tracey Crews | tracey.crews@cheltenham.gov.uk | | |
| Unreasonable Customer Behaviour Policy and Procedure | To consider the recommendations | Non Key Decision | Cabinet | 22/12/20 | Alex Hegenbarth Cabinet Member Corporate Services | Judy Hibbert | judy.hibbert@cheltenham.gov.uk | | |
| Vendor opportunities | To consider the recommendations | Non Key Decision | Cabinet | 22/12/20 | Rowena Hay Cabinet Member Finance | Abigail Marshall | abigail.marshall@cheltenham.gov.uk | para 3, Schedule 12A, Local Government Act 1972 | |
| Review of Corporate Complaints Policy and Procedure | To consider the recommendations | Non Key Decision | Cabinet | 26/01/21 | Alex Hegenbarth Cabinet Member Corporate Services | Judy Hibbert | judy.hibbert@cheltenham.gov.uk | | |
| Housing Review | To agree recommendations from Campbell Tickell's most recent housing review | Key Decision | Cabinet | 26/01/21 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing | Gareth Edmundson, Chief Executive | gareth.edmundson@cheltenham.gov.uk | | |
| Municipal Offices Options Appraisal | To consider options for the future of the Municipal Offices | Key Decision | Cabinet Council | 26/01/21 22/02/21 | Rowena Hay Cabinet Member Finance | Mark Sheldon | mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk | | |
| Community Infrastructure Levy Governance Arrangements | To approve the governance arrangements. | Key Decision | Cabinet Council | 16/02/21 22/02/21 | Steve Jordan Leader of the Council | David Oakhill | david.oakhill@cheltenham.gov.uk david.oakhill@cheltenham.gov.uk | | |

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| | | | | | | | ham.gov.uk | | |
| Final Housing Revenue Account (HRA) 2022 - Revised Budget 2021 | To consider the recommendations | Key Decision | Cabinet Council | 16/02/21 22/02/21 | Rowena Hay Cabinet Member Finance | Paul Jones | paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk | | |
| Final General Fund Revenue and Capital Budget Proposals 2022 | To consider the recommendations | Key Decision | Cabinet Council | 16/02/21 22/02/21 | Rowena Hay Cabinet Member Finance | Paul Jones | paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk | | |
| Treasury Management Strategy and Annual Investment Strategy | To consider the recommendations | Key Decision | Cabinet Council | 16/02/21 22/02/21 | Rowena Hay Cabinet Member Finance | Paul Jones | paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk | | |