



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan December 2020 - March 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](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 Rowena Hay

**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 and Assets	Councillor Steve Jordan
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](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
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		

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
Local Council Tax Support Scheme 2021/22	To consider the recommendations	Key Decision	Cabinet Council	01/12/20 07/12/20	Rowena Hay Leader of the Council	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 the Leader	To appoint the Leader of the Council for the ensuing 4 years and to note the membership of Cabinet including the Deputy Leader	Non Key Decision	Council	07/12/20		Gareth Edmundson, Chief Executive	gareth.edmundson@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 Leader of the Council	Andrew Sherbourne	andrew.sherbourne@cheltenham.gov.uk		
		Non Key Decision							
Local Restrictions Support Grants (Open) Scheme	To consider the recommendations	Key Decision	Cabinet	22/12/20	Steve Jordan Cabinet Member Finance and Assets	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	Rebecca Conway	rebecca.conway@cheltenham.gov.uk		

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					Housing				
Horse and Groom	To consider the recommendations	Key Decision	Cabinet	22/12/20	Steve Jordan Cabinet Member Finance and Assets	Harry Lea	harry.lea@cheltenham.gov.uk		
Interim Budget Proposals for General Fund	To consider the recommendations	Key Decision	Cabinet	22/12/20	Steve Jordan Cabinet Member Finance and Assets	Paul Jones	paul.jones@cheltenham.gov.uk		
Interim Budget Proposals for HRA	To consider the recommendations	Key Decision	Cabinet	22/12/20	Steve Jordan Cabinet Member Finance and Assets	Paul Jones	paul.jones@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	Steve Jordan Cabinet Member Finance and Assets	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		
Cheltenham Trust specification and management fee framework	To consider the recommendations	Non Key Decision	Cabinet	16/02/21	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
Final Housing Revenue Account (HRA) 2022 - Revised Budget 2021	To consider the recommendations	Key Decision	Cabinet Council	16/02/21 22/02/21	Steve Jordan Cabinet Member Finance and Assets	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	Steve Jordan Cabinet Member Finance and Assets	Paul Jones	paul.jones@cheltenham.gov.uk  paul.jones@cheltenham.gov.uk		
Capital, Non Treasury Investment, Treasury Management and MRP Strategies and Statements 2021/22	To consider the recommendations	Key Decision	Cabinet Council	16/02/21 22/03/21	Steve Jordan Cabinet Member Finance and Assets	Paul Jones	paul.jones@cheltenham.gov.uk  paul.jones@cheltenham.gov.uk		
Review of Hackney Carriage Fares	To approve the Hackney Carriage Fares	Key Decision	Cabinet	16/02/21	Cabinet Member Cyber and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Council Tax Resolution 2021-22	To approve the recommendations	Key Decision	Council	22/02/21	Steve Jordan Cabinet Member Finance and Assets	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk		
Appointment of Mayor-elect and Deputy Mayor-elect	To approve the recommendations	Non Key Decision	Council	22/02/21		Gareth Edmundson, Chief Executive	gareth.edmundson@cheltenham.gov.uk		
Briefing note - New Homes and Regeneration Strategy	To consider the recommendations	Key Decision	Cabinet	02/03/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	David Oakhill	david.oakhill@cheltenham.gov.uk		
Council Diary 2021-22	To approve the proposed council diary for September 2021 – August 2022	Non Key Decision	Council	22/03/21	Alex Hegenbarth Cabinet Member Corporate Services	Beverly Thomas	beverly.thomas@cheltenham.gov.uk		