



Forward Plan April 2021 - July 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 means any decision in exercise of an Executive Function 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.

Significant Decision

A Significant Decision means any decision in exercise of a non-Executive Function which:

- requires a budget expenditure or budget saving of £100,000 or more;
- 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 currently take place virtually due to Covid-19 restrictions. You can view the meetings live on the Council's YouTube channel: <https://www.youtube.com/user/cheltenhamborough>

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 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 Overview and Scrutiny Committee aims to promote open and transparent decision-making, support democratic accountability and hold the Cabinet to account for its actions.

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 and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Shared ownership sale To dispose of the property at plot 28, Cordwainers Road, on a shared ownership basis.	Key Decision Part exempt	Head of Property and Asset Management, Dominic Stead Not before 14/04/21		Dominic Stead, Head of Property and Asset Management dominic.stead@cheltenham.gov.uk
Adoption of Revised Street Scene	Non Key Decision	Cabinet 27/04/21	Cabinet Member Cyber and Safety	Louis Krog, Licensing & Business

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Policy To adopt the Revised Street Scene Policy	Open			Support Team Leader louis.krog@cheltenham.gov.uk
Ubico Business Plan To approve the Ubico Business Plan	Non Key Decision Open	Cabinet 27/04/21	Leader	Karen Watson
Cheltenham Business Improvement District (BID) – Renewal Ballot To update Cabinet on the process for the renewal ballot of the Cheltenham BID term and to seek delegated authority to deal with elements of the process.	Key Decision Wards Open	Cabinet 27/04/21	Leader	Tracey Crews, Director of Planning tracey.crews@cheltenham.gov.uk
Election of Mayor To elect the Mayor for 2021-22	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Election of Deputy Mayor To elect the Deputy Mayor for 2021-22	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Appointment of the Leader of the Council To appoint the Leader of the Council for the ensuing four years and to note the membership of the Cabinet	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Appointments to committees To establish and appoint to the following committees – O&S, Licensing; Planning; Standards; Audit, Compliance and Governance; Appointments and Remuneration; JNC Disciplinary Committee and JNC Appeals Committee	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Appointments to advisory panels and working groups To establish and appoint to advisory panels and working groups, including Asset Management Working Group,	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Budget Scrutiny working group, Constitution Working Group and Treasury Management Panel.				
Appointment of chairman and vice-chairman to Overview and Scrutiny committee To appoint the chairman and vice-chairman of Overview and Scrutiny committee	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Appointments to Gloucestershire Health Overview & Scrutiny Committee, Police and Crime Panel and Economic Growth Overview and Scrutiny Committee To appoint members of the Gloucestershire Health Overview & Scrutiny Committee, Police and Crime Panel and Economic Growth Overview and Scrutiny Committee.	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Appointment of Honorary Aldermen To consider the recommendations	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Shared Ownership Policy To consider the recommendations	Key Decision Open	Cabinet 15/06/21	Cabinet Member Housing	Martin Stacy martin.stacy@cheltenham.gov.uk
Business Rates Relief Report on Business Rates Reliefs 2021/22	Non Key Decision Open	Cabinet 15/06/21	Cabinet Member Finance and Assets	Jayne Gilpin jayne.gilpin@cheltenham.gov.uk
Cabinet appointment to outside bodies To nominate Councillors for appointments to outside bodies.	Non Key Decision	Cabinet 15/06/21	Leader	Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Annual Performance Report To note the report.	Non Key Decision	Cabinet 15/06/21	Cabinet Member Corporate Services	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Food Safety Service Plan To approve the Food Safety Service Plan 2021-22.	Non Key Decision	Cabinet 15/06/21	Cabinet Member Cyber and Safety	Sarah Clark sarah.clark@cheltenham.gov.uk
Gift to Cheltenham Borough Council as a residuary beneficiary of an estate To consider a gift to Cheltenham Borough Council as a residuary beneficiary of an estate.	Non Key Decision Part exempt 1, 2, 3 Information relating to any individual. Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 15/06/21	Cabinet Member Finance and Assets	Simon Hodges
To consider the petition 'Reduce Flooding and examine flood risk in detail, before allocating more development sites' To consider the petition and decide on the Council's response	Non Key Decision	Council 21/06/21	Cabinet Member Economy and Development	Tracey Crews, Director of Planning tracey.crews@cheltenham.gov.uk
Community Infrastructure Levy Governance Arrangements To approve the governance arrangements.	Key Decision	Cabinet Council Not before 01/07/21 Not before 01/07/21	Cabinet Member Finance and Assets	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk
Cheltenham Trust specification and management fee framework To consider the recommendations	Non Key Decision	Cabinet 13/07/21	Cabinet Member Healthy Lifestyles	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Asset Management Strategy 2021-2023 To approve the Asset Management Strategy 2021-2023 for Cheltenham Borough Council's General Fund of commercial property.	Key Decision	Cabinet 13/07/21	Cabinet Member Finance and Assets	Dominic Stead, Head of Property and Asset Management dominic.stead@cheltenham.gov.uk
Municipal Offices Options Appraisal To consider options for the future of the Municipal Offices	Key Decision Part exempt 3 Information relating to the financial or	Cabinet 13/07/21 Council 19/07/21	Cabinet Member Finance and Assets	Mark Sheldon, Director of Corporate Resources Mark.Sheldon@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	business affairs of any particular person (including the authority holding that information)			
Joint Core Strategy Review Consultation approval To consider the recommendations	Key Decision Wards Open	Council 19/07/21	Cabinet Member Economy and Development	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk