



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan May 2021 - August 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 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](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**

Culture, Wellbeing and Business	Councillor Victoria Atherstone
Safety and Communities	Councillor Flo Clucas
Housing	Councillor Mike Collins
Waste, Recycling and Street Services	Councillor Iain Dobie
Customer and Regulatory Services	Councillor Martin Horwood
Finance and Assets	Councillor Peter Jeffries
Cyber and Strategic Transport	Councillor Andrew McKinlay
Climate Emergency	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](mailto: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
<b>Election of Mayor</b> To elect the Mayor for 2021-22	Non Key Decision	Council                      17/05/21		Bev Thomas, Democratic Services Team Leader <a href="mailto:bev.thomas@cheltenham.gov.uk">bev.thomas@cheltenham.gov.uk</a>
<b>Election of Deputy Mayor</b>	Non Key Decision	Council                      17/05/21		Bev Thomas, Democratic Services

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To elect the Deputy Mayor for 2021-22				Team Leader bev.thomas@cheltenham.gov.uk
<b>Appointment of the Leader of the Council</b> 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
<b>Appointments to committees</b> 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
<b>Appointments to advisory panels and working groups</b> To establish and appoint to advisory panels and working groups, including Asset Management Working Group, Budget Scrutiny working group, Constitution Working Group and Treasury Management Panel.	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
<b>Appointment of chairman and vice-chairman to Overview and Scrutiny committee</b> 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
<b>Appointments to Gloucestershire Health Overview &amp; Scrutiny Committee, Police and Crime Panel and Economic Growth Overview and Scrutiny Committee</b> 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
<b>Appointment of Honorary Aldermen</b> To consider the recommendations	Non Key Decision	Council 17/05/21		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk

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<b>Shared Ownership Policy</b> To consider the recommendations	Key Decision  Open	Cabinet      15/06/21	Mike Collins Cabinet Member Housing	Martin Stacy martin.stacy@cheltenham.gov.uk
<b>Commissioning Youth Work Grant</b> To approve a provider	Key Decision	Cabinet      15/06/21	Flo Clucas Cabinet Member Safety & Communities	Helen Down helen.down@cheltenham.gov.uk
<b>Gift to Cheltenham Borough Council as a residuary beneficiary of an estate</b> To consider a gift to Cheltenham Borough Council as a residuary beneficiary of an estate.	Non Key Decision  Fully 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	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Simon Hodges
<b>To consider the petition 'Reduce Flooding and examine flood risk in detail, before allocating more development sites'</b> To consider the petition and decide on the Council's response	Non Key Decision	Council      21/06/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Tracey Crews, Director of Planning tracey.crews@cheltenham.gov.uk
<b>To consider the petition 'Delay the all WAV policy for two years'</b> To consider the petition and decide on the Council's response	Non Key Decision	Council      21/06/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
<b>A Property Matter</b> To consider the recommendations	Key Decision  Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet      Not before 29/06/21  Council      Not before 29/06/21	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	Tim Atkins, Managing Director Place and Growth tim.atkins@cheltenham.gov.uk
<b>Community Infrastructure Levy Governance Arrangements</b> To approve the governance	Key Decision	Cabinet      Not before 01/07/21  Council	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk

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arrangements.		Not before 01/07/21		
<b>Cabinet appointment to outside bodies</b> To nominate Councillors for appointments to outside bodies.	Non Key Decision	Cabinet 13/07/21	Rowena Hay Leader of the Council	Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
<b>Briefing Note - Health and Safety</b> Annual briefing note for performance and workplan refresh	Non Key Decision	Cabinet 13/07/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Food Safety Service Plan</b> To approve the Food Safety Service Plan 2021-22.	Non Key Decision	Cabinet 13/07/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Business Rates Relief</b> Report on Business Rates Reliefs 2021/22	Non Key Decision  Open	Cabinet 13/07/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Jayne Gilpin jayne.gilpin@cheltenham.gov.uk
<b>Cheltenham Trust specification and management fee framework</b> To consider the recommendations	Non Key Decision	Cabinet 13/07/21	Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>Asset Management Strategy 2021-2023</b> To approve the Asset Management Strategy 2021-2023 for Cheltenham Borough Council's General Fund of commercial property.	Key Decision	Cabinet 13/07/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Dominic Stead, Head of Property and Asset Management dominic.stead@cheltenham.gov.uk
<b>Financial Outturn 2021/22 and Budget Monitoring Report April - June 2021</b> To consider the recommendations	Key Decision	Cabinet 13/07/21  Council 19/07/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell Gemma.Bell@cheltenham.gov.uk
<b>Municipal Offices Options Appraisal</b> To consider options for the future of the Municipal Offices	Key Decision  Part exempt	Cabinet 13/07/21  Council 19/07/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Mark Sheldon, Director of Corporate Resources Mark.Sheldon@cheltenham.gov.uk

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	3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)			
<b>Joint Core Strategy Review Consultation approval</b> To consider the recommendations	Key Decision Wards  Open	Council                      19/07/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk