



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan June 2021 - September 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 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>Shared Ownership Policy</b> To consider the recommendations	Key Decision  Open	Cabinet              15/06/21	Mike Collins Cabinet Member Housing	Martin Stacy, Lead Commissioner - Housing Services 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, Team Leader - Participation and Engagement helen.down@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<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, Senior Asset Management Surveyor
<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	Martin Horwood Cabinet Member Customer & Regulatory Services	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>Community Infrastructure Levy Governance Arrangements</b> To approve the governance arrangements.	Key Decision	Cabinet            Not before 01/07/21  Council            Not before 01/07/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk
<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>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, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
<b>Housing, Homelessness &amp; Rough Sleeping Strategy Action Plan</b> To approve the updated action plan.	Non Key Decision	Cabinet            13/07/21	Mike Collins Cabinet Member Housing	Martin Stacy, Lead Commissioner - Housing Services martin.stacy@cheltenham.gov.uk
<b>Financial Outturn 2021/22 and</b>	Key Decision	Cabinet            13/07/21	Peter Jeffries Deputy Leader of the	Gemma Bell, Head of Finance

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Budget Monitoring Report April - June 2021</b> To consider the recommendations		Council 19/07/21	Council and Cabinet Member Finance & Assets	Gemma.Bell@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 13/07/21 Council 19/07/21	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	Tim Atkins, Managing Director Place and Growth tim.atkins@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 14/09/21	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>Annual Performance Report</b> To note the report.	Non Key Decision	Cabinet 14/09/21	Cabinet Member Customer and Regulatory Services	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>Food Safety Service Plan</b> To approve the Food Safety Service Plan 2021-22.	Non Key Decision	Cabinet 14/09/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Health and Safety Service Plan</b> To approve the updated Health and Safety Service Plan 2021-22.	Non Key Decision	Cabinet 14/09/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Municipal Offices Options Appraisal</b> To consider options for the future of the Municipal Offices	Key Decision  Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 14/09/21 Council 18/10/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Mark Sheldon, Director of Corporate Resources Mark.Sheldon@cheltenham.gov.uk
<b>Cheltenham Trust specification and management fee framework</b>	Non Key Decision	Cabinet 12/10/21	Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Strategy and Engagement Manager

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To consider the recommendations				richard.gibson@cheltenham.gov.uk
<b>Joint Core Strategy Review Consultation approval</b> To consider the recommendations	Key Decision Wards  Open	Council  18/10/21	Rowena Hay Leader of the Council	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk
<b>Review of Gambling Policy Statement</b> Review & adoption of Gambling Act Policy Statement	Key Decision Wards  Open	Cabinet  09/11/21  Council  06/12/21	Cabinet Member Cyber and Strategic Transport	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
<b>Use of the of Internet and Social Media for Investigations and Enforcement Policy</b> To consider and approve a new Policy relating to the use of open source intelligence for investigation and enforcement activities.	Non Key Decision	Cabinet  09/11/21	Rowena Hay Leader of the Council	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk
<b>Draft Corporate Strategy</b> To consider the recommendations	Key Decision	Cabinet  Not before 01/01/22	Alex Hegenbarth	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk