



## Forward Plan July 2021 - October 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>Cabinet appointment to outside bodies</b> To nominate Councillors for appointments to outside bodies.	Non Key Decision	Cabinet              13/07/21 Council                19/07/21	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<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>A Property Matter (2)</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	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	David Oakhill, Head of Planning David.Oakhill@cheltenham.gov.uk
<b>The Cheltenham Trust - Capital Grant Award to support the redevelopment of The Wilson Art Gallery and Museum</b> To approve capital grant funding to support the redevelopment of the Wilson Art Gallery and Museum	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	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>A Property Matter (1)</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	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	Tim Atkins, Managing Director Place and Growth tim.atkins@cheltenham.gov.uk
<b>Financial Outturn 2020/21</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, Head of Finance Gemma.Bell@cheltenham.gov.uk
<b>Minster Exchange - additional funding request</b> To consider the recommendations	Key Decision	Council 19/07/21	Rowena Hay Leader of the Council	Mark Sheldon, Director of Corporate Resources Mark.Sheldon@cheltenham.gov.uk
<b>Asset Management Strategy 2021-2023</b> To approve the Asset Management Strategy 2021-2023 for Cheltenham	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
Borough Council's General Fund of commercial property.					
<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>Common licensing standards for licensing hackney carriage and private hire drivers in Gloucestershire</b> To consider the recommendations	Non Key Decision	Cabinet	14/09/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
<b>Cheltenham Trust grant award</b> To ratify three grants awarded to the Cheltenham Trust to support their remobilisation plan	Key Decision  Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet	14/09/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>Budget Monitoring April-June 2021</b> To consider the recommendations	Key Decision	Cabinet  Council	14/09/21  18/10/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Head of Finance 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 3 Information relating to the financial or business affairs of any particular person (including the authority holding	Cabinet  Council	14/09/21  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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	that information)			
<b>Cheltenham Trust specification and management fee framework</b> To consider the recommendations	Non Key Decision	Cabinet 12/10/21	Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>Agreement for Services between Cheltenham Borough Council and Publica Group (Support) Ltd: Extension of Term</b> To approve the extension to the term of the Agreement and the services it wishes Publica Group (Support) Ltd to deliver from November 2022.	Key Decision	Cabinet 12/10/21	Rowena Hay Leader of the Council	Darren Knight, Executive Director- People and Change darren.knight@cheltenham.gov.uk
<b>Community Infrastructure Levy Governance Arrangements</b> To approve the governance arrangements.	Key Decision	Cabinet 12/10/21 Council 18/10/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Mike Holmes, Interim Head of Planning Mike.Holmes@cheltenham.gov.uk
<b>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>O&amp;S Annual Report</b> To consider the recommendations	Non Key Decision	Council 18/10/21	Chris Mason Chair of O&S	Darren Knight, Executive Director- People and Change darren.knight@cheltenham.gov.uk
<b>Interim Review of Polling Districts, Places and Stations</b> To consider the recommendations	Non Key Decision	Council 18/10/21	Flo Clucas Cabinet Member Safety & Communities	Paul Jones, Executive Director- Finance and Assets paul.jones@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	Non Key Decision	Cabinet 09/11/21	Rowena Hay Leader of the Council	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
relating to the use of open source intelligence for investigation and enforcement activities.					
<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