



CHELTENHAM

BOROUGH COUNCIL

Forward Plan September 2021 - December 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 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

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

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 14/09/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
Health and Safety Service Plan 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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Common licensing standards for licensing hackney carriage and private hire drivers in Gloucestershire 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
Christmas Ice Rink Enter into a contract with the ice rink operator to supply and deliver the Christmas ice rink in 2021.	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	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	David Jackson david.jackson@marketingcheltenham.co.uk
Agreement for Services between Cheltenham Borough Council and Publica Group (Support) Ltd: Extension of Term 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
Retender of the Advice & Inclusion Service To seek approval to go out to tender on the service.	Non Key Decision	Cabinet 12/10/21	Mike Collins Cabinet Member Housing	Martin Stacy, Lead Commissioner - Housing Services martin.stacy@cheltenham.gov.uk
Budget Monitoring - projected outturn and revised capital programme To consider the recommendations	Key Decision	Cabinet 12/10/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Head of Property, Finance and Assets and Deputy Section 151 Officer Gemma.Bell@cheltenham.gov.uk
Social Housing Decarbonisation Fund – grant application To approve a bid for external grant funding	Key Decision Cost Open	Cabinet 12/10/21	Cabinet Member Climate Emergency, Cabinet Member Housing	Martin Stacy, Lead Commissioner - Housing Services martin.stacy@cheltenham.gov.uk
Grant to Cheltenham Business Improvement District - Christmas Lights To provide an annual grant to the Cheltenham Business Improvement District (BID) to support the supply, erection, maintenance and removal of the Cheltenham town centre	Key Decision	Cabinet 12/10/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Tracey Crews, Director of Planning tracey.crews@cheltenham.gov.uk

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Christmas lights.				
Cheltenham Trust grant award 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 12/10/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
O&S Annual Report 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
Interim Review of Polling Districts, Places and Stations 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
Appointment of Interim Monitoring Officer To appoint an interim Monitoring Officer	Non Key Decision	Council 18/10/21		Gareth Edmundson gareth.edmundson@cheltenham.gov.uk
Safety of Women at Night To consider the recommendations	Non Key Decision	Council 18/10/21	Flo Clucas Cabinet Member Safety & Communities	Darren Knight, Executive Director- People and Change darren.knight@cheltenham.gov.uk
A Financial Matter To consider the recommendations	Non Key Decision	Council 18/10/21	Rowena Hay Leader of the Council	Gareth Edmundson gareth.edmundson@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 09/11/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Head of Property, Finance and Assets and Deputy Section 151 Officer Gemma.Bell@cheltenham.gov.uk
Use of the of Internet and Social Media for Investigations and Enforcement Policy	Non Key Decision	Cabinet 09/11/21	Rowena Hay Leader of the Council	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk

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To consider and approve a new Policy relating to the use of open source intelligence for investigation and enforcement activities.				
Corporate Health and Safety Policy Review To consider the recommendations	Non Key Decision	Cabinet 09/11/21	Rowena Hay Leader of the Council	Barbara Cole Barbara.Cole@publicagroup.uk
Review of Gambling Policy Statement Review & adoption of Gambling Act Policy Statement	Key Decision Wards Open	Cabinet 09/11/21 Council 06/12/21	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
Community Infrastructure Levy Governance Arrangements To approve the governance arrangements.	Key Decision	Cabinet 09/11/21 Council 06/12/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Andrew Robbins, Interim Head of Planning Andrew.Robbins@cheltenham.gov.uk
Infrastructure Funding Statement (IFS) 2021 To approve publication of the Infrastructure Funding Statement (IFS) 2021	Key Decision	Cabinet 09/11/21 Council 06/12/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk
Community Infrastructure Levy (CIL) Review New Draft Charging Schedule To approve the CIL Review New Draft Charging Schedule for consultation	Key Decision	Cabinet 09/11/21 Council 06/12/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk
Council Tax Support Scheme 2022/23 To consider the recommendations	Key Decision	Cabinet 09/11/21 Council 06/12/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
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 business affairs of any particular person (including the authority holding that information)	Cabinet 09/11/21 Council 06/12/21	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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Fees and Charges - Environmental Services To consider the recommendations	Key Decision	Cabinet 30/11/21	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
Alternative fuels to reduce carbon emissions across the environmental services fleet To consider the recommendations	Key Decision	Cabinet 30/11/21	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
Extension of agreement and alternative arrangements for residual waste transfer To consider the recommendations	Key Decision	Cabinet 30/11/21	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
Climate Change Investment Strategy To consider the recommendations.	Key Decision	Council 06/12/21	Max Wilkinson Cabinet Member Climate Emergency	Darren Knight, Executive Director- People and Change darren.knight@cheltenham.gov.uk
Process for determining any applications and appeals for the payment of discretionary awards (under the Local Government (Discretionary Payments) (Injury Allowances) Regulations To seek approval of the process for determining any applications and appeals for the payment of discretionary awards (under the Local Government (Discretionary Payments) (Injury Allowances) Regulations to persons employed by a Local Government Pension Scheme employer who in the course of carrying out their work sustain an injury or contract a disease.	Non Key Decision	Council 06/12/21		Gareth Edmundson gareth.edmundson@cheltenham.gov.uk
Cheltenham Trust specification and management fee framework To consider the recommendations	Non Key Decision	Cabinet 14/12/21	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Annual Performance Report	Non Key Decision	Cabinet Not before	Martin Horwood Cabinet Member	Richard Gibson, Strategy and

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To note the report.		01/01/22	Customer & Regulatory Services	Engagement Manager richard.gibson@cheltenham.gov.uk
Draft Corporate Strategy To consider the recommendations	Key Decision	Cabinet Not before 01/01/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Joint Core Strategy Review Consultation approval To consider the recommendations	Non Key Decision Wards Open	Council 21/02/22	Rowena Hay Leader of the Council	Andrew Robbins, Interim Head of Planning Andrew.Robbins@cheltenham.gov.uk