



CHELTENHAM

BOROUGH COUNCIL

Forward Plan November 2021 - February 2022

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
<p>Use of the of Internet and Social Media for Investigations and Enforcement Policy To consider and approve a new Policy relating to the use of open source intelligence for investigation and enforcement activities.</p>	Non Key Decision	Cabinet 09/11/21	Rowena Hay Leader of the Council	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk
<p>Corporate Health and Safety Policy Review To consider the recommendations</p>	Non Key Decision	Cabinet 09/11/21	Rowena Hay Leader of the Council	Barbara Cole Barbara.Cole@publicagroup.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
CBC/CBH Closer Partnership Programme To note the report & progress of the CBC/CBH Closer Partnership Programme	Non Key Decision	Cabinet 09/11/21	Mike Collins Cabinet Member Housing	Gareth Edmundson gareth.edmundson@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
Budget Strategy and Process 2022/23 To consider the recommendations	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
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
St Peters Playing Field - Grant of New Lease to Cheltenham Saracens AFC To approve the disposal of public open space.	Non Key Decision	Cabinet 30/11/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Claire Pockett, Trainee Surveyor, Property Services Claire.Pockett@cheltenham.gov.uk
Treasury Mid-Term Report 2021/22 To consider the recommendations	Key Decision	Council 06/12/21	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Andrew Sherbourne andrew.sherbourne@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	Non Key Decision	Council 06/12/21		Gareth Edmundson gareth.edmundson@cheltenham.gov.uk

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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.				
Fees and Charges - Environmental Services To consider the recommendations	Key Decision	Cabinet 21/12/21	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
Clarence Fountain To consider the recommendations for improvements to Clarence Fountain	Key Decision	Cabinet 21/12/21	Max Wilkinson Cabinet Member Climate Emergency	Gareth Edmundson gareth.edmundson@cheltenham.gov.uk
Review of Commercial Waste Service To consider the recommendations	Key Decision	Cabinet 21/12/21	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
Infrastructure Funding Statement (IFS) 2021 To approve publication of the Infrastructure Funding Statement (IFS) 2021	Key Decision	Cabinet 21/12/21	Martin Horwood Cabinet Member Customer & Regulatory Services	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk
Interim Budget Proposals for General Fund To approve the interim budget proposals for consultation.	Key Decision	Cabinet 21/12/21	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
Interim Budget Proposals for HRA To approve the interim budget proposals for consultation.	Key Decision	Cabinet 21/12/21	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
Review of Gambling Policy Statement Review & adoption of Gambling Act Policy Statement	Key Decision Wards Open	Cabinet 21/12/21 Council 21/02/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk

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Disposal of 2 x shared ownership homes at Apple Blossom Drive	Key Decision Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Head of Property, Finance and Assets and Deputy Section 151 Officer - Gemma Bell Not before 24/12/21	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
Draft Corporate Strategy To consider the recommendations	Key Decision	Cabinet Not before 01/01/22	Rowena Hay Leader of the Council	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Annual Performance Report To note the report.	Non Key Decision	Cabinet Not before 01/01/22	Rowena Hay Leader of the Council	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 25/01/22 Council 25/02/22	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
Climate Change Mitigation Pathway To set out the action and intention for CBC to become a net zero borough and council by 2030, and to make an assessment of the additional resources needed to deliver the plan.	Key Decision	Cabinet 25/01/22 Council 21/02/22	Max Wilkinson Cabinet Member Climate Emergency	Laura Tapping Laura.Tapping@cheltenham.gov.uk
Community Infrastructure Levy Governance Arrangements To approve the governance arrangements.	Key Decision	Cabinet 25/01/22 Council 21/02/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Andrew Robbins, Interim Head of Planning Andrew.Robbins@cheltenham.gov.uk
Extension of agreement and alternative arrangements for residual waste transfer To consider the recommendations	Key Decision	Cabinet 15/02/22	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
Final General Fund Revenue and Capital Budget Proposals 2023 To consider the recommendations	Key Decision	Cabinet 15/02/22 Council 21/02/22	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

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Final Housing Revenue Account (HRA) 2023 - Revised Budget 2022 To consider the recommendations	Key Decision	Cabinet 15/02/22 Council 21/02/22	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
Review of No Child Left Behind To review No Child Left Behind and agree a plan of action for 2022	Key Decision	Council 21/02/22	Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Climate Change Investment Strategy To consider the recommendations.	Key Decision	Council 21/02/22	Max Wilkinson Cabinet Member Climate Emergency	Darren Knight, Executive Director- People and Change darren.knight@cheltenham.gov.uk
Opt-in to the Public Sector Audit Appointments Ltd Procurement To consider the recommendations	Key Decision	Council 21/02/22	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
Cheltenham Trust specification and management fee framework To consider the recommendations	Non Key Decision	Cabinet 01/03/22	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@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 01/03/22 Council 21/03/22	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk
Climate Change SPD To consider the recommendations	Key Decision	Cabinet 01/03/22 Council 21/03/22	Max Wilkinson Cabinet Member Climate Emergency	Tracey Crews, Director of Planning tracey.crews@cheltenham.gov.uk
Municipal Offices Options Appraisal To consider options for the future of the Municipal Offices	Key Decision Part exempt 3	Cabinet 01/03/22 Council 21/03/22	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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Development of New Taxi Policy To consider the recommendations	Key Decision	Cabinet Before 01/04/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk