



CHELTENHAM

BOROUGH COUNCIL

Forward Plan January 2022 - April 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
Rough Sleeper Initiative Grant Funding bid To seek approval to bid for grant funding	Key Decision	Cabinet 15/02/22	Mike Collins Cabinet Member Housing	Martin Stacy, Lead Commissioner - Housing Services martin.stacy@cheltenham.gov.uk
Quarterly Budget Monitoring Report October - December To consider the recommendations	Key Decision	Cabinet 15/02/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Paul Jones, Executive Director- Finance and Assets paul.jones@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
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 15/02/22 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
Community Infrastructure Levy Governance Arrangements To approve the governance arrangements.	Key Decision	Cabinet 15/02/22 Council 21/02/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Andrew Robbins, Interim Head of Planning Andrew.Robbins@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
Housing Revenue Account - Revised Forecast 2021/22 and Budget Proposals 2022/23 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
Climate Change Mitigation Pathway and Strategy 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	Council 21/02/22	Max Wilkinson Cabinet Member Climate Emergency	Laura Tapping Laura.Tapping@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
Council Tax Resolution 2022-23 To consider the recommendations	Key Decision	Council 21/02/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Appointment of Mayor elect and Deputy Mayor elect To appoint the Mayor-elect and Deputy Mayor-elect for 2022-23	Non Key Decision	Council 21/02/22		Gareth Edmundson gareth.edmundson@cheltenham.gov.uk
Consultation on requirement to participate in schemes to promote better availability of licensed wheelchair accessible vehicles (WAVs) To consider the recommendations	Key Decision	Cabinet 01/03/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
Review of the council's response to the Covid-19 pandemic To note the report	Non Key Decision	Cabinet 01/03/22	Rowena Hay Leader of the Council	Darren Knight, Executive Director- People and Change darren.knight@cheltenham.gov.uk
Approval of Climate Change SPD for consultation To approve the Climate Change SPD for consultation	Key Decision	Cabinet 01/03/22	Max Wilkinson Cabinet Member Climate Emergency	John Rowley, Senior Planning Policy Officer john.rowley@cheltenham.gov.uk
CBC/CBH Closer Partnership Programme To note the report & progress of the CBC/CBH Closer Partnership Programme	Non Key Decision	Cabinet 01/03/22	Mike Collins Cabinet Member Housing	Gareth Edmundson gareth.edmundson@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 Birkinshaw, Director of Planning tracey.birkinshaw@cheltenham.gov.uk
Draft Corporate Strategy To consider the recommendations	Key Decision	Cabinet 01/03/22 Council 21/03/22	Rowena Hay Leader of the Council	Richard Gibson, Strategy and Engagement Manager richard.gibson@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	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	person (including the authority holding that information)			
Council Diary To approve the proposed meeting dates from September 2022 to August 2023	Key Decision	Council 21/03/22	Flo Clucas Cabinet Member Safety & Communities	Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Capital, Non Treasury Investment, Treasury Management and MRP Strategies and Statements	Key Decision	Council 21/03/22	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
Taxi & Private Hire Age and Emission Policy To consider the recommendations	Key Decision	Cabinet 05/04/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
Ubico Business Plan To approve the Ubico Business Plan	Key Decision	Cabinet 05/04/22	Rowena Hay Leader of the Council	Karen Watson karen.watson@cheltenham.gov.uk
Culture Strategy To approve the revised Culture Strategy	Key Decision	Cabinet 05/04/22	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Cheltenham Trust specification and management fee framework To consider the recommendations	Non Key Decision Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 05/04/22	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
Adoption of Climate Change SPD To consider the recommendations	Key Decision	Council 16/05/22	Max Wilkinson Cabinet Member Climate Emergency	John Rowley, Senior Planning Policy Officer john.rowley@cheltenham.gov.uk
Election of Mayor To elect the Mayor for 2022-23	Key Decision	Council 16/05/22		Bev Thomas, Democratic Services Team Leader

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				bev.thomas@cheltenham.gov.uk
Election of Deputy Mayor To elect the Deputy Mayor for 2022-23	Key Decision	Council 16/05/22		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Appointment of Honorary Aldermen To consider the recommendations	Key Decision	Council 16/05/22		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
Review of Commercial Waste Service To consider the recommendations	Key Decision	Cabinet 14/06/22	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 14/06/22	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@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 12/07/22 Council 18/07/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk