



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan July 2022 - November 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](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**

Housing	Councillor Victoria Atherstone
Safety and Communities	Councillor Flo Clucas
Cyber, Regeneration and Commercial Income	Councillor Mike Collins
Waste, Recycling and Street Services	Councillor Iain Dobie
Customer and Regulatory Services	Councillor Martin Horwood
Finance and Assets	Councillor Peter Jeffries
Climate Emergency	Councillor Alisha Lewis
Economic Development, Culture, Tourism and Wellbeing	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>CBC/CBH Closer Partnership Programme</b> To note the report & progress of the CBC/CBH Closer Partnership Programme	Non Key Decision	Cabinet 12/07/22	Victoria Atherstone Cabinet Member Housing	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
<b>Cabinet appointments to outside bodies</b>	Non Key Decision	Cabinet 12/07/22	Rowena Hay Leader of the Council	Bev Thomas, Democratic Services Team Leader bev.thomas@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 Strategy Action Plan update 2022</b> To consider the Housing Strategy Action Plan update.	Non Key Decision	Cabinet 12/07/22	Victoria Atherstone Cabinet Member Housing	Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk
<b>Christmas Ice Rink</b> To consider the recommendations	Key Decision	Cabinet 12/07/22	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Tracey Birkinshaw, Director of Community & Economic Development tracey.birkinshaw@cheltenham.gov.uk
<b>Financial Outturn 2021/22</b> To consider the recommendations	Non Key Decision	Cabinet 12/07/22 Council 18/07/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Lansdown Place Lane Car Park</b> To consider the recommendations	Key Decision  3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 12/07/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Gloucestershire-wide Statement of Common Ground</b> To approve the recommendations	Key Decision	Council 18/07/22	Rowena Hay Leader of the Council	John Rowley, Senior Planning Policy Officer john.rowley@cheltenham.gov.uk
<b>Appointment of the Monitoring Officer</b> To appoint the Monitoring Officer	Non Key Decision  Open 2 Information which is likely to reveal the identity of an individual.	Council 18/07/22		Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
<b>Food Safety Service Plan</b> To approve the Food Safety Service Plan 2022-23.	Key Decision	Cabinet 13/09/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Chelt Walk – Options for Development</b> To consider the recommendations	Non Key Decision	Cabinet 13/09/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk

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<b>Energy and Heating Policy</b> To consider the recommendations	Key Decision	Cabinet 13/09/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Mike Redman, Director of Climate Change and Place Services mike.redman@cheltenham.gov.uk
<b>Q1 Budget Monitoring</b> To consider the recommendations	Key Decision	Cabinet 13/09/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Compulsory Purchase Resolution - 168 Arle Road</b> To resolve to compulsory purchase a vacant and fire damaged property, which remains detrimental to the amenity of the neighbourhood.	Key Decision  Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 13/09/22	Victoria Atherstone Cabinet Member Housing	Mark Nelson, Enforcement Manager mark.nelson@cheltenham.gov.uk
<b>Vendor Opportunities - Kiosk Opportunities in Cheltenham Parks</b> To consider the recommendations	Key Decision  Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 13/09/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Claire Pockett, Trainee Surveyor, Property Services Claire.Pockett@cheltenham.gov.uk
<b>Briefing note - Health and Safety Service Plan</b> To update Cabinet on the Health and Safety Service Plan.	Non Key Decision	Cabinet 13/09/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Taxi and Private Hire Licensed Vehicle Emission and Age Policy</b> To consider the recommendations.	Key Decision	Cabinet 13/09/22	Cabinet Member Customer and Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
<b>Approval of Budget Strategy, Process and Timetable</b> To consider the recommendations	Key Decision	Cabinet 11/10/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk

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<b>Annual Report on Overview and Scrutiny</b> To consider the annual report of the Overview and Scrutiny Committee	Non Key Decision	Council 17/10/22	John Payne	Darren Knight, Executive Director of Place and Communities darren.knight@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 11/10/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@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 11/10/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Quarterly Budget Monitoring Report July - September</b> To consider the recommendations	Key Decision	Cabinet 08/11/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Counter Fraud and Anti-Corruption Policy</b> To consider and approve the update Counter Fraud and Anti-Corruption Policy	Non Key Decision	Cabinet 08/11/22	Cabinet Member Finance and Assets	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk
<b>Interim Budget Proposals for General Fund and HRA</b> To consider the recommendations	Key Decision	Cabinet 06/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Council Tax Base</b> To consider the recommendations	Key Decision	Cabinet 06/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk

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<b>Treasury Mid-Term Report 2022/23</b> To consider the recommendations	Key Decision	Council                      12/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Andrew Sherbourne andrew.sherbourne@cheltenham.gov.uk