



## Forward Plan September 2022 - December 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>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 Member Not before Finance, Assets 13/09/22 and Regeneration	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<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>Building Heating and Energy Efficiency Policy</b> In line with the adopted 'Climate Emergency Action Plan' to expand on policies and practices in respect of the Council's Energy use, which comprises a significant portion of our current carbon and financial footprints.	Key Decision	Cabinet 13/09/22 Council 17/10/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Mike Redman, Director of Climate Change and Place Services mike.redman@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	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
<b>Award of rent support grant to The Playhouse Cheltenham</b> To consider the recommendations	Key Decision	Cabinet 13/09/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Helen Down, Team Leader - Participation and Engagement helen.down@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
<b>Climate Impact Assessment Tool</b> To consider the recommendations	Non Key Decision	Cabinet 11/10/22	Alisha Lewis Cabinet Member Climate Emergency	Laura Tapping, Climate Emergency Programme Officer Laura.Tapping@cheltenham.gov.uk
<b>Social Housing Decarbonisation Grant Funding bid: Wave 2</b> To approve the bid for grant funding	Key Decision	Cabinet 11/10/22	Victoria Atherstone Cabinet Member Housing	Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk
<b>Vendor Opportunities - Kiosk Opportunities in Cheltenham Parks</b> To consider the recommendations	Key Decision  Part exempt 3	Cabinet 11/10/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Claire Pockett, Trainee Surveyor, Property Services Claire.Pockett@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	Information relating to the financial or business affairs of any particular person (including the authority holding that information)			
<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>Local Council Tax Support Scheme</b> To consider the recommendations	Key Decision	Cabinet 08/11/22 Council 12/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
<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	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk
<b>Draft Corporate Plan</b> To consider the recommendations	Key Decision	Cabinet 08/11/22	Rowena Hay Leader of the Council	Darren Knight, Executive Director of Place and Communities darren.knight@cheltenham.gov.uk
<b>Household Recycling Centre</b> To consider the recommendations	Key Decision	Cabinet 08/11/22	Iain Dobie Cabinet Member Waste, Recycling & Street Services	Karen Watson, Environmental Partnerships Manager karen.watson@cheltenham.gov.uk
<b>Property Matter 202201</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 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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Property Matter 202202</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      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>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      Not before 08/11/22	Victoria Atherstone Cabinet Member Housing	Mark Nelson, Enforcement Manager mark.nelson@cheltenham.gov.uk
<b>Council Tax Base</b> To consider the recommendations	Key Decision	Executive Director   06/12/22 of Finance, Assets and Regeneration - Paul Jones		Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
<b>Infrastructure Funding Statement 2022</b> To approve the Infrastructure Funding Statement 2022, CIL and S106 reports on the financial year 2021/22 and the Infrastructure List	Key Decision	Cabinet      06/12/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@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      Not before 06/12/22	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>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
<b>Interim Budget Proposals for General Fund and HRA</b> To consider the recommendations	Key Decision	Cabinet      20/12/22	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Vendor Opportunities - Lease of Storage Unit, Burrows Playing Field</b> To consider the recommendations	Non Key Decision	Cabinet            20/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Claire Pockett, Trainee Surveyor, Property Services Claire.Pockett@cheltenham.gov.uk
<b>Corporate Plan 2023-27</b> To approve the Corporate Plan 2023-27	Key Decision	Cabinet            17/01/23 Council            20/02/23	Leader	Chief Executive - Gareth Edmundson Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk