



CHELTENHAM

BOROUGH COUNCIL

Forward Plan February 2023 - January 2024

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 £500,000;
- 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

| | |
|--|--------------------------------|
| 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

| Decision Title and Summary of decision to be made | Type of Decision | Decision Maker and Date | Cabinet Member | Lead Officer |
|--|------------------|--------------------------------------|---|--|
| Award of rent support grants to voluntary sector organisations To consider the recommendation. | Non Key Decision | Cabinet 14/02/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Executive Director of Finance, Assets and Regeneration - Paul Jones |
| Final General Fund Revenue and Capital Budget Proposals 2023-24 and Quarterly Budget Monitoring Report, October - December 2022 To consider the recommendations. | Non Key Decision | Cabinet 14/02/23 Council 20/02/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | 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 |
|---|---|--|---|--|
| Housing Revenue Account - Revised Forecast 2022-23 and Budget 2023-24 To consider the recommendations | Non Key Decision Part exempt | Cabinet 14/02/23 Council 20/02/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Housing Revenue Account Business Plan To approve the plan | Non Key Decision | Cabinet 14/02/23 | Victoria Atherstone Cabinet Member Housing | Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk |
| Appointment of consultants to lead and advise on redevelopment of former Monkscroft School site To consider the appointment of MMC Consultants to lead and advise on redevelopment of the former Monkscroft School site | Non Key Decision Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information) | Cabinet Member Housing 16/02/23 | Victoria Atherstone Cabinet Member Housing | Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk |
| Corporate Plan 2023-27 To approve the Corporate Plan 2023-27 | Non Key Decision | Council 20/02/23 | Rowena Hay Leader of the Council | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Council Tax Support Fund To consider the recommendations | Non Key Decision | Council 20/02/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk |
| Order of Precedence To approve the Order of Precedence. | Non Key Decision | Council 20/02/23 | Rowena Hay Leader of the Council | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Corporate Diary 2023-24 To approve the Corporate Diary 2023-24 | Non Key Decision | Council 20/02/23 | Rowena Hay Leader of the Council, Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Claire Morris claire.morris@cheltenham.gov.uk |
| Response to the National Planning Policy Framework consultation To agree the response to the government's consultation | Non Key Decision | Cabinet Member Customer and Regulatory Services 01/03/23 | | John Spurling |

| Decision Title and Summary of decision to be made | Type of Decision | Decision Maker and Date | Cabinet Member | Lead Officer |
|--|--|--|---|--|
| | | | | |
| The Honeybourne Line 'The Missing Link' To enter into a licence agreement with Network Rail (NR) and Great Western Railway (GWR) in order to extend the former | Non Key Decision | Cabinet Member 03/23 Economic Development, Culture, Tourism & Wellbeing | Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing | Simon Hodges, Senior Asset Management Surveyor |
| Business Rates Relief To consider the recommendations. | Non Key Decision | Cabinet 07/03/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk |
| Land adjacent to 68 Windsor Street To consider the recommendations | Non Key Decision | Cabinet 07/03/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Capital, Non-Treasury Investment, Treasury Management and MRP Strategies and Statements To consider the recommendations. | Non Key Decision | Council 20/03/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Review of the Constitution To consider the proposed changes to the Constitution. | Non Key Decision | Council 20/03/23 | Rowena Hay Leader of the Council | Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk |
| Carbon Footprint Report 2021-22 To consider a full carbon footprint report of the scope 1, 2 and 3 emissions from the financial year 2021-22 | Non Key Decision | Council 20/03/23 | Alisha Lewis Cabinet Member Climate Emergency | Laura Tapping, Climate Emergency Programme Officer Laura.Tapping@cheltenham.gov.uk |
| Exempt Item 001 - a financial and legal matter 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) | Council 20/03/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Christmas Ice Rink To award the contract to the | Non Key Decision | Cabinet Member 04/23 Economic | Max Wilkinson Cabinet Member Economic Development, Culture, | Helen Mole, Head of Place Marketing and Inward Investment |

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|--|--|---|--|---|
| successful tenderer for the Christmas ice rink | Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information) | Development, Culture, Tourism & Wellbeing | Tourism and Wellbeing | helen.mole@cheltenham.gov.uk |
| CCTV in Licensed Vehicles To consider the outcome of the consultation to consider the need for CCTV in licensed vehicles and agree next steps | Non Key Decision | Cabinet 04/04/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk |
| Graffiti Policy For Cabinet to consider the consultation feedback and adopt the policy including any amendments as a result of the consultation. | Non Key Decision | Cabinet 04/04/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk |
| Exempt item 002 - a legal matter To consider a legal matter | Key Decision Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information) | Cabinet 04/04/23 | Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income | Sophie Barton sophie.barton@cheltenham.gov.uk |
| Culture Strategy To agree the final version of the strategy. | Key Decision | Cabinet 04/04/23 | Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing | Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk |
| Draft Sports and Physical Activity Strategy for Cheltenham To approve the strategy. | Key Decision | Cabinet 04/04/23 | Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing | Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk |
| Air Quality Action Plan For Cabinet to consider the consultation feedback and adopt the Air Quality Action Plan, including any amendments as a result of the consultation. | Key Decision | Cabinet 04/04/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk |
| Application for designation of a Neighbourhood Forum To approve the designation the | Non Key Decision | Cabinet 23/05/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Alexander Bethell, Planning Policy Officer alexander.bethell@chelttenham.gov.uk |

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| Hester's Way Neighbourhood Development Forum as neighbourhood forum as defined by the Localism Act 2011. | | | | |
| Ubico Business Plan 2023-24 To consider the proposed business plan. | Key Decision | Cabinet 04/04/23 | Rowena Hay Leader of the Council | Karen Watson, Environmental Partnerships Manager karen.watson@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 04/04/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk |
| Election of Mayor (Chair of Council, 2023-24) To elect the Mayor (Chair of Council) for the municipal year 2023-24 | Non Key Decision | Council 15/05/23 | Rowena Hay Leader of the Council | Chief Executive - Gareth Edmundson |
| Election of Deputy Mayor (Vice-Chair of Council 2023-24) To elect the Deputy Mayor (Vice-Chair of Council) for the municipal year 2023-24 | Non Key Decision | Council 15/05/23 | Rowena Hay Leader of the Council | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Information Governance That Cabinet approves the update in the council's information governance framework and adopts the policies accordingly. | Non Key Decision | Cabinet 23/05/23 | Rowena Hay Leader of the Council | Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk |
| Exempt item 003 - a commercial matter To consider the recommendations | Key Decision Fully exempt 3, 5 Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. | Cabinet 23/05/23 Council 19/06/23 | Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income | Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk |

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|---|--|--|---|--|
| Local Development Scheme 2023 To delegate authority to the Head of Planning, in consultation with the leader of the Council and the Cabinet member for Customer and regulatory Services, to prepare the Local development Scheme for publication. | Key Decision | Cabinet 13/06/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | John Spurling |
| Health and Safety Service Plan To approve the Health and Safety Service Plan/Annual Update | Non Key Decision | Cabinet 13/06/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Bernadette Reed Bernadette.Reed@cheltenham.gov.uk |
| Food Safety Service Plan To approve the Food Safety Service Plan 2023-24 | Non Key Decision | Cabinet 13/06/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Bernadette Reed Bernadette.Reed@cheltenham.gov.uk |
| Housing, Homelessness and Rough Sleeping Strategy To approve the strategy. | Key Decision | Cabinet 11/07/23 | Victoria Atherstone Cabinet Member Housing | Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk |
| Financial Outturn 2022-23 and Budget Monitoring Report April-June To note the report | Key Decision | Cabinet 11/07/23 Council 24/07/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Exempt item 004 - a commercial matter To consider the recommendations | Key Decision Fully exempt 3, 5 Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. | Cabinet Not before 01/09/23 Council Not before 01/09/23 | Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income | Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk |
| Approval of Budget Strategy, Process and Timetable To approve the recommendations of the report. | Non Key Decision | Cabinet Not before 02/10/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |

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|---|------------------|-------------------------|--|---|--|
| Annual report of Overview and Scrutiny To note the report | Non Key Decision | Council | Not before 02/10/23 | John Payne | Harry Mayo, Democracy Officer Harry.Mayo@cheltenham.gov.uk |
| Quarterly Budget Monitoring Report, July-September To consider the report | Non Key Decision | Cabinet | Not before 01/11/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| General Fund Revenue and Capital – Interim Budget Proposals 2024/25 for Consultation To consider the recommendations | Non Key Decision | Cabinet | Not before 01/12/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Housing Revenue Account - Revised Forecast 2023/24 and Interim Budget Proposals 2024/25 for consultation To consider the recommendations | Non Key Decision | Cabinet | Not before 01/12/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Infrastructure Funding Statement To consider the recommendations | Key Decision | Cabinet Council | 12/23 12/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Tracey Birkinshaw, Director of Community & Economic Development tracey.birkinshaw@cheltenham.gov.uk |
| Members' Scheme of Allowances To consider the recommendations of the Independent Remuneration Panel (IRP) regarding Members' Scheme of Allowances | Non Key Decision | Council | Not before 04/12/23 | | Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk |
| Half-yearly Treasury Management Report To consider the report | Non Key Decision | Cabinet Council | Not before 04/12/23 Not before 04/12/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration | Andrew Sherbourne andrew.sherbourne@cheltenham.gov.uk |