



Forward Plan May 2023 - April 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
Allocation of Coronation Fund Grants	Key Decision	Cabinet Member 05/23 Safety and Communities	Flo Clucas Cabinet Member Safety & Communities	Helen Down, Team Leader - Participation and Engagement helen.down@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	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
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
Appointment of Member Champions - Mental Health To appoint additional Elected Member Health Champions	Non Key Decision	Council 15/05/23		Gareth Edmundson, Chief Executive gareth.edmundson@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 23/05/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@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, Corporate Director and Monitoring Officer Claire.Hughes@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 23/05/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Sophie Barton sophie.barton@cheltenham.gov.uk
Application for designation of a Neighbourhood Forum To approve the designation the Hester's Way Neighbourhood Development Forum as neighbourhood forum as defined by the Localism Act 2011.	Non Key Decision	Cabinet 23/05/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Alexander Bethell, Planning Policy Officer alexander.bethell@chelttenham.gov.uk
Approval of Gloucestershire Nature and Climate Fund Memorandum of Understanding To ratify a county-wide Memorandum of Understanding – Co-operation on Biodiversity Net Gain through the Gloucestershire Nature and Climate Fund	Non Key Decision	Cabinet 23/05/23	Alisha Lewis Cabinet Member Climate Emergency	Mike Redman, Director of Climate Change and Place Services mike.redman@cheltenham.gov.uk
Redevelopment of site at 320	Non Key Decision	Cabinet Member Not before	Victoria Atherstone Cabinet Member	Gemma Bell, Director of Finance and

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Swindon Road To enter into a JCT Design and Built contract with the most economically advantageous tender (MEAT) at 320 Swindon Road, Cheltenham, for the provision of affordable homes.	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Housing 01/06/23	Housing	Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Appointment of external consultants to assist in the redevelopment of the former Monkscroft School site Proposal to appoint consultancy through a direct award permissible via the NHS Framework to assist us in redeveloping the site on the former Monkscroft School for the purpose of delivering 60-70 new affordable homes.	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 Not before Housing 05/06/23	Victoria Atherstone Cabinet Member Housing	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@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
Briefing note - Health and Safety Service Plan To note 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
Household Support Fund To agree a plan for the delivery of the Household Support Fund (Round 4)	Non Key Decision	Cabinet 13/06/23	Cabinet Member Safety and Communities	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@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 19/06/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
Review of the Constitution To consider the proposed changes to the Constitution.	Non Key Decision	Council 19/06/23	Rowena Hay Leader of the Council	Claire Hughes, Corporate Director and Monitoring Officer Claire.Hughes@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Voter ID To consider a report on this authority's proposals to minimise the risk of disenfranchisement (Council motion December 2022)	Non Key Decision	Council 19/06/23	Leader	Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk
Contract with Homes England (HE) To enter into a formal contract via a Grant Agreement with Homes England (HE) to enable funding to be secured to support our new build programme delivered by CBH on behalf of CBC. Approval to submit bids to and receive grant funding from Homes England on individual new build schemes within the development programme. Officer decision to agree the tenure of the affordable housing to be delivered on the site at 320 Swindon Road.	Key Decision Part exempt	Executive Director of Finance, Assets and Regeneration - Paul Jones Not before 22/06/23		Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk
Phase 1 vision and objectives sports and physical activity To approve the strategy.	Key Decision	Cabinet 11/07/23	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
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 11/07/23	Martin Horwood Cabinet Member Customer & Regulatory Services	John Spurling john.spurling@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
Vacant Units and Town Centre Land Use Efficiency To review the recommendations and proposed action plan	Non Key Decision	Cabinet 11/07/23	Cabinet Member Economic Development, Culture, Tourism & Wellbeing	Helen Mole, Head of Place Marketing and Inward Investment helen.mole@cheltenham.gov.uk
Municipal Offices Options	Key Decision	Cabinet 11/07/23	Peter Jeffries Deputy Leader of the	Paul Jones, Executive Director of

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Appraisal To consider options for the future of the Municipal Offices	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Council 24/07/23	Council and Cabinet Member Finance and Assets	Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk
Response to the motion and amendment referred by Council (20 March 2023) to Cabinet - To establish a Cheltenham Youth Council	Non Key Decision	Cabinet 11/07/23 Council 24/07/23	Cabinet Member Safety and Communities Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@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 and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Disposal of 6 Saville Close To consider the recommendations	Key Decision	Cabinet 11/07/23	Cabinet Member Finance and Assets (Deputy Leader)	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Allocation of 2023 Neighbourhood Community Infrastructure Levy	Key Decision	Cabinet 11/07/23	Cabinet Member Customer and Regulatory Services	
Exempt item 005- Cheltenham Improvement Act 1852 To consider the recommendations	Non 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.	Council 24/07/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
Housing Benefit War Pension and Armed Forces Compensation Scheme Disregard	Non Key Decision Open	Council 24/07/23	Cabinet Member Finance and Assets (Deputy Leader)	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
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 Council	Not before 01/09/23 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
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 Council	19/09/23 16/10/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk
The Cheltenham Trust contract To consider the contract.	Key Decision	Cabinet	19/09/23	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
Approval of Budget Strategy, Process and Timetable To approve the recommendations of the report.	Non Key Decision	Cabinet	10/10/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Annual report of Overview and Scrutiny To note the report	Non Key Decision	Council	16/10/23	John Payne Chair of Overview & Scrutiny	Harry Mayo, Democracy Officer Harry.Mayo@cheltenham.gov.uk
Quarterly Budget Monitoring Report, July-September To consider the report	Non Key Decision	Cabinet	07/11/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and 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
General Fund Revenue and Capital – Interim Budget Proposals 2024/25 for Consultation To consider the recommendations	Non Key Decision	Cabinet 05/12/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	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 05/12/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	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 05/12/23 Council 11/12/23	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 11/12/23		Claire Hughes, Corporate Director and Monitoring Officer Claire.Hughes@cheltenham.gov.uk
Half-yearly Treasury Management Report To consider the report	Non Key Decision	Cabinet 05/12/23 Council 11/12/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Andrew Sherbourne andrew.sherbourne@cheltenham.gov.uk
Housing Revenue Account Revised Forecast 2023-24 and Budget 2024-25 To consider the recommendations	Key Decision	Cabinet 13/02/24 Council 23/02/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Final General Revenue and Capital Budget Proposals 2024-25 and Quarterly Budget Monitoring Report, October-December 2023 To consider the recommendations	Key Decision	Cabinet 13/02/24 Council 23/02/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Council Tax Resolution To consider the recommendations.	Key Decision	Council 23/02/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk