



Forward Plan August 2023 - July 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

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|--|--------------------------------|
| 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 |
|---|------------------|-------------------------|---|---|
| Budget Monitoring Report, April-June To note the report | Key Decision | Cabinet 19/09/23 | 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 |
| 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 |

| Decision Title and Summary of decision to be made | Type of Decision | Decision Maker and Date | Cabinet Member | Lead Officer |
|--|--|--|---|--|
| Vacant Units and Town Centre Land Use Efficiency Action Plan To note the action plan | Non Key Decision | Cabinet 19/09/23 | Cabinet Member Economic Development, Culture, Tourism & Wellbeing | Helen Mole, Head of Place Marketing and Inward Investment helen.mole@cheltenham.gov.uk |
| Disposal of surplus land - Idsall Drive To consider the recommendations. | Non Key Decision | Cabinet 19/09/23 | Cabinet Member Finance and Assets (Deputy Leader) | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Freehold/Head Leasehold Investment Disposal - Regent Arcade 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 19/09/23 | Cabinet Member Finance and Assets (Deputy Leader) | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@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 28/09/23 Council 28/09/23 | Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income | Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@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 | Council 16/10/23 Cabinet 17/10/23 | Flo Clucas Cabinet Member Safety & Communities Cabinet Member Safety and Communities | Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@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 | Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk |
| Annual Carbon Footprint Report 2022-23 To approve the report prior to publication. | Non Key Decision | Council 16/10/23 | Alisha Lewis Cabinet Member Climate Emergency | Maizy McCann, Climate Emergency Support Officer maizy.mccann@cheltenham.gov.uk |

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|---|------------------|-------------------------|---|---|
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| Interim Review of Polling Districts, Places and Stations To consider the recommendations | Non Key Decision | Council 16/10/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets | Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk |
| Adoption of Cheltenham's Animal Welfare Charter To consider the recommendation. | Non Key Decision | Council 16/10/23 | Martin Horwood Cabinet Member Customer & Regulatory Services | Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk |
| City Region Board To agree the governance for the City Region Board. | Non Key Decision | Cabinet 17/10/23 | | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Approval of Budget Strategy, Process and Timetable To approve the recommendations of the report. | Non Key Decision | Cabinet 17/10/23 | 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 |
| Award of rent support grant to voluntary sector organisations To consider the recommendation. | Non Key Decision | Cabinet 17/10/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets | Helen Down, Team Leader - Participation and Engagement helen.down@cheltenham.gov.uk |
| Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy To consider and approve the updated Council Tax, Housing Benefit and Council Tax Support penalty and Prosecution Policy | Non Key Decision | Cabinet 07/11/23 | Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets | Emma Cathcart, Head of Service, Counter Fraud and Enforcement Unit emma.cathcart@cotswold.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 |

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| Council Tax Discount Scheme for Care Leavers To consider the report. | Non Key Decision | Cabinet 07/11/23 Council 11/12/23 | Cabinet Member Finance and Assets (Deputy Leader) | Jayne Gilpin, Head of Revenues and Benefits |
| Council Tax Support Scheme 2024-25 To consider the report | Non Key Decision | Cabinet 07/11/23 Council 11/12/23 | Cabinet Member Finance and Assets (Deputy Leader) | Jayne Gilpin, Head of Revenues and Benefits |
| 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 |
| 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 |
| 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 |
| Housing Revenue Account - Revised Forecast 2023/24 and Interim Budget Proposals 2024/25 for consultation To consider the recommendations | Non Key Decision | Cabinet 19/12/23 | 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 |
| General Fund Revenue and Capital – Interim Budget Proposals 2024/25 for Consultation To consider the recommendations | Non Key Decision Significant Expenditure | Cabinet 19/12/23 | 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 |
| Safeguarding Policy Review and Update The Council's Safeguarding Policy is due for review this report will outline the outcomes of that review and present a revised policy. It will also outlines the implementation plan for | Key Decision | Cabinet 19/12/23 | Flo Clucas Cabinet Member Safety & Communities | Tracy Brown Tracy.Brown@cheltenham.gov.uk |

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|---|--|--------------------------------------|---|--|
| the review. The report will also set out the current safeguarding context in Cheltenham. | | | | |
| 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 |
| | Non Key Decision | | | |
| 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 13/02/24 Council 23/02/24 | Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income | Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@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 |
| Appointment of Mayor elect and Deputy Mayor elect for 2024-25 To appoint the Mayor elect and Deputy Mayor elect for 2024-25 | Non Key Decision | Council 23/02/24 | Leader | |
| Corporate Strategy - update To consider the report | Key Decision | Cabinet 05/03/24 | Leader | Ann Wolstencroft, Head of Performance, Projects & Risk ann.wolstencroft@cheltenham.gov.uk |
| Corporate Diary 2024-25 To approve the Corporate Diary, 2024-25 | Non Key Decision | Council 18/03/24 | Leader | Claire Morris claire.morris@cheltenham.gov.uk |

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| Capital Non-Treasury Investment, Treasury Management and MRP Strategies and Statements To consider the reports. | Key Decision | Council 18/03/24 | Cabinet Member Finance and Assets (Deputy Leader) | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |
| Council Tax Resolution 2024-25 | Non Key Decision | Council 18/03/24 | Cabinet Member Finance and Assets (Deputy Leader) | Councillor Peter Jeffries, Deputy Leader of the Council and Cabinet Member Finance and Assets cldr.peter.jeffries@cheltenham.gov.uk |
| Appointment of Honorary Aldermen To approve the appointment of Honorary Aldermen | Non Key Decision | Council 20/05/24 | Leader | Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk |
| Election of Deputy Mayor 2024-25 (Vice-Chair of Council) To elect the Deputy Mayor (and Vice-Chair of Council) 2024-25 | Non Key Decision | Council 20/05/24 | Leader | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Election of Mayor 2024-25 (Chair of Council) To elect the Mayor (and Chair of Council) for 2024-25 | Non Key Decision | Council 20/05/24 | Leader | Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk |
| Food Safety Service Plan - update To consider the report. | Non Key Decision | Cabinet 11/06/24 | Cabinet Member Customer and Regulatory Services | Bernadette Reed Bernadette.Reed@cheltenham.gov.uk |
| Cabinet appointments to outside bodies To consider the recommendations. | Non Key Decision | Cabinet 11/06/24 | Leader | Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk |
| Financial Outturn and Budget Monitoring report, April - June To consider the report. | Key Decision | Cabinet 09/07/24 Council 22/07/24 | Cabinet Member Finance and Assets (Deputy Leader) | Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk |

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