



## Forward Plan November 2023 - October 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](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 £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](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
<p><b>Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy</b> To consider and approve the updated Council Tax, Housing Benefit and Council Tax Support penalty and Prosecution Policy</p>	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
<p><b>Corporate Advertising and Sponsorship Policy</b> To adopt the updated Corporate Advertising and Sponsorship Policy</p>	Non Key Decision  Open	Cabinet 07/11/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Sanjay Mistry sanjay.mistry@cheltenham.gov.uk

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<b>Cheltenham Peer Challenge Report</b> To consider the findings of the Peer Challenge Report	Key Decision	Cabinet 07/11/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
<b>Council Tax Support Scheme 2024-25</b> 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
<b>Quarterly Budget Monitoring Report, July-September</b> To consider the report	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
<b>Award of rent support grant to voluntary sector organisations</b> To consider the recommendation.	Non Key Decision	Cabinet 05/12/23	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
<b>Half-yearly Treasury Management Report</b> 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
<b>Corporate Risk Register</b> To consider the report.	Key Decision	Cabinet 05/12/23		Ann Wolstencroft, Head of Performance, Projects & Risk ann.wolstencroft@cheltenham.gov.uk
<b>Adoption of Cheltenham's Animal Welfare Charter</b> To consider the recommendation.	Non Key Decision	Council 11/12/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
<b>Annual report of Overview and Scrutiny</b> To note the report	Non Key Decision	Council 11/12/23		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk

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<b>Annual Carbon Footprint Report 2022-23</b> To approve the report prior to publication.	Non Key Decision	Council 11/12/23	Alisha Lewis Cabinet Member Climate Emergency	Maizy McCann, Climate Emergency Support Officer maizy.mccann@cheltenham.gov.uk
<b>Statement of Community Involvement (SCI)</b> To adopt the Statement of Community Involvement	Non Key Decision	Council 11/12/23	Martin Horwood Cabinet Member Customer & Regulatory Services	John Spurling john.spurling@cheltenham.gov.uk
<b>Recommendations of the Independent Remuneration Panel (IRP) regarding Members' Scheme of Allowances</b> 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
<b>Community Infrastructure Levy Joint Committee</b> To review the proposal to set up a Joint Committee with Gloucester and Tewkesbury which provides the governance for the allocation of the strategic element of Community Infrastructure Levy receipts collected by the 3 partner councils.	Key Decision	Council 11/12/23	Rowena Hay Leader of the Council	Tracey Birkinshaw, Director of Community & Economic Development tracey.birkinshaw@cheltenham.gov.uk
<b>Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan - Public Consultation (Regulation 18)</b> To approve a consultation document for the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (CGTSLP) under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.	Key Decision	Council 11/12/23	Rowena Hay Leader of the Council	John Spurling john.spurling@cheltenham.gov.uk
<b>Revisions to the Constitution</b> To consider the recommendations	Non Key Decision	Council 11/12/23	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
<b>City Region Board</b> To agree the governance for the City Region Board.	Non Key Decision	Cabinet 19/12/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
<b>Publica Review</b> To consider the recommendations	Key Decision	Cabinet 19/12/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
<b>Lease and grant arrangements for Petersfield Community and Sports Hub</b> To consider the recommendation.	Non Key Decision	Cabinet 19/12/23	Cabinet Member Finance and Assets (Deputy Leader)	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
<b>Infrastructure Funding Statement</b> To consider the recommendations	Key Decision	Cabinet 19/12/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Tracey Birkinshaw, Director of Community & Economic Development tracey.birkinshaw@cheltenham.gov.uk
<b>General Fund Revenue and Capital – Interim Budget Proposals 2024/25 for Consultation</b> 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
<b>Safeguarding Policy Review and Update</b> 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 the review. The report will also set out the current safeguarding context in Cheltenham.	Key Decision	Cabinet 19/12/23	Flo Clucas Cabinet Member Safety & Communities	Tracy Brown Tracy.Brown@cheltenham.gov.uk
<b>Housing Revenue Account - Revised Forecast 2023/24 and Interim Budget Proposals 2024/25 for consultation</b> 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

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<b>Garden Waste Charges</b> To consider the recommendations for the authority's garden waste collection charge	Key Decision	Cabinet 19/12/23	Cabinet Member Waste, Recycling and Street Services	Karen Watson, Environmental Partnerships Manager karen.watson@cheltenham.gov.uk
<b>Award of rent support grant to voluntary sector organisation</b> To consider the recommendations.	Non Key Decision	Cabinet 16/01/24	Cabinet Member Finance and Assets (Deputy Leader)	Helen Down, Team Leader - Participation and Engagement helen.down@cheltenham.gov.uk
<b>Council Tax Discount Scheme for Care Leavers</b> To consider the report.	Non Key Decision	Cabinet 13/02/24 Council 18/03/24	Cabinet Member Finance and Assets (Deputy Leader)	Jayne Gilpin, Head of Revenues and Benefits
<b>Housing Revenue Account Revised Forecast 2023-24 and Budget 2024-25</b> 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
<b>General Fund - Final Budget for 2024-25</b> To consider the recommendations.	Key Decision	Cabinet 13/02/24 Council 23/02/24	Cabinet Member Finance and Assets (Deputy Leader)	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
<b>Housing Assistance Policy</b> To approve and consolidate grant policy associated with housing assistance and adaptations to properties occupied by eligible disabled occupants.	Key Decision	Cabinet 13/02/24	Victoria Atherstone Cabinet Member Housing	Mark Nelson, Private Sector Housing Team Leader mark.nelson@cheltenham.gov.uk
<b>Council Tax Resolution</b> 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
<b>Appointment of Mayor elect and Deputy Mayor elect for 2024-25</b> To appoint the Mayor elect and Deputy Mayor elect for 2024-25	Non Key Decision	Council 23/02/24	Leader	

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<b>Business Rates Discretionary Rates Relief Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 05/03/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Jayne Gilpin, Head of Revenues and Benefits
<b>Discretionary Housing Payments Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 05/03/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Jayne Gilpin, Head of Revenues and Benefits
<b>Corporate Strategy - update</b> To consider the report	Key Decision	Cabinet 05/03/24	Leader	Ann Wolstencroft, Head of Performance, Projects & Risk ann.wolstencroft@cheltenham.gov.uk
<b>Cheltenham Physical Activity and Sports Strategy</b> To consider the strategy.	Key Decision	Cabinet 05/03/24	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
<b>Council Tax Premium on Empty Properties and Second Homes</b> To consider the recommendations.	Non Key Decision	Council 18/03/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Jayne Gilpin, Head of Revenues and Benefits
<b>Council Tax Resolution 2024-25</b>	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
<b>Capital Non-Treasury Investment, Treasury Management and MRP Strategies and Statements</b> 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
<b>Corporate Diary 2024-25</b> 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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<b>Appointment of Honorary Aldermen</b> 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
<b>Election of Deputy Mayor 2024-25 (Vice-Chair of Council)</b> 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
<b>Election of Mayor 2024-25 (Chair of Council)</b> 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
<b>Exempt item 004 - a commercial matter</b> 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 11/06/24 Council 17/06/24	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk
<b>Food Safety Service Plan - update</b> To consider the report.	Non Key Decision	Cabinet 11/06/24	Cabinet Member Customer and Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
<b>Cabinet appointments to outside bodies</b> To consider the recommendations.	Non Key Decision	Cabinet 11/06/24	Leader	Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
<b>Response to the motion and amendment referred by Council (20 March 2023) to Cabinet - To establish a Cheltenham Youth Council</b>	Non Key Decision	Cabinet 11/06/24 Council 17/06/24	Cabinet Member Safety and Communities  Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk



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<b>Financial Outturn and Budget Monitoring report, April - June</b> 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