



## Forward Plan January 2024 - December 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 7 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>To appoint BDP Ltd for the redevelopment of the former Monkscroft School site</b> To appoint BDP Ltd(BDP) to act as Lead designer, Architect, Master Planner and Landscape Design consultants for the redevelopment of the former Monkscroft School site to provide new affordable homes.	Non Key Decision	Cabinet Member for Housing      Not before 29/01/24	Cabinet Member for Housing	Director of Finance and Assets and Deputy S151 Officer
<b>City Region Board</b> To agree the governance for the City	Non Key Decision	Cabinet      13/02/24	Leader	Chief Executive

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Region Board.				
<b>Award of rent support grant to voluntary sector organisation</b> To consider the recommendations.	Non Key Decision	Cabinet 13/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Team Leader - Participation and Engagement
<b>M5 Junction 10 Improvements Scheme - Delegation Approval</b> To update on the M5 Junction 10 Improvements Scheme Development Consent Order (DCO) process, which is being promoted by Gloucestershire County Council and agree officer delegations to respond to what will be an ongoing and iterative process through the DCO.	Key Decision  Open	Cabinet 13/02/24	Cabinet Member for Customer and Regulatory Services	Director of Community & Economic Development
<b>Final General Revenue and Capital Budget Proposals 2024-25 and Quarterly Budget Monitoring Report, October-December 2023</b> To consider the recommendations	Non Key Decision	Cabinet 23/02/24 Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Housing Revenue Account Revised Forecast 2023-24 and Budget 2024-25</b> To consider the recommendations	Non Key Decision	Cabinet 23/02/24 Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Executive Director of Finance, Assets and Regeneration
<b>Council Tax Premium on Empty Properties and Second Homes</b> To consider the recommendations.	Non Key Decision	Cabinet 13/02/24 Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
<b>Order of Precedence</b> To note the Order of Precedence	Non Key Decision	Council 23/02/24	Leader	Democratic Services Team Leader
<b>Council Tax Discount Scheme for Care Leavers</b> To consider the report.	Non Key Decision	Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Council Tax Resolution 2024-25</b>	Non Key Decision	Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Executive Director of Finance, Assets and Regeneration
<b>Organisational Review</b> To consider the report.	Non Key Decision  Fully exempt	Council 23/02/24	Leader	Chief Executive
<b>Lease and grant arrangements for Petersfield Community and Sports Hub</b> To consider the recommendation.	Non Key Decision	Cabinet 05/03/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Communities, Wellbeing and Partnerships
<b>Business Rates Discretionary Rates Relief Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 05/03/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
<b>Discretionary Housing Payments Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 05/03/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
<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 for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Corporate Diary 2024-25</b> To approve the Corporate Diary, 2024-25	Non Key Decision	Council 18/03/24	Leader	Corporate Director and Monitoring Officer
<b>Leckhampton with Warden Hill Neighbourhood Plan</b> To recommend that the Leckhampton with Warden Hill Neighbourhood Plan progresses to examination.	Non Key Decision	Council 18/03/24	Leader	Director of Community & Economic Development

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Domestic Abuse Policy</b> To adopt a domestic abuse policy that covers staff and elected members. The policy will offer support and guidance to address the welfare and safety issues related to domestic abuse, as well as outlining roles and responsibilities of council staff and members.	Key Decision	Cabinet 02/04/24	Cabinet Member for Safety and Communities	Partnerships Team Leader
<b>Cotswolds Beechwoods Mitigation Strategy</b> To note the implementation of the Strategy.	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Customer and Regulatory Services	Interim Planning Policy Team Leader
<b>Cheltenham Physical Activity and Sports Strategy</b> To consider the strategy.	Key Decision	Cabinet 02/04/24	Cabinet Member for Economic Development, Culture, Tourism & Wellbeing	Head of Communities, Wellbeing and Partnerships
<b>Appointment of Honorary Aldermen</b> To approve the appointment of Honorary Aldermen	Non Key Decision	Council 20/05/24	Leader	Democratic Services Team Leader
<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	Chief Executive
<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	Chief Executive
<b>Variation to Cheltenham Smoke Control Order</b> To seek approval from Cabinet to vary the Cheltenham Smoke Control Order in accordance with the statutory requirements.	Key Decision	Cabinet 28/05/24	Cabinet Member for Customer and Regulatory Services	Head of Public Protection and DEPLO
<b>Housing Assistance Policy</b> To approve and consolidate grant policy associated with housing assistance and adaptations to	Key Decision	Cabinet 28/05/24	Cabinet Member for Housing	Private Sector Housing Team Leader

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
properties occupied by eligible disabled occupants.				
<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	Cabinet Member for Cyber, Regeneration and Commercial Income	Senior Development Manager, Place & Economic Development
<b>Corporate Strategy - update</b> To consider the report	Non Key Decision	Cabinet 11/06/24	Leader	Head of Performance, Projects & Risk
<b>Food Safety Service Plan - update</b> To consider the report.	Non Key Decision	Cabinet 11/06/24	Cabinet Member for Customer and Regulatory Services	Public and Environmental Health Team Leader
<b>Cabinet appointments to outside bodies</b> To consider the recommendations.	Non Key Decision	Cabinet 11/06/24	Leader	Democratic Services Team Leader
<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 for Safety and Communities	Head of Communities, Wellbeing and Partnerships
<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 for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer