



Forward Plan March 2024 - June 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
City Region Board To agree the governance for the City Region Board.	Non Key Decision	Cabinet 13/02/24	Leader	Chief Executive
Award of rent support grant to voluntary sector organisation To consider the recommendations.	Non Key Decision	Cabinet 13/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Team Leader - Participation and Engagement

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
M5 Junction 10 Improvements Scheme - Delegation Approval 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 Council 23/02/24	Cabinet Member for Customer and Regulatory Services	Director of Community & Economic Development
Final General Revenue and Capital Budget Proposals 2024-25 and Quarterly Budget Monitoring Report, October-December 2023 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
Housing Revenue Account Revised Forecast 2023-24 and Budget 2024-25 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
Council Tax Premium on Empty Properties and Second Homes 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
Order of Precedence To note the Order of Precedence	Non Key Decision	Council 23/02/24	Leader	Democratic Services Team Leader
Council Tax Discount Scheme for Care Leavers To consider the report.	Non Key Decision	Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
Council Tax Resolution 2024-25	Non Key Decision	Council 23/02/24	Cabinet Member for Finance and Assets (Deputy Leader)	Executive Director of Finance, Assets and Regeneration
Organisational Review To consider the report.	Non Key Decision	Council 23/02/24	Leader	Chief Executive

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	Fully exempt			
Corporate Diary 2024-25 To approve the Corporate Diary, 2024-25	Non Key Decision	Council 23/02/24	Leader	Corporate Director and Monitoring Officer
Revisions to the Constitution To consider the proposed changes to Part 5G of the constitution.	Non Key Decision	Council 18/03/24	Leader	Corporate Director and Monitoring Officer
Capital Non-Treasury Investment, Treasury Management and MRP Strategies and Statements 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
Leckhampton with Warden Hill Neighbourhood Development Plan - Progression to Examination 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
Exempt item 001 - A Property Matter	Non Key Decision	Council 18/03/24	Cabinet Member for Finance and Assets (Deputy Leader)	
Consideration of the Petition - Stop the Sale of Idsall Drive Car Park To consider the petition	Non Key Decision	Council 18/03/24	Peter Jeffries Deputy Leader of the Council and Cabinet Member for Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
Cheltenham Physical Activity and Sports Strategy To consider the strategy.	Key Decision	Cabinet 02/04/24	Cabinet Member for Economic Development, Culture, Tourism & Wellbeing	Head of Communities, Wellbeing and Partnerships
Discretionary Housing Payments Policy To consider the recommendations.	Non Key Decision	Cabinet 02/04/24	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
Business Rates Discretionary Rates Relief Policy To consider the recommendations.	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
Cotswolds Beechwoods Mitigation Strategy 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
Domestic Abuse Policy 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
Cheltenham Ice Rink To consider the recommendations.	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Economic Development, Culture, Tourism & Wellbeing	Head of Place Marketing and Inward Investment
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	Chief Executive
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	Chief Executive
Appointment of Honorary Aldermen To approve the appointment of Honorary Aldermen	Non Key Decision	Council 20/05/24	Leader	Democratic Services Team Leader
Granting the Freedom of the Borough	Non Key Decision	Council 20/05/24		Chief Executive

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To grant the Freedom of the Borough				
Lease and grant arrangements for Petersfield Community and Sports Hub To consider the recommendation.	Non Key Decision	Cabinet 28/05/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Communities, Wellbeing and Partnerships
Variation to Cheltenham Smoke Control Order 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
Housing Assistance Policy To approve and consolidate grant policy associated with housing assistance and adaptations to properties occupied by eligible disabled occupants.	Key Decision	Cabinet 28/05/24	Cabinet Member for Housing	Private Sector Housing Team Leader
Exempt item 002 - 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 11/06/24 Council 17/06/24	Cabinet Member for Cyber, Regeneration and Commercial Income	Senior Development Manager, Place & Economic Development
Corporate Strategy - update To consider the report	Non Key Decision	Cabinet 11/06/24	Leader	Head of Performance, Projects & Risk
Food Safety Service Plan - update To consider the report.	Non Key Decision	Cabinet 11/06/24	Cabinet Member for Customer and Regulatory Services	Public and Environmental Health Team Leader
Cabinet appointments to outside bodies To consider the recommendations.	Non Key Decision	Cabinet 11/06/24	Leader	Democratic Services Team Leader

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Cheltenham Borough Council Productivity Plans To consider the recommendations.	Non Key Decision	Cabinet 11/06/24 Council 17/06/24	Leader	Director of Finance and Assets and Deputy S151 Officer
Response to the motion and amendment referred by Council (20 March 2023) to Cabinet - To establish a Cheltenham Youth Council	Non Key Decision	Cabinet 11/06/24 Council 17/06/24	Cabinet Member for Safety and Communities	Head of Communities, Wellbeing and Partnerships
Financial Outturn and Budget Monitoring report, April - June 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