



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan April 2024 - March 2025

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
<b>Cheltenham Physical Activity and Sports Strategy</b> To consider the strategy.	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Economic Development, Culture, Tourism & Wellbeing	Head of Communities, Wellbeing and Partnerships
<b>Discretionary Housing Payments Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
<b>Business Rates Discretionary</b>	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Finance and	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>Rates Relief Policy</b> To consider the recommendations.			Assets (Deputy 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>Employee and Councillor 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.	Non Key Decision	Cabinet 02/04/24	Cabinet Member for Safety and Communities	Partnerships Team Leader
<b>Cheltenham Ice Rink</b> 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
<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>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>Appointment of Honorary Freeman of the Borough</b>	Non Key Decision	Council 20/05/24		Corporate Director and Monitoring Officer
<b>Appointment of Honorary Aldermen</b> To approve the appointment of Honorary Aldermen	Non Key Decision	Council 20/05/24		Corporate Director and Monitoring Officer

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Updated Climate Action Plan</b> To consider an update against the current climate action plan and revised targets looking forward.	Non Key Decision	Cabinet 28/05/24	Cabinet Member for Climate Emergency	Climate Emergency Support Officer
<b>Lease and grant arrangements for Petersfield Community and Sports Hub</b> 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
<b>Rent Support Grants to Voluntary Sector</b> To consider the recommendations.	Non Key Decision	Cabinet 28/05/24	Cabinet Member for Finance and Assets (Deputy Leader)	Team Leader - Participation and Engagement
<b>Energy efficiency proposals for Leisure@Cheltenham</b> To consider the recommendations	Key Decision	Cabinet 28/05/24 Council 17/06/24	Cabinet Member for Climate Emergency	Director of Finance and Assets and Deputy S151 Officer
<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>Property Compliance Policies</b> To seek approval of the following policies: <ul style="list-style-type: none"><li>• Water Safety Policy</li><li>• Asbestos Policy</li><li>• Fire Policy</li><li>• Gas Safety Policy</li><li>• Electrical Policy</li><li>• Lift Safety Policy</li></ul>	Non Key Decision	Cabinet 11/06/24		Corporate Director and Monitoring Officer

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Cheltenham Borough Council Productivity Plans</b> 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
<b>Housing Transition Governance Arrangements</b> To update the Council's governance arrangements to reflect the forthcoming transition of Housing Services	Non Key Decision	Cabinet 11/06/24 Council 17/06/24	Cabinet Member for Housing	Corporate Director and Monitoring Officer
<b>Installation of electricity supply in Imperial and Montpellier Gardens</b> To consider the recommendations.	Key Decision	Council 17/06/24	Cabinet Member for Finance and Assets (Deputy Leader)	Principal Estates Surveyor
<b>Revised Taxi Licensing Policy</b> To approve consultation on draft policy.	Non Key Decision	Cabinet Member for Customer and Regulatory Services Not before 30/06/24	Cabinet Member for Customer and Regulatory Services	Head of Public Protection and DEPLO
<b>Corporate Strategy - update</b> To consider the report	Non Key Decision	Cabinet 09/07/24	Leader	Head of Performance, Projects & Risk
<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 09/07/24	Cabinet Member for Housing	Private Sector Housing Team Leader
<b>Publica Review</b> To consider the report.	Non Key Decision	Cabinet 09/07/24	Leader	Chief Executive
<b>Financial Outturn Report</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
<b>Allocation of Community Pride</b>	Non Key Decision	Cabinet Member Not before	Cabinet Member for Safety and	Team Leader - Participation and

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<b>Fund grants</b> To award grants under the Community Pride Fund.		for Safety and Communities 31/07/24	Communities	Engagement
<b>Quarterly Budget Monitoring report, April - June</b> To consider the report.	Non Key Decision	Cabinet 24/09/24	Cabinet Member for Finance and Assets (Deputy Leader)	
<b>5-year review of the Collection Development Policy</b> To consider the report	Key Decision	Cabinet 24/09/24	Cabinet Member for Economic Development, Culture, Tourism & Wellbeing	Head of Communities, Wellbeing and Partnerships
<b>Approval of Budget Strategy, Process and Timetable</b> To consider the recommendations	Non Key Decision	Cabinet 08/10/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<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 08/10/24 Council 14/10/24	Cabinet Member for Safety and Communities	Head of Communities, Wellbeing and Partnerships
<b>To dispose of the Municipal Offices</b> To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.	Key Decision	Council 14/10/24 Cabinet Member for Finance and Assets (Deputy Leader) Before 30/11/24	Cabinet Member for Finance and Assets (Deputy Leader)	
<b>Cotswolds Beechwoods - Cheltenham Action Plan</b> To consider the recommendations.	Non Key Decision	Cabinet 05/11/24	Cabinet Member for Customer and Regulatory Services	Interim Planning Policy Team Leader
<b>Quarterly Budget Monitoring Report, July-September 2024</b> To consider the report	Non Key Decision	Cabinet 03/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Exempt item 001- a commercial matter</b>	Key Decision	Cabinet 03/12/24	Cabinet Member for Cyber, Regeneration and Commercial	Senior Development Manager, Place & Economic Development

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To consider the recommendations	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 16/12/24	Income	
<b>Half-yearly Treasury Management Report</b> To consider the report	Non Key Decision	Cabinet 03/12/24 Council 16/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	
<b>Annual Local Council Tax Support Scheme</b> To consider the recommendation.	Non Key Decision	Council 16/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Head of Revenues and Benefits
<b>Infrastructure Funding Statement</b> To consider the report	Key Decision	Council 16/12/24	Cabinet Member for Customer and Regulatory Services	Director of Community & Economic Development
<b>Annual Report of Overview &amp; Scrutiny Committee</b> To consider the report	Non Key Decision	Council 16/12/24		Democratic Services Team Leader
<b>General Fund Revenue &amp; Capital - Interim Budget Proposals 2025-26 for consultation</b> To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Housing Revenue Account Revised Forecast 2024-25 and Interim Budget Proposals 2025-26 for consultation</b> To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Housing Revenue Account Revised Forecast 2024-25 and Budget 2025-26</b>	Non Key Decision	Cabinet 18/02/25 Council 21/02/25	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To consider the report				
<b>Final General Revenue &amp; Capital Budget Proposals 2025-26 and Quarterly Budget Monitoring Report October-December 2024</b> To consider the recommendations	Non Key Decision	Cabinet 18/02/25 Council 21/02/25	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>To sell CBC's interest in Gloucestershire Airport Ltd.</b> To sell the council's interest in Gloucestershire Airport Ltd.	Key Decision	Leader Not before 24/03/25	Leader	
<b>Granting the Freedom of the Borough</b> To grant the Freedom of the Borough	Non Key Decision	Council 12/05/25		Chief Executive