



CHELTENHAM

BOROUGH COUNCIL

Forward Plan June 2011 - September 2011

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 or near 16th of every month.

Key Decision

A 'Key decision' is one 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 £250,000;
- has borough wide significance or one on which members of the Cheltenham Community would reasonably expect to be notified or consulted.

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 held in the Pittville Room at the Municipal Offices.

Meetings of the Cabinet are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information).

Copies of agenda and reports for meetings are available on the web site in advance of meetings at www.cheltenham.gov.uk

The members of the Cabinet are:

Leader of the Council Councillor Steve Jordan

Portfolio Holders

Sport and Culture	Councillor Andrew McKinlay
Sustainability	Councillor Roger Whyborn
Built Environment	Councillor John Rawson
Housing and Safety	Councillor Klara Sudbury
Finance and Community Development	Councillor John Webster
Corporate Services	Councillor Colin Hay

Overview and Scrutiny Committees

The work of the Cabinet is scrutinised by three overview and scrutiny committees which monitor the work of the relevant Cabinet Members within their remit. They are

Economy and Business Improvement (EBI)

Social and Community (S&C)

Environment (ENV)

Senior Leadership Team (SLT)

The senior management team of the council includes the Chief Executive, Executive Directors and Directors who review the Forward Plan on a monthly basis and will select reports which they wish to review before going to Cabinet.

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 77 4937 or email democratic.services@cheltenham.gov.uk

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	Consulting with	Scrutiny Committee
St Margaret's Hall - Rent subsidy request	Consider a request from the St Margaret's Hall User Group for a rent subsidy	Non Key Decision	Cabinet	24/05/11	John Rawson Cabinet Member Built Environment	David Roberts	david.roberts@cheltenham.gov.uk	Community Services, Corporate Asset Group	Soc & Com
Building resilience in VCS providers of community-based youth work - procurement process	To agree the outline specification and assessment criteria for the procurement exercise for the community-based youth work project Cabinet Member to agree allocation of £50K	Key Decision	Cabinet Cabinet Member Housing and Safety	24/05/11 Before 29/07/11	Klara Sudbury Cabinet Member Housing and Safety	Richard Gibson	richard.gibson@cheltenham.gov.uk	Senior Leadership Team	Soc and Com
Montpellier Lodge - proposed disposal	To consider bids received for the purchase of the premises and	Key Decision	Cabinet	21/06/11	John Rawson Cabinet Member Built Environment	David Roberts	david.roberts@cheltenham.gov.uk	Asset Management Working Group	

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	consider objections (if any) to the prospective disposal and future use following public consultation.								
Corporate Risk Register	To approve the latest Corporate Risk Register and identify any amendments required	Non Key Decision	Cabinet Cabinet	21/06/11 27/09/11	Colin Hay Cabinet Member Corporate Services	Mark Sheldon		SLT regularly review the Corporate Risk Register	EBI
Financial Outturn 2010/11 and Quarterly Budget Monitoring to May 2011		Key Decision	Cabinet Council	21/06/11 27/06/11	John Webster Cabinet Member Finance and Community Development	Mark Sheldon		SLT on 7 June	All
Annual Performance Report	Endorse the draft annual report	Non Key Decision	Cabinet Council	21/06/11 27/06/11	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk richard.gibson@cheltenham.gov.uk	SLT on 7 June	EBI
Health and Safety Delivery Plan	Approve the plan	Non Key Decision	Cabinet	21/06/11	Klara Sudbury Cabinet Member Housing and Safety	Yvonne Hope			Soc and Com
Food Safety Delivery Plan	Approve the plan	Non Key Decision	Cabinet	21/06/11	Klara Sudbury Cabinet Member Housing and Safety	Yvonne Hope			
Local Authority Company Business Case (waste and environmental services)	Interim report in June - To approve the principle of the creation of a shared Local Authority limited company for the delivery of waste and environmental services subject to criteria to be reviewed in the next phase of the project Final decision in	Key Decision	Cabinet Cabinet	21/06/11 27/09/11	Roger Whyborn Cabinet Member Sustainability	Rob Bell	rob.bell@cheltenham.gov.uk	Member workshops for all LA members involved Staff and union consultation SLT on 7 June	Env

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	September								
GO Programme - Financial and contract rules	Agree changes to financial rules and contract rules (financial aspects) to support Agresso ERP system implementation and standardisation of processes (may be dealt with as part of the constitution review)	Non Key Decision	Council Cabinet	25/07/11 26/07/11	Colin Hay Cabinet Member Corporate Services	Mark Sheldon		Trade Unions, SLT, Audit (if needed), Joint Consultative Committee, Employees	EBI on 18 July 2011
GO programme - Shared Service Delivery	To agree the model for shared service delivery for Finance, Procurement, HR and Payroll.	Key Decision	Cabinet	26/07/11	Colin Hay Cabinet Member Corporate Services	Amanda Attfield		Trade Unions, SLT, Joint consultative committee, employees, members	EBI on 18 July 2011
Constitution Review (including officer delegations)	To agree the recommendations arising from the review of the constitution (including officer delegations)	Non Key Decision	Council Cabinet	25/07/11 26/07/11	Colin Hay Cabinet Member Corporate Services	Sara Freckleton		Member constitution working group	EBI
Cheltenham Car Parking Strategy and enforcement	Approve car parking strategy	Key Decision	Cabinet	26/07/11	John Rawson Cabinet Member Built Environment	Mike Redman		SLT on 21 June	Env on 13 July 2011
Regent Arcade Lease	To approve the restructure and simplification of the existing lease at Regent Arcade.	Key Decision	Cabinet	26/07/11	John Rawson Cabinet Member Built Environment	David Roberts		Asset Mgmt Working Group in June	
Accommodation Strategy	Approve the accommodation strategy	Key Decision	Cabinet	26/07/11	Colin Hay Cabinet Member Corporate Services	David Roberts	david.roberts@cheltenham.gov.uk	SLT in May 2011	
Imperial Gardens Design	To agree the outline design before going out to tender To make the final decision following	Key Decision	Cabinet Cabinet	26/07/11 18/10/11	Roger Whyborn Cabinet Member Sustainability	Rob Bell	rob.bell@cheltenham.gov.uk	With stakeholders in May/June Council debate on 27 June 2011	EBI on 18 July Env on 14 Sep

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	the tender process								
Leisure and Culture Commissioning Strategy - Preliminary Needs Analysis	Considering results of the preliminary needs analysis and agree recommendations for next steps.	Key Decision	Cabinet	26/07/11	Andrew McKinlay Cabinet Member Sport and Culture	Pat Pratley		Informal Cabinet, Cabinet Working Group, SLT, Leisure and Culture Commissioning Project Team, in-house providers.	Social and Community
Built Environment Services - Commissioning Strategy	Receive an update report on the results of the preliminary needs analysis and scoping Approve recommendations on strategic direction	Key Decision	Cabinet Cabinet	26/07/11 27/09/11	John Rawson Cabinet Member Built Environment	Grahame Lewis		VCA, community groups, parish councils, potential service delivery partners, planning agent and developer focus groups, Senior Leadership Team.	Env
Community Pride Scheme 2011 - Approval of bids	Consider recommendations from the assessment panel	Non Key Decision	Cabinet	26/07/11	Steve Jordan Leader of the Council	Richard Gibson		VCS organisations, media release to raise awareness, publicity via website	Soc and Com
HRA Business Plan	Approve draft in September Cabinet recommend final version to Council in February	Key Decision	Cabinet Cabinet Council	27/09/11 07/02/12 10/02/12	Klara Sudbury Cabinet Member Housing and Safety	Jane Griffiths		The approval of the draft plan will be followed by a period of consultation with key stakeholders SLT	Soc & Com
Joint Waste Committee	Awaiting details from Rob Bell	Key Decision	Cabinet	27/09/11	Roger Whyborn Cabinet Member Sustainability	Rob Bell			Env
Cheltenham partnership structures and arrangements	Agree partnership structures and arrangements in light of commissioning arrangements	Key Decision	Cabinet	27/09/11	Steve Jordan Leader of the Council	Jane Griffiths		Senior Leadership Team	EBI on 19 September 2011
Art Gallery and Museum - collections disposal policy		Non Key Decision	Cabinet	27/09/11	Andrew McKinlay Cabinet Member Sport and Culture	Jane Lillystone			Soc and Com

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	Consulting with	Scrutiny Committee
North Place and Portland Street development	To approve the preferred bidder for the development	Key Decision Wards	Cabinet	15/11/11	John Rawson Cabinet Member Built Environment	Mike Redman			Env EBI