



Forward Plan August 2013 - November 2013

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' 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, 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 Steve Jordan

Portfolio Holders

Sport and Culture	Councillor Rowena Hay
Sustainability	Councillor Roger Whyborn
Built Environment	Councillor Andrew McKinlay
Housing and Safety	Councillor Peter Jeffries
Finance	Councillor John Rawson
Corporate Services	Councillor Jon Walklett

Overview and Scrutiny Committee

The work of the Cabinet is scrutinised by an overview and scrutiny committee which monitors the work of Cabinet.

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	If applicable reasons why public excluded	Background documents
Joint Core Strategy- Preferred Option	To approve the plan for public consultation.	Non Key Decision	Council	05/09/13	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Joint Waste Committee Business Plan	To approve the Joint Waste Committee Business Plan	Non Key Decision	Cabinet	Not before 17/09/13	Roger Whyborn Cabinet Member Sustainability	Jane Griffiths	jane.griffiths@cheltenham.gov.uk		
Corporate Risk Register	To note the corporate risk register	Non Key Decision	Cabinet	17/09/13	Jon Walklett Cabinet Member Corporate Services	Bryan Parsons	bryan.parsons@cheltenham.gov.uk		
Follow up of the recommendations	To approve the recommendations	Non Key Decision	Cabinet	17/09/13	Peter Jeffries Cabinet Member	Tracy Brown	tracy.brown@cheltenham.gov.uk		

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	If applicable reasons why public excluded	Background documents
of the Sex Trade Scrutiny Task Group					Housing and Safety				
Weavers Field and the Burrows Playing Field	To execute a deed dedicating Weavers Field and the Burrows Playing Field as Queen Elizabeth 11 Fields with the Fields in Trust.	Non Key Decision	Cabinet	17/09/13	Roger Whyborn Cabinet Member Sustainability	Adam Reynolds	tony.mcnamara@cheltenham.gov.uk		
St Paul's Phase Two	A decision to redevelop the second phase of St Paul's was taken earlier this year. A further decision as to whether the affordable units are to be owned by CBC or CBH is still to be formally agreed. Cabinet will also be asked to approve entering into a development agreement with the approved contractor.	Key Decision	Cabinet Council	17/09/13 07/10/13	Peter Jeffries Cabinet Member Housing and Safety	Grahame Lewis	grahame.lewis@cheltenham.gov.uk grahame.lewis@cheltenham.gov.uk	para 3 of schedule 12a of Local Government Act 1972	
Adjustment of Fee in Respect of a New Sex Establishment Licence	To approve the fee	Key Decision	Cabinet	17/09/13	Peter Jeffries Cabinet Member Housing and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Permission to consult on the draft Sexual Entertainment Venues Policy for consultation	To approve the draft Sexual Entertainment Venues Policy for consultation	Non Key Decision	Cabinet	17/09/13	Peter Jeffries Cabinet Member Housing and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Local council tax support scheme (LCTS)	To approve the local council tax support scheme	Key Decision	Cabinet	17/09/13	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Setting a fee for Scrap Metal	To approve the fee.	Key Decision	Cabinet	17/09/13	Peter Jeffries Cabinet Member	Louis Krog	louis.krog@cheltenham.gov.uk		

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Dealers Licence under the Scrap Metal Dealers Act 2013					Housing and Safety				
Rebranding of Art Gallery and Museum	To approve the rebranding of the Art Gallery and Museum	Non Key Decision	Cabinet	17/09/13	Rowena Hay Cabinet Member Sport and Culture	Sonia Phillips	sonia.phillips@cheltenham.gov.uk		
Statement of Accounts-Report of the Chair of Audit Committee	Statement of the Chair of Audit Committee	Non Key Decision	Council	07/10/13	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Permission to consult on the draft Licensing policy, guidance and conditions for private hire and taxis	To approve the draft Licensing policy for consultation	Non Key Decision	Cabinet	15/10/13	Peter Jeffries Cabinet Member Housing and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Review of Hackney Carriage Fares	To approve the Hackney Carriage Fares	Key Decision	Cabinet	15/10/13	Peter Jeffries Cabinet Member Housing and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Community Pride Fund	To approve the allocation of funding	Non Key Decision	Cabinet	15/10/13	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Extension of current governance arrangements for GO Shared Services		Key Decision	Cabinet	15/10/13	Jon Walklett Cabinet Member Corporate Services	Jane Griffiths	jane.griffiths@cheltenham.gov.uk		
Adoption of a Late Night Levy	To adopt the late night levy	Non Key Decision	Cabinet Council	15/10/13 16/12/13	Peter Jeffries Cabinet Member Housing and Safety	Louis Krog	louis.krog@cheltenham.gov.uk louis.krog@cheltenham.gov.uk		
Budget Strategy and Process	To approve the budget setting process	Non Key Decision	Cabinet	15/10/13	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Quarterly Budget Monitoring Report to end of August	To note the report	Non Key Decision	Cabinet	15/10/13	John Rawson Deputy Leader of the Council and Cabinet Member	Paul Jones	paul.jones@cheltenham.gov.uk		

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					Finance				
Office of surveillance commissioners- RIPA inspection report	Approve the action plan to deliver the recommendations	Non Key Decision	Cabinet	15/10/13	Jon Walklett Cabinet Member Corporate Services	Bryan Parsons	bryan.parsons@cheltenham.gov.uk		
Accommodation Strategy	Cabinet – to approve the business case to support the accommodation strategy Council – any decisions required by Council resulting from the above	Key Decision	Cabinet Council	Not before 12/11/13 Not before 16/12/13	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3 of schedule 12a of Local Government Act 1972	
Business Rates Retention Scheme -Pooling 2014/15	To approve the scheme for 2014/15	Key Decision	Cabinet Council	10/12/13 16/12/13	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Asset Management Plan and Capital Strategy	To approve the revised capital strategy	Key Decision	Cabinet Council	17/12/13 11/02/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		