



# Gloucester City Council

## FORWARD PLAN FROM FEBRUARY 2017 TO JANUARY 2018

This Forward Plan contains details of all the matters which the Leader believes will be the subject of a Key Decision by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent 12 months). A Key Decision is one that is:

- a decision in relation to a Cabinet function which results in the Local Authority incurring expenditure or making of a saving which is significant having regard to the budget for the service or function to which the decision relates; or
- a decision that is likely to have a significant impact on two or more wards within the Local Authority; or
- a decision in relation to expenditure in excess of £100,000 or significant savings; or
- a decision in relation to any contract valued in excess of £500,000

A decision maker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules set out in Part 4 of the Constitution.

### Cabinet Members

Portfolio	Name	Contact Details
<b>Leader and Regeneration &amp; Economy (LRE)</b>	Councillor Paul James	6 Mainard Square, Longlevens, Gloucester GL2 0EU Tel: 396151 <a href="mailto:paul.james@gloucester.gov.uk">paul.james@gloucester.gov.uk</a>
<b>Deputy Leader and Communities &amp; Neighbourhoods (C&amp;N)</b>	Councillor Jennie Watkins	14 Topcliffe Street, Kingsway, Gloucester, GL2 2ES Tel: 07912450049 <a href="mailto:jennie.watkins@gloucester.gov.uk">jennie.watkins@gloucester.gov.uk</a>
<b>Culture &amp; Leisure (C&amp;L)</b>	Councillor Lise Noakes	14 Middle Croft, Abbeymead, Gloucester GL4 4RL Tel: 01452 610702 <a href="mailto:lise.noakes@gloucester.gov.uk">lise.noakes@gloucester.gov.uk</a>
<b>Performance &amp; Resources (P&amp;R)</b>	Councillor David Norman MBE	50 Coltishall Close, Quedgeley, Gloucester GL2 4RQ Tel: 07970593780 <a href="mailto:david.norman@gloucester.gov.uk">david.norman@gloucester.gov.uk</a>
<b>Housing &amp; Planning (H&amp;P)</b>	Councillor Colin Organ	337 Stroud Road, Gloucester GL4 0BA Tel: 07767350003 <a href="mailto:colin.organ@gloucester.gov.uk">colin.organ@gloucester.gov.uk</a>
<b>Environment (E)</b>	Councillor Richard Cook	101 Woodvale, Kingsway, Gloucester GL2 2BU Tel: 07889534944 <a href="mailto:richard.cook@gloucester.gov.uk">richard.cook@gloucester.gov.uk</a>

The Forward Plan also includes Budget and Policy Framework items; these proposals are subject to a period of consultation and the Overview and Scrutiny Committee has the opportunity to respond in relation to the consultation process.

A Budgetary and Policy Framework item is an item to be approved by the full City Council and, following consultation, will form the budgetary and policy framework within which the Cabinet will make decisions.

For each decision included on the Plan the following information is provided:

- (a) the matter in respect of which a decision is to be made;
  - (b) where the decision maker is an individual, his/her name and title if any and, where the decision maker is a body, its name and details of membership;
  - (c) the date on which, or the period within which, the decision is to be made;
  - (d) if applicable, notice of any intention to make a decision in private and the reasons for doing so;
  - (e) a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the decision is to be made;
  - (f) the procedure for requesting details of those documents (if any) as they become available
- (the documents referred to in (e) and (f) above and listed in the Forward Plan are available on request from the Council’s main offices at Herbert Warehouse, The Docks, Gloucester GL1 2EQ. Contact the relevant Lead Officer for more information).

The Forward Plan is updated and published on Council’s website at least once a month.

KEY	= Key Decision	CM KEY	= Individual Cabinet Member Key Decisions
NON	= Non-Key Decision	CM NON	= Individual Cabinet Member Non-Key Decision
BPF	= Budget and Policy Framework		

**CONTACT:**

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned. To make your views known on any of the items please also contact the Officer shown or the portfolio holder.

Copies of agendas and reports for meetings are available on the web site in advance of meetings.

For further details on the time of meetings and general information about the Plan please contact:

Atika Tarajiya, Democratic and Electoral Services Officer at 01452 396127 or send an email to [atika.tarajiya@gloucester.gov.uk](mailto:atika.tarajiya@gloucester.gov.uk).

SUBJECT (and summary of decision to be taken)		PLANNED DATES	DECISION MAKER & PORTFOLIO	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
<b>FEBRUARY 2017</b>						
NON	<p><b>Public Realm Strategy</b></p> <p><u>Summary of decision:</u> To seek approval for the Public Realm Strategy.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Housing and Planning			Anthony Wilson, Head of Planning Tel: 01452 396830 anthony.wilson@gloucester.gov.uk
BPF	<p><b>Council Tax Setting 2017/18</b></p> <p><u>Summary of decision:</u> To seek approval for the resolutions relating to the setting of Council Tax for 2017/18.</p> <p><i>Wards affected: All Wards</i></p>	23/02/17	Council Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

BPF	<p><b>Final Budget Proposals (including Money Plan and Capital Programme)</b></p> <p><u>Summary of decision:</u> To seek approval for the final Budget Proposals for 2017-18, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/02/17</p> <p>23/02/17</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p> <p>Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p><b>Festival and Events Programme</b></p> <p><u>Summary of decision:</u> To seek approval for the 2017-18 Festival and Events Programme.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/02/17</p>	<p>Cabinet Cabinet Member for Culture and Leisure</p>			<p>Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk</p>

NON	<p><b>Growing Gloucester's Visitor Economy Action Plan Annual Update 2016</b></p> <p><u>Summary of decision:</u> To update Members on the progress that has been made in achieving the Growing Gloucester's Visitor Economy Action Plan during 2016.</p> <p><i>Wards affected: All Wards</i></p>	8/02/17	Cabinet Cabinet Member for Culture and Leisure			Lucy Chilton, Visitor Service Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
KEY	<p><b>Blackfriars Site now occupied by Barbican Car Parks</b></p> <p><u>Summary of decision:</u> To seek approval for the intended sale of the Barbican Development Site</p> <p><i>Wards affected: Westgate</i></p>	8/02/17	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk

KEY	<p><b>Blackfriars and Quayside development sites Equalisation</b></p> <p><u>Summary of decision:</u> To seek approval for the City Council to enter into an the equalisation agreement with the Gloucestershire County Council.</p> <p><i>Wards affected: Westgate</i></p>	8/02/17	Cabinet Cabinet Member for Regeneration and Economy			Mark Foyn, Acting Asset Manager mark.foyn@gloucester.gov.uk
NON	<p><b>Risk Management Policy Statement and Strategy 2017-2020</b></p> <p><u>Summary of decision:</u> To seek endorsement for the Risk Management Policy Statement and Strategy 2017-2020.</p> <p><i>Wards affected: All Wards</i></p>	23/01/17  8/02/17	Audit and Governance Committee  Cabinet Cabinet Member for Performance and Resources			Theresa Mortimer theresa.mortimer@gloucestershire.gov.uk

NON	<p><b>Anti Fraud and Corruption Policy Statement and Strategy (including the Anti Bribery Policy and Anti Money Laundering Policy) 2017-2019 and the Confidential Reporting Procedure (Whistleblowing Policy).</b></p> <p><u>Summary of decision:</u> To seek approval and endorsement for the Anti Fraud and Corruption Policy Statement and Strategy (including the Anti Bribery Policy and Anti Money Laundering Policy) 2017-2019 and the Confidential Reporting Procedure (Whistleblowing Policy).</p> <p><i>Wards affected: All Wards</i></p>	<p>23/01/17</p> <p>8/02/17</p>	<p>Audit and Governance Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Theresa Mortimer theresa.mortimer@gloucestershire.gov.uk</p>
<b>MARCH 2017</b>						

NON	<p><b>Development of a Green Travel Policy</b></p> <p><u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk
NON	<p><b>Pay Policy Statement 2017-18</b></p> <p><u>Summary of decision:</u> To seek approval for the annual Pay policy Statement 2017-18 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	23/03/17	Council			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Financial Monitoring Quarter 3 Report</b></p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2016/17.</p> <p><i>Wards affected: All Wards</i></p>	6/03/17  8/03/17	Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk



BPF	<p><b>Treasury Management Strategy</b></p> <p><u>Summary of decision:</u> To seek approval for the Treasury Management Strategy.</p> <p><i>Wards affected: All Wards</i></p>	13/03/17  23/03/17	Audit and Governance Committee  Council			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on use of RIPA Powers</b></p> <p><u>Summary of decision:</u> To update Cabinet on the use of RIPA powers.</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Proposal to introduce a discretionary HMO licensing scheme</b></p> <p><u>Summary of decision:</u> To seek approval to introduce a discretionary HMO licensing scheme.</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Housing and Planning			Julie Wight, Private Sector Housing & Environmental Protection Team Service Manager Tel: 01452 396320 Julie.Wight@gloucester.gov.uk

NON	<p><b>Update on Voluntary and Community Sector</b></p> <p><u>Summary of decision:</u> To update Members on existing work in relation to the VCS and outline future plans to link physical with social regeneration to ensure that disadvantaged communities benefit from the opportunities of investment into regeneration and economic growth.</p> <p><i>Wards affected: All Wards</i></p>	8/03/17	Cabinet Cabinet Member for Communities and Neighbourhoods			Anne Brinkhoff, Corporate Director anne.brinkhoff@gloucester.gov.uk
NON	<p><b>City Centre Action Plan Update</b></p> <p><u>Summary of decision:</u> To provide Members with an update of progress in respect of key measures and actions included in the City Centre Action Plan.</p> <p><i>Wards affected: Westgate</i></p>	8/03/17	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk

**APRIL 2017- No meetings**

MAY 2017- No meetings						
JUNE 2017						
NON	<p><b>2016-17 Financial Outturn Report</b></p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn 2015-16.</p> <p><i>Wards affected: All Wards</i></p>	21/06/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Treasury Management Six Monthly Update 2016/17</b></p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	19/06/17  21/06/17	Audit and Governance Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
JULY 2017						

NON	<p><b>City Centre Investment Fund Allocations and Update</b></p> <p><u>Summary of decision:</u> To update Members on the progress towards the delivery of the City Centre Investment Fund.</p> <p><i>Wards affected: Westgate</i></p>	19/07/17	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
<b>AUGUST 2017- No meetings</b>						
<b>SEPTEMBER 2017</b>						
NON	<p><b>Financial Monitoring Quarter 1 Report</b></p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first quarter 2017/18.</p> <p><i>Wards affected: All Wards</i></p>	13/09/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p><b>Regulation of Investigatory Powers Act 2000 (RIPA) Six Monthly Report on Use of RIPA Powers</b></p> <p><u>Summary of decision:</u> To receive an update on the six monthly report on the use of RIPA Powers.</p> <p><i>Wards affected: All Wards</i></p>	13/09/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
<b>OCTOBER 2017</b>						
NON	<p><b>Armed Forces Community Covenant Update</b></p> <p><u>Summary of decision:</u> To update Cabinet on the work done by Gloucester City Council to support current and ex-service personnel as part of the Gloucestershire Armed Forces Community Covenant</p> <p><i>Wards affected: All Wards</i></p>	11/10/17	Cabinet Cabinet Member for Communities and Neighbourhoods			Edward Pomfret, Health, Partnerships & Engagement Service Manager edward.pomfret@gloucester.gov.uk
<b>NOVEMBER 2017</b>						

NON	<p><b>Regulation of Investigatory Powers Act 2000 (RIPA) - Review of Procedural Guide</b></p> <p><u>Summary of decision:</u> To request that Members review and update the Council's procedural guidance on RIPA.</p> <p><i>Wards affected: All Wards</i></p>	8/11/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Financial Monitoring Quarter 2 Report</b></p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the second quarter 2017/18.</p> <p><i>Wards affected: All Wards</i></p>	8/11/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk

**DECEMBER 2017**

NON	<p><b>Financial Monitoring Quarter 2 Report</b></p> <p><u>Summary of decision:</u> To update Cabinet on financial monitoring for quarter 2.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Growing Gloucester's Visitor Economy</b></p> <p><u>Summary of decision:</u> To provide Cabinet with an update on the annual review of the Visitor Economy Strategy.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17	Cabinet Cabinet Member for Culture and Leisure			Lucy Chilton, Visitor Service Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
NON	<p><b>Strategic Risk Register</b></p> <p><u>Summary of decision:</u> To update Members on the Council's Strategic Risk Register</p> <p><i>Wards affected: All Wards</i></p>	20/11/17  6/12/17	Audit and Governance Committee  Cabinet Cabinet Member for Performance and Resources			Stephanie Payne, Group Manager, Audit, Risk and Assurance Tel: 01452 396432 stephanie.payne@gloucester.gov.uk

NON	<p><b>Treasury Management Six Monthly Update 2016/17</b></p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	6/12/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p><b>Draft Budget Proposals (including Money Plan and Capital Programme)</b></p> <p><u>Summary of decision:</u> To update Cabinet on the draft budget proposals</p> <p><i>Wards affected: All Wards</i></p>	27/11/17  6/12/17	Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Finance Tel: 01452 396242 jon.topping@gloucester.gov.uk
<b>JANUARY 2018</b>						
NON	<p><b>Green Travel Plan Progress Report 2017 and Update</b></p> <p><u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan</p> <p><i>Wards affected: All Wards</i></p>	10/01/18	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Neighbourhood Services lloyd.griffiths@gloucester.gov.uk



NON	<p><b>Festivals and Events Programme</b></p> <p><u>Summary of decision:</u> To seek approval for the 2018-19 Festival and Events Programme.</p> <p><i>Wards affected: All Wards</i></p>	10/01/18	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk
<b>ITEMS DEFERRED- Dates to be confirmed</b>						
KEY	<p><b>St Oswalds Land Disposal</b></p> <p><u>Summary of decision:</u> To consider potential options for land disposal and acquisition at St Oswalds.</p> <p><i>Wards affected: Westgate</i></p>		Cabinet Cabinet Member for Regeneration and Economy	The public are to be excluded from the Cabinet meeting during consideration of this report as it contains exempt information as defined in paragraph 3 of schedule 12A to the Local Government Act 1972 (as amended).		Anthony Hodge, Head of Regeneration and Economic Development Tel: 01452 396034 anthony.hodge@gloucester.gov.uk

KEY	<p><b>Commercial Property Investment Strategy</b></p> <p><u>Summary of decision:</u> To seek approval for Gloucester City Councils Commercial Property Investment strategy.</p> <p><i>Wards affected: All Wards</i></p>		<p>Council</p> <p>Cabinet Cabinet Member for Regeneration and Economy</p>			<p>Anthony Hodge, Head of Regeneration and Economic Development, Jon Topping, Head of Finance Tel: 01452 396034 anthony.hodge@gloucester.gov.uk, Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p><b>Air Quality Management Areas</b></p> <p><u>Summary of decision:</u> To seek approval to review the air quality management areas within the City.</p> <p><i>Wards affected: All Wards</i></p>		<p>Cabinet Cabinet Member for Environment</p>			<p>Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk</p>
KEY	<p><b>Housing Development Company</b></p> <p><u>Summary of decision:</u> To seek approval to establish a housing development company.</p> <p><i>Wards affected: All Wards</i></p>		<p>Cabinet Cabinet Member for Regeneration and Economy</p>			<p>Jon McGinty, Managing Director jon.mcginty@gloucester.gov.uk</p>

NON	<p><b>Energy Savings Projects</b></p> <p><u>Summary of decision:</u> To update Cabinet on the City Council Energy Costs and Reduction Projects.</p> <p><i>Wards affected: All Wards</i></p>		<p>Cabinet Cabinet Member for Environment</p>			<p>Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk</p>
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