

# **FORWARD PLAN**

## **FROM NOVEMBER TO FEBRUARY 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**

<b>Portfolio</b>	<b>Name</b>	<b>Contact Details</b>
<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:

Tanya Davies, Policy and Governance Manager on 01452 396125 or send an email to [tanya.davies@gloucester.gov.uk](mailto:tanya.davies@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>DECEMBER 2017</b>						
	<b>Strategic Risk Register</b>  <u>Summary of decision:</u> To update Members on the Council's Strategic Risk Register  <i>Wards affected: All Wards</i>	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
	<b>Treasury Management Six Monthly Update 2016/17 Report</b>  <u>Summary of decision:</u> To update Cabinet on treasury management activities.  <i>Wards affected: All Wards</i>	6/12/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

	<b>Financial Monitoring Quarter 2 Report</b>  <u>Summary of decision:</u> To receive an update on financial monitoring information for the second quarter 2017/18.  <i>Wards affected: All Wards</i>	6/12/17	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
KEY	<b>Governance Review Gloucestershire Airport</b>  <u>Summary of decision:</u> To seek approval for the revised governance arrangements.  <i>Wards affected: All Wards</i>	6/12/17  25/01/18	Cabinet  Council Leader of the Council			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
	<b>Draft Budget Proposals (including Money Plan and Capital Programme) Report</b>  <u>Summary of decision:</u> To update Cabinet on the draft budget proposals  <i>Wards affected: All Wards</i>	27/11/17  6/12/17	Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

	<b>Public Space Protection Orders</b>	6/12/17	Cabinet Cabinet Member for Communities and Neighbourhoods			Emily Jones, Community Engagement Officer emily.jones@gloucester.gov.uk
	<b>Future Programme for Gull Control</b>  <u>Summary of decision:</u> To provide Cabinet with options for the future control and costs to reduce the gull breeding population in the city.  <i>Wards affected: All Wards</i>	6/12/17	Cabinet Cabinet Member for Environment			Yvonne Welsh, Environmental Health Practitioner yvonne.welsh@gloucester.gov.uk
BPF	<b>Local Council Tax Support scheme review 2018/19 Report</b>  <u>Summary of decision:</u> To advise members of the requirement to review the Local Council Tax Support scheme (LCTS) 3 years of the Act taking effect and consider its impact locally, following the consultation results.  <i>Wards affected: All Wards</i>	6/12/17  25/01/18	Cabinet  Council Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

	<b>The Fleece Inn- Gloucester Report</b>  <u>Summary of decision:</u> To provide an update on the development of the Fleece Hotel  <i>Wards affected: Westgate</i>	6/12/17	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Place Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
<b>JANUARY 2018</b>						
	<b>Government's National Litter Strategy</b>  <u>Summary of decision:</u> To consider the Council's response to the Government's National Litter Strategy  <i>Wards affected: All Wards</i>	10/01/18	Cabinet Cabinet Member for Environment			Meyrick Brentnall, City Improvement and Environment Manager Tel: 01452 396829 meyrick.brentnall@gloucester.gov.uk
	<b>Green Travel Plan Progress Report 2017 and Update</b>  <u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan  <i>Wards affected: All Wards</i>	10/01/18	Cabinet Cabinet Member for Environment			Lloyd Griffiths, Head of Communities lloyd.griffiths@gloucester.gov.uk

	<p><b>Deriving Social Benefit from Regeneration Report</b></p> <p><u>Summary of decision:</u> To update Members on current progress and future plans to ensure a positive impact of regeneration and economic growth for disadvantaged communities within the City.</p> <p><i>Wards affected: All Wards</i></p>	10/01/18	Cabinet Cabinet Member for Communities and Neighbourhoods, Cabinet Member for Regeneration and Economy			<p>Anne Brinkhoff, Corporate Director, Anthony Hodge, Head of Place anne.brinkhoff@gloucester.gov.uk, Tel: 01452 396034 anthony.hodge@gloucester.gov.uk</p>
	<p><b>Festivals and Events Programme Report</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			<p>Jonathan Lund, Corporate Director jonathan.lund@gloucester.gov.uk</p>

	<p><b>Gloucester Culture Trust Update Report</b></p> <p><u>Summary of decision:</u> To provide Members with an update on the work undertaken by the Gloucester Culture Update</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
	<p><b>Purple Flag Action Plan Report</b></p> <p><u>Summary of decision:</u> To review and approve the action flag in relation to the achieving purple flag status.</p> <p><i>Wards affected: Westgate</i></p>	10/01/18	Cabinet Cabinet Member for Communities and Neighbourhoods			Ismael Rhyman, City Centre Improvement Officer ismael.rhyman@gloucester.gov.uk
	<p><b>Review of the Economy Development Strategy Report</b></p> <p><u>Summary of decision:</u> To conduct a review of the current Economic Development Strategy.</p> <p><i>Wards affected: All Wards</i></p>	10/01/18	Cabinet Cabinet Member for Regeneration and Economy			David Evans, City Growth and Delivery Manager david.evans@gloucester.gov.uk



**FEBRUARY 2018**

BPF	<b>Council Tax Setting 2018/19</b>  <u>Summary of decision:</u> To seek approval for the resolutions relating to the setting of Council Tax for 2018/19  <i>Wards affected: All Wards</i>	7/02/18  22/02/18	Cabinet  Council Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
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**MARCH 2018**

	<b>Pay Policy Statement 2018-19</b>  <u>Summary of decision:</u> To seek approval for the annual Pay policy Statement 2018-19 in accordance with Section 38 of the Localism Act 2011.  <i>Wards affected: All Wards</i>	22/02/18  7/03/18	Council  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
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	<b>Treasury Management Strategy</b>  <u>Summary of decision:</u> To seek approval for the Treasury Management Strategy.  <i>Wards affected: All Wards</i>	7/03/18  22/03/18	Cabinet  Council Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
	<b>Financial Monitoring Quarter 3 Report</b>  <u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2017/18.  <i>Wards affected: All Wards</i>	7/03/18	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

	<b>Matson and Podsmead Estate Regeneration</b>  <u>Summary of decision:</u> to outline the development proposals for the regeneration of estates within Matson and Podsmead.  <i>Wards affected: Matson and Robinswood; Podsmead</i>	7/03/18	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Place Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
<b>APRIL 2018- Items to be advised</b>						
<b>JUNE 2018</b>						
	<b>2017-18 Financial Outturn Report</b>  <u>Summary of decision:</u> To update Cabinet on the Financial Outturn Report 2017-18.  <i>Wards affected: All Wards</i>	13/06/18	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

	<b>Treasury Management Six Monthly Update 2017/18</b>  <u>Summary of decision:</u> To update Cabinet on treasury management activities.  <i>Wards affected: All Wards</i>	13/06/18	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
	<b>Strategic Risk Register</b>  <u>Summary of decision:</u> To update Members on the Council's Strategic Risk Register  <i>Wards affected: All Wards</i>	13/06/18	Cabinet Cabinet Member for Performance and Resources			Stephanie Payne, Group Manager, Audit, Risk and Assurance Tel: 01452 396432 stephanie.payne@gloucester.gov.uk
<b>JULY 2018</b>						
	<b>City Centre Investment Fund Allocations and Update</b>  <u>Summary of decision:</u> To update Members on the progress towards the delivery of the City Centre Investment Fund  <i>Wards affected: Westgate</i>	11/07/18	Cabinet Cabinet Member for Regeneration and Economy			Anthony Hodge, Head of Place Tel: 01452 396034 anthony.hodge@gloucester.gov.uk

	<b>Social Impact Bond- Mid Term Update</b>  <u>Summary of decision:</u> To receive an mid- term update on the Gloucestershire Social Impact Bond/.  <i>Wards affected: All Wards</i>	11/07/18	Cabinet Cabinet Member for Housing and Planning			Helen Chard, Housing Manager Tel: 01452 396534 helen.chard@gloucester.gov.uk
<b>AUGUST 2018- No meetings</b>						
<b>SEPTEMBER 2018</b>						
	<b>Financial Monitoring Quarter 1 Report</b>  <u>Summary of decision:</u> To receive an update on financial monitoring information for the first quarter 2018/19  <i>Wards affected: All Wards</i>	3/09/18  12/09/18	Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
<b>OCTOBER 2018</b>						

<p><b>Energy Costs and Reduction Projects Annual Report</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>	10/10/18	Cabinet Cabinet Member for Performance and Resources			Anthony Hodge, Head of Place Tel: 01452 396034 anthony.hodge@gloucester.gov.uk
<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>	10/10/18	Cabinet Cabinet Member for Communities and Neighbourhoods			Lloyd Griffiths, Head of Communities lloyd.griffiths@gloucester.gov.uk

**NOVEMBER 2018**

	<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>	7/11/18	<p>Council</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
	<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 2018/19</p> <p><i>Wards affected: All Wards</i></p>	<p>29/10/18</p> <p>7/11/18</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

**ITEMS DEFERRED- Dates to be confirmed**

KEY	<b>Review of Shopmobility Fee Schedule</b>  <u>Summary of decision:</u> To seek approval to review the current charging schedule for the Shopmobility Service  <i>Wards affected: All Wards</i>		Cabinet Cabinet Member for Culture and Leisure			Lucy Chilton, Visitor Experience Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
KEY	<b>Gloucester Social Enterprise Partnership</b>  <u>Summary of decision:</u> To develop a Gloucester Social Enterprise Partnership  <i>Wards affected: All Wards</i>		Cabinet			
KEY	<b>Housing Development Company</b>  <u>Summary of decision:</u> To seek approval to establish a housing development company.  <i>Wards affected: All Wards</i>		Cabinet Cabinet Member for Regeneration and Economy			Jon McGinty, Managing Director jon.mcginty@gloucester.gov.uk



	<b>Energy Savings Projects Report</b>  <u>Summary of decision:</u> To update Cabinet on the City Council Energy Costs and Reduction Projects.  <i>Wards affected: All Wards</i>		Cabinet Cabinet Member for Environment			Meyrick Brentnall, City Improvement and Environment Manager Tel: 01452 396829 meyrick.brentnall@gloucester.gov.uk
	<b>Air Quality Management Areas</b>  <u>Summary of decision:</u> To seek approval to review the air quality management areas within the City.  <i>Wards affected: All Wards</i>		Cabinet Cabinet Member for Environment			Wayne Best, Environmental Protection Service Manager wayne.best@gloucester.gov.uk