



Gloucester City Council

FORWARD PLAN FROM OCTOBER 2019 TO SEPTEMBER 2020

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	Email Address
Leader and Regeneration & Economy (LRE)	Councillor Paul James	paul.james@gloucester.gov.uk
Deputy Leader and Communities & Neighbourhoods (C&N)	Councillor Jennie Watkins	jennie.watkins@gloucester.gov.uk
Culture & Leisure (C&L)	Councillor Steve Morgan	mailto:steve.morgan@gloucester.gov.uk
Performance & Resources (P&R)	Councillor Hannah Norman	hannah.norman@gloucester.gov.uk
Planning & Housing Strategy (H&P)	Councillor Andrew Gravells	mailto:andrew.gravells@gloucester.gov.uk
Environment (E)	Councillor Richard Cook	richard.cook@gloucester.gov.uk

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:

Democratic and Electoral Services on 01452 396126 or send an email to democratic.services@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)
OCTOBER 2019						
NON	<p>Community Building in Gloucester - Establishment of a Community Interest Company (CIC)</p> <p><u>Summary of decision:</u> To update Members on the progress made in establishing a CIC for the Community Building Project.</p> <p><i>Wards affected: All Wards</i></p>	9/10/19	Cabinet Cabinet Member for Communities and Neighbourhoods			Anne Brinkhoff, Corporate Director Tel: 01452 396745 anne.brinkhoff@gloucester.gov.uk

NON	<p>Armed Forces Community Covenant Update</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>	9/10/19	Cabinet Cabinet Member for Communities and Neighbourhoods			Ruth Saunders, Head of Communities Tel: 01452 396355 ruth.saunders@gloucester.gov.uk
KEY	<p>Waste Management and Recycling Service</p> <p><u>Summary of decision:</u> To consider proposals for the waste management and recycling service.</p> <p><i>Wards affected: All Wards</i></p>	9/10/19	Cabinet Cabinet Member for Environment			Meyrick Brentnall, City Improvement and Environment Manager Tel: 01452 396829 meyrick.brentnall@gloucester.gov.uk

NOVEMBER 2019						
NON	<p>Regulation of Investigatory Powers Act 2000 (RIPA) - Review of Procedural Guide</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>	6/11/19	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Fixed Penalty Notices for Household Waste Duty of Care</p> <p><u>Summary of decision:</u> To introduce Fixed Penalty Notices in relation to breaches of household waste duty of care.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Cabinet Member for Environment			Matt Cloke, Planning Enforcement City Centre Improvement Officer Tel: 01452 396317 matt.cloke@gloucester.gov.uk

NON	<p>Council Tax Support Scheme 2020-21</p> <p><u>Summary of decision:</u> To consider changes to the Council Tax Support Scheme 2020-21.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19 21/11/19	Cabinet Council Cabinet Member for Performance and Resources			Alison Bell, Intelligent Client Officer (Revenues & Benefits) Tel: 01452 396014 alison.bell@gloucester.gov.uk
NON	<p>Demolition of Wessex House and Intended Land Use</p> <p><u>Summary of decision:</u> To approve the demolition of Wessex House, and broadly outline the intended use of the land.</p> <p><i>Wards affected: Kingsholm and Wotton</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy, Cabinet Member for Communities and Neighbourhoods			Ruth Saunders, Head of Communities Tel: 01452 396355 ruth.saunders@gloucester.gov.uk
KEY	<p>Disposal of HKP Warehouses</p> <p><u>Summary of decision:</u> To seek approval to dispose of the HKP Warehouses for alternate use.</p> <p><i>Wards affected: Westgate</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Mark Foyn, Property Commissioning Manager Tel: 01452 396271 mark.foyn@gloucester.gov.uk

NON	<p>Regeneration of the Former Fleece Hotel Site</p> <p><u>Summary of decision:</u> To consider the proposals received and identify a preferred partner.</p> <p><i>Wards affected: Westgate</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Ian Edwards, Head of Place Tel: 01452 396034 ian.edwards@gloucester.gov.uk
NON	<p>Local List of Heritage Assets for Gloucester City</p> <p><u>Summary of decision:</u> To create a local list of heritage assets for Gloucester City.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Charlotte Bowles-Lewis, Conservation Officer Tel: 01452 396855 charlotte.lewis@gloucester.gov.uk
NON	<p>Blackfriars Priory Development Plan</p> <p><u>Summary of decision:</u> To approve the Blackfriars Priory Development Plan</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk

NON	<p>Gloucester Cathedral Project Pilgrim Phase 2</p> <p><u>Summary of decision:</u> To receive an update on Project Pilgrim and consider awarding a contribution to phase 2 of the project.</p> <p><i>Wards affected: Westgate</i></p>	6/11/19	Cabinet Cabinet Member for Regeneration and Economy			Jon McGinty, Managing Director Tel: 01452 396200 jon.mcginty@gloucester.gov.uk
BPF	<p>Matson and Podsmead Estates Regeneration Supplementary Planning Document</p> <p><u>Summary of decision:</u> To adopt the Supplementary Planning Document for the Matson Estate following public consultation.</p> <p><i>Wards affected: Matson and Robinswood; Podsmead</i></p>	6/11/19 21/11/19	Cabinet Council Cabinet Member for Planning and Housing Strategy			Claire Haslam, Principal Planning Officer Tel: 01452 396825 claire.haslam@gloucester.gov.uk

NON	<p>Council Plan 2017-20 Update</p> <p><u>Summary of decision:</u> To note the progress made delivering the Council Plan 2017-20.</p> <p><i>Wards affected: All Wards</i></p>	6/11/19	Cabinet Leader of the Council			Anne Brinkhoff, Corporate Director Tel: 01452 396745 anne.brinkhoff@gloucester.gov.uk
DECEMBER 2019						
NON	<p>Draft Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of decision:</u> To update Cabinet on the draft budget proposals</p> <p><i>Wards affected: All Wards</i></p>	Meeting Date 4/12/19	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
NON	<p>Treasury Management Six Monthly Update 2019/20</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p>Financial Monitoring Quarter 2 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2019/20</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	<p>Overview and Scrutiny Committee</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>
BPF	<p>Local Council Tax Support</p> <p><u>Summary of decision:</u> To advise members of the requirement to review the Local Council Tax Support Scheme (LCTS)</p> <p><i>Wards affected: All Wards</i></p>	4/12/19 30/01/20	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>Performance Monitoring Quarters 1 and 2 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 2 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	28/10/19 4/12/19	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk
NON	<p>Wessex House, Provision of Homeless Support Services</p> <p><u>Summary of decision:</u> To approve the procurement of a partner to deliver the redevelopment of the Wessex House site to provide temporary accommodation and also commission associated homeless support services.</p> <p><i>Wards affected: Kingsholm and Wotton</i></p>	4/12/19	Cabinet Cabinet Member for Communities and Neighbourhoods			Helen Chard, Housing Manager Tel: 01452 396534 helen.chard@gloucester.gov.uk

NON	<p>Social Enterprise Activity</p> <p><u>Summary of decision:</u> To update Members on Social Enterprise activity being supported by the Council.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Communities and Neighbourhoods, Cabinet Member for Environment			Ruth Saunders, Head of Communities Tel: 01452 396355 ruth.saunders@gloucester.gov.uk
NON	<p>Growing Gloucester's Visitor Economy</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>	4/12/19	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk
NON	<p>Improving Standards of Design in Gloucester</p> <p><u>Summary of decision:</u> To agree an action plan intended to drive up standards of architectural design within developments in the City.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Planning and Housing Strategy			David Evans, City Growth and Delivery Manager Tel: 01452 396847 david.evans@gloucester.gov.uk

NON	<p>Geographical Information Systems and Grounds Maintenance Contract</p> <p><u>Summary of decision:</u> To consider the Geographical Information Systems (GIS) and grounds maintenance contract.</p> <p><i>Wards affected: All Wards</i></p>	4/12/19	Cabinet Cabinet Member for Environment			<p>Meyrick Brentnall, City Improvement and Environment Manager Tel: 01452 396829 meyrick.brentnall@gloucester.gov.uk</p>
JANUARY 2020						
KEY	<p>Festivals and Events Programme</p> <p><u>Summary of decision:</u> To seek approval for the 2019-20 Festivals and Events Programme</p> <p><i>Wards affected: All Wards</i></p>	15/01/20	Cabinet Cabinet Member for Culture and Leisure			<p>Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk</p>

NON	Green Travel Plan Progress Report 2019 and Update <u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan <i>Wards affected: All Wards</i>	15/01/20	Cabinet Cabinet Member for Environment			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	Public Space Protection Orders <u>Summary of decision:</u> To provide an update on the Public Space Protection Orders (PSPO). <i>Wards affected: All Wards</i>	15/01/20	Cabinet Cabinet Member for Communities and Neighbourhoods			Emily Bolland, Community Engagement Officer Tel: 01452 396268 emily.bolland@gloucester.gov.uk

KEY	<p>Charging Orders for Non Payment of Council Tax</p> <p><u>Summary of decision:</u> To seek the introduction of charging orders for those residents who own a property and persistently fail without reasonable excuse to pay their council tax charge.</p> <p><i>Wards affected: All Wards</i></p>	15/01/20	Cabinet Cabinet Member for Performance and Resources			Alison Bell, Intelligent Client Officer (Revenues & Benefits) Tel: 01452 396014 alison.bell@gloucester.gov.uk
FEBRUARY 2020						
BPF	<p>Council Tax Setting 2020/21</p> <p><u>Summary of decision:</u> To seek approval for the resolutions relating to the setting of Council Tax for 2020/21</p> <p><i>Wards affected: All Wards</i></p>	12/02/20 27/02/20	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

BPF	<p>Final Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of decision:</u> To seek approval for the final Budget Proposals for 2020-21, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	<p>12/02/20</p> <p>27/02/20</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
MARCH 2020						
NON	<p>Pay Policy Statement 2020/21</p> <p><u>Summary of decision:</u> To seek approval for the annual Pay Policy Statement 2020-21 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	<p>11/03/20</p> <p>26/03/20</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

BPF	<p>Treasury Management Strategy</p> <p><u>Summary of decision:</u> To seek approval for the Treasury Management Strategy.</p> <p><i>Wards affected: All Wards</i></p>	<p>11/03/20</p> <p>26/03/20</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>Financial Monitoring Quarter 3 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2019/20.</p> <p><i>Wards affected: All Wards</i></p>	<p>2/03/20</p> <p>11/03/20</p>	<p>Overview and Scrutiny Committee</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>
NON	<p>Performance Monitoring Quarter 3 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 3 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	<p>2/03/20</p> <p>11/03/20</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>

NON	<p>Risk Based Verification Policy Review</p> <p><u>Summary of decision:</u> To seek approval to continue with risk based verification policy.</p> <p><i>Wards affected: All Wards</i></p>	11/03/20	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Cultural Strategy Update</p> <p><u>Summary of decision:</u> To provide Cabinet with a 6 monthly update in relation to the Cultural Strategy Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	11/03/20	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk

NON	<p>Annual Report on the Grant Funding provided to the Voluntary Community Sector</p> <p><u>Summary of decision:</u> To update Members on the impact of grant funding on the Voluntary and Community Sector (VCS) and value for money that has been achieved.</p> <p><i>Wards affected: All Wards</i></p>	11/03/20	Cabinet Cabinet Member for Communities and Neighbourhoods			Anne Brinkhoff, Corporate Director Tel: 01452 396745 anne.brinkhoff@gloucester.gov.uk
<p>APRIL 2020 - No meetings</p> <p>MAY 2020 - No meetings</p> <p>JUNE 2020</p>						
NON	<p>2019-20 Financial Outturn Report</p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn Report 2019-20.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	Audit and Governance Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Head of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p>Treasury Management Six Monthly Update 2019-20</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	<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>
NON	<p>2019-20 Year End Performance Report</p> <p><u>Summary of decision:</u> To consider the Council's performance in 2019-20 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>
NON	<p>Strategic Risk Register</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>	24/06/20	<p>Audit and Governance Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Stephanie Payne, Group Manager, Audit, Risk and Assurance Tel: 01452 396432 stephanie.payne@gloucester.gov.uk</p>

NON	<p>Gloucester Culture Trust Update Report</p> <p><u>Summary of decision:</u> To provide Members with an update on the work undertaken by the Gloucester Culture Trust.</p> <p><i>Wards affected: All Wards</i></p>	24/06/20	Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk
<p>JULY 2020</p> <p>AUGUST 2020 - No meetings</p> <p>SEPTEMBER 2020</p>						
NON	<p>Financial Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first quarter 2020/21.</p> <p><i>Wards affected: All Wards</i></p>	16/09/20	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

NON	<p>Performance Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 1 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	16/09/20	Cabinet Cabinet Member for Performance and Resources			Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk
ITEMS DEFERRED- Dates to be confirmed						
NON	<p>Museum of Gloucester Development Plan</p> <p><u>Summary of decision:</u> To approve the Museum of Gloucester Development Plan.</p> <p><i>Wards affected: All Wards</i></p>		Cabinet Cabinet Member for Culture and Leisure			Jonathan Lund, Corporate Director Tel: 01452 396276 jonathan.lund@gloucester.gov.uk
NON	<p>Energy Costs and Reduction Projects Annual Report</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>		Cabinet Cabinet Member for Environment			Mark Foyn, Property Commissioning Manager Tel: 01452 396271 mark.foyn@gloucester.gov.uk

