



Gloucester City Council

FORWARD PLAN

FROM FEBRUARY 2023 TO JANUARY 2024 (REVISED 10/2/2023)

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 Environment (LE)	Councillor Richard Cook	richard.cook@gloucester.gov.uk
Deputy Leader and Performance & Resources (P&R)	Councillor Hannah Norman	hannah.norman@gloucester.gov.uk
Planning & Housing Strategy (P&HS)	Councillor Stephanie Chambers	stephanie.chambers@gloucester.gov.uk
Culture & Leisure (C&L)	Councillor Andrew Lewis	andrew.lewis@gloucester.gov.uk
Communities & Neighbourhoods (C&N)	Councillor Raymond Padilla	raymond.padilla@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 Democratic Services democratic.dervices@gloucester.gov.uk ,Tel 01452 396126, PO Box 3252, Gloucester GL1 9FW. 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)
FEBRUARY 2023						
NON	<p>Use of Hempsted Meadows as a Car Boot Sale Site</p> <p><u>Summary of decision:</u> To approve the temporary use of Hempsted Meadows for a car boot sale.</p> <p><i>Wards affected: Westgate</i></p>	8/02/23	Cabinet Cabinet Member for Performance and Resources, Cabinet Member for Culture and Leisure			Abi Marshall, Property Commissioning Manager Tel: 01452 396212 abi.marshall@gloucester.gov.uk
NON	<p>City Centre Vision</p> <p><u>Summary of decision:</u> To adopt a five year vision for Gloucester City Centre prepared by Officers on behalf of the Gloucester City Centre Commission.</p> <p><i>Wards affected: All Wards</i></p>	30/01/23 8/02/23	Overview and Scrutiny Committee Cabinet Leader of the Council			David Evans, City Growth and Delivery Manager Tel: 01452 396847 david.evans@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 2023-4, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/02/23</p> <p>23/02/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
MARCH 2023						
NON	<p>`Gloucester Feed the Hungry' Lease Agreement</p> <p><u>Summary of decision:</u> To approve the drafting of a lease for `Gloucester Feed the Hungry' to occupy 24 The Oxbode.</p> <p><i>Wards affected: Westgate</i></p>	<p>8/03/23</p>	<p>Cabinet Cabinet Member for Performance and Resources, Cabinet Member for Communities and Neighbourhoods</p>			<p>Jayne Wilsdon, Asset Management Officer Tel: 01452 396871 jayne.wilsdon@gloucester.gov.uk</p>

<p>KEY</p>	<p>Council Tax - Second Property Premium, Empty Homes Premium Amendment</p> <p><u>Summary of decision:</u> To approve in principle the proposals outlined within The Levelling Up and Regeneration Bill regarding second and empty homes.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/03/23 23/03/23</p>	<p>Cabinet Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
<p>KEY</p>	<p>Kings Quarter The Forum Update Report</p> <p><u>Summary of decision:</u> To update members on progress being made on the Forum Development in Kings Quarter.</p> <p><i>Wards affected: Westgate</i></p>	<p>14/06/23 13/07/23</p>	<p>Cabinet Council Leader of the Council</p>			<p>Philip Ardley, Regeneration Consultant Tel: 01452 396106 philip.ardley@gloucester.gov.uk</p>

NON	<p>Pay Policy Statement 2023-24</p> <p><u>Summary of decision:</u> To seek approval for the annual Pay Policy Statement 2023-24 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	8/03/23 23/03/23	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Capital Strategy</p> <p><u>Summary of decision:</u> To approve the Capital Strategy 2023-24.</p> <p><i>Wards affected: All Wards</i></p>	8/03/23 23/03/23	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
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>	8/03/23 23/03/23	Cabinet Council Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p>Financial Monitoring Quarters 1,2 and 3 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first and second quarters 2022/23.</p> <p><i>Wards affected: All Wards</i></p>	5/04/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director 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>	27/02/23 8/03/23	<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>Cultural Strategy Update</p> <p><u>Summary of decision:</u> To provide Cabinet with an annual update in relation to the Cultural Strategy Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	27/02/23 8/03/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Culture and Leisure</p>			<p>Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk</p>

APRIL 2023						
NON	<p>Equalities Action Plan Annual Report</p> <p><u>Summary of decision:</u> To receive an update on activities undertaken to support the Equalities Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	<p>27/03/23</p> <p>5/04/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Communities and Neighbourhoods</p>			<p>Isobel Johnson, Community Wellbeing Officer Tel: 01452 396298 isobel.johnson@gloucester.gov.uk</p>
MAY 2023						
NON	<p>Statement of Community Involvement Consultation</p> <p><u>Summary of decision:</u> To approve a public consultation on an updated Statement of Community Involvement.</p> <p><i>Wards affected: All Wards</i></p>	<p>3/05/23</p>	<p>Cabinet Cabinet Member for Planning and Housing Strategy</p>			<p>Claire Haslam, Principal Planning Officer Tel: 01452 396825 claire.haslam@gloucester.gov.uk</p>

JUNE 2023						
KEY	<p>Community Infrastructure Levy (CIL) Charging Schedule</p> <p><u>Summary of decision:</u> To approve a draft new CIL Charging Schedule for public consultation.</p> <p><i>Wards affected: All Wards</i></p>	<p>5/06/23</p> <p>14/06/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Planning and Housing Strategy</p>			<p>Paul Hardiman, Joint Core Strategy CIL Manager paul.hardiman@gloucester.gov.uk</p>
NON	<p>2022-23 Financial Outturn Report</p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn Report 2022-23.</p> <p><i>Wards affected: All Wards</i></p>	<p>14/06/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON	<p>Treasury Management Year End Annual Report 2022/23</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	<p>14/06/23</p>	<p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>2022-23 Year End Performance Report</p> <p><u>Summary of decision:</u> To consider the Council's performance in 2021-22 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	14/06/23	<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>Green Travel Progress Report 2022-23</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>	14/06/23	<p>Cabinet Cabinet Member for Environment</p>			<p>Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk</p>
JULY 2023						
NON	<p>Annual Risk Management Report</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>	12/07/23	<p>Audit and Governance Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Paul Brown, Senior Risk Management Advisor Tel: 01452328884 paul.brown@gloucestershire.gov.uk</p>

AUGUST 2023 - No meetings						
SEPTEMBER 2023						
NON	<p>Statement of Community Involvement</p> <p><u>Summary of decision:</u> To consider an updated Statement of Community Involvement.</p> <p><i>Wards affected: All Wards</i></p>	<p>13/09/23</p> <p>16/11/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Planning and Housing Strategy</p>			<p>Claire Haslam, Principal Planning Officer Tel: 01452 396825 claire.haslam@gloucester.gov.uk</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 2023/24.</p> <p><i>Wards affected: All Wards</i></p>	<p>13/09/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

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>	13/09/23	<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>
OCTOBER 2023						
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>	11/10/23	<p>Cabinet Cabinet Member for Communities and Neighbourhoods</p>			<p>Ruth Saunders, Director of Communities Tel: 01452 396789 ruth.saunders@gloucester.gov.uk</p>

NOVEMBER 2023						
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>	8/11/23	<p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
DECEMBER 2023						
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>	6/12/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources, Leader of the Council</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>Treasury Management Six Monthly Update 2023/24</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	6/12/23	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
BPF	<p>Local Council Tax Support Scheme</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>	6/12/23	Council Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director 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 second quarter 2023/24.</p> <p><i>Wards affected: All Wards</i></p>	6/12/23	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p>Performance Monitoring Quarter 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>	6/12/23	<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>Tourism and Destination Marketing Report 2023</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 2023.</p> <p><i>Wards affected: All Wards</i></p>	6/12/23	<p>Cabinet Cabinet Member for Culture and Leisure</p>			<p>Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk</p>

KEY	<p>Infrastructure Funding Statement 2023</p> <p><u>Summary of decision:</u> To approve for publication the Community Infrastructure Levy and S106 reports for 2022/23 and the Infrastructure List.</p> <p><i>Wards affected: All Wards</i></p>	6/12/23	Cabinet Cabinet Member for Planning and Housing Strategy			Paul Hardiman, Joint Core Strategy CIL Manager paul.hardiman@gloucester.gov.uk
JANUARY 2024						
NON	<p>Energy Saving Initiatives and Projects Annual Report</p> <p><u>Summary of decision:</u> To update Cabinet on the energy saving initiatives and projects led by the Climate Change Manager.</p> <p><i>Wards affected: All Wards</i></p>	10/01/24	Cabinet Cabinet Member for Environment			Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk

KEY	<p>Community Infrastructure Levy (CIL) Charging Schedule</p> <p><u>Summary of decision:</u> To approve a draft new CIL Charging Schedule for public consultation.</p> <p><i>Wards affected: All Wards</i></p>	10/01/24	Cabinet Cabinet Member for Planning and Housing Strategy			Paul Hardiman, Joint Core Strategy CIL Manager paul.hardiman@gloucester.gov.uk
KEY	<p>Festivals and Events Programme</p> <p><u>Summary of decision:</u> To seek approval for the 2024-25 Festivals and Events Programme.</p> <p><i>Wards affected: All Wards</i></p>	10/01/24	Cabinet Cabinet Member for Culture and Leisure			Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk
ITEMS DEFERRED- Dates to be confirmed						
NON	<p>Blackfriars Priory Renewal Business Case</p> <p><u>Summary of decision:</u> To approve the Blackfriars Priory Development Plan</p> <p><i>Wards affected: All Wards</i></p>		Overview and Scrutiny Committee Cabinet			