



# Gloucester City Council

## FORWARD PLAN FROM JUNE 2023 TO MAY 2024 (REVISED 20/06/2023)

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
<b>Leader and Environment (LE)</b>	Councillor Richard Cook	<a href="mailto:richard.cook@gloucester.gov.uk">richard.cook@gloucester.gov.uk</a>
<b>Deputy Leader and Performance &amp; Resources (P&amp;R)</b>	Councillor Hannah Norman	<a href="mailto:hannah.norman@gloucester.gov.uk">hannah.norman@gloucester.gov.uk</a>
<b>Planning &amp; Housing Strategy (P&amp;HS)</b>	Councillor Stephanie Chambers	<a href="mailto:stephanie.chambers@gloucester.gov.uk">stephanie.chambers@gloucester.gov.uk</a>
<b>Culture &amp; Leisure (C&amp;L)</b>	Councillor Andrew Lewis	<a href="mailto:andrew.lewis@gloucester.gov.uk">andrew.lewis@gloucester.gov.uk</a>
<b>Communities &amp; Neighbourhoods (C&amp;N)</b>	Councillor Raymond Padilla	<a href="mailto:raymond.padilla@gloucester.gov.uk">raymond.padilla@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 Democratic Services [democratic.dervices@gloucester.gov.uk](mailto: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](mailto: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)
<b>JUNE 2023</b>						
KEY	<p><b>Microsoft CSP Licensing Agreement</b></p> <p><u>Summary of decision:</u> Urgent purchase via framework contract of Microsoft software licences, three year contract valued at £1.18m. Due on 30/6.</p> <p><i>Wards affected: All Wards</i></p>	28/06/23	Head of Paid Service			Jon McGinty, Managing Director Tel: 01452 396200 jon.mcginty@gloucester.gov.uk
NON	<p><b>Blackfriars Priory Renewal Business Case</b></p> <p><u>Summary of decision:</u> To approve the Blackfriars Priory Development Plan</p> <p><i>Wards affected: All Wards</i></p>	5/06/23  14/06/23	Overview and Scrutiny Committee  Cabinet Cabinet Member for Culture and Leisure			Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk

NON	<p><b>2022-2024 Year End Council Plan Update</b></p> <p><u>Summary of decision:</u> To provide an update on the delivery of the activities as outlined in the Council Plan 2022-2024, to build a greener, fairer, better Gloucester.</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 Leader of the Council</p>			<p>Liam Moran, Policy and Development Officer Tel: 01452 396049 liam.moran@gloucester.gov.uk</p>
KEY	<p><b>Community Asset Transfer (CAT) Policy</b></p> <p><u>Summary of decision:</u> To seek approval for the CAT Policy.</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 Performance and Resources</p>			<p>Abi Marshall, Property Commissioning Manager Tel: 01452 396212 abi.marshall@gloucester.gov.uk</p>
NON	<p><b>Treasury Management Year End Annual Report 2022/23</b></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>Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk</p>

NON	<p><b>2022-23 Year End Performance Report</b></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><b>Withdrawn because it has been formerly agreed that it has been replaced with the Council Plan Progress Report.</b></p> <p><i>Wards affected: All Wards</i></p>	Withdrawn	Cabinet Cabinet Member for Performance and Resources			Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk
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JULY 2023						
NON	<p><b>Local Development Scheme and Timetable for Cheltenham, Gloucester and Tewkesbury Joint Local Plan</b></p> <p><u>Summary of decision:</u> To consider a Local Development Scheme and Timetable for the Cheltenham, Gloucester and Tewkesbury Joint Local Plan.</p> <p><i>Wards affected: All Wards</i></p>	12/07/23 13/07/23	Cabinet  Council Cabinet Member for Planning and Housing Strategy			Adam Gooch, Planning Policy Team Leader Tel: 01452 396836 adam.gooch@gloucester.gov.uk
NON	<p><b>Task and Finish Group Report – Damp and Mould</b></p> <p><u>Summary of decision:</u> To consider the findings and recommendations of the Task and Finish Group on Damp and Mould in Gloucester’s Rented Accommodation.</p> <p><i>Wards affected: All Wards</i></p>	5/06/23 12/07/23	Overview and Scrutiny Committee  Cabinet Cabinet Member for Planning and Housing Strategy			Lauren Richards, Democratic and Electoral Services Officer Tel: 01452 396735 lauren.richards@gloucester.gov.uk

<p>KEY</p>	<p><b>Blackbridge Sports Hub</b></p> <p><u>Summary of decision:</u> To acquire the freehold interest in land from the County Council and to lease the land by way of a 125 year lease to Blackbridge Charitable Community Benefit Society for the construction of Blackbridge Sports Hub.</p> <p><i>Wards affected:</i> <i>Podsmead</i></p>	<p>3/07/23</p> <p>12/07/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources, Cabinet Member for Culture and Leisure</p>			<p>Melloney Smith, Asset Officer Tel: 01452 396849 melloney.smith@gloucester.gov.uk</p>
<p>NON</p>	<p><b>2022-23 Financial Outturn Report</b></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>3/07/23</p> <p>12/07/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Hadrian Walters, Accountancy Manager Tel: 01452 396231 hadrian.walters@gloucester.gov.uk</p>

NON	<p><b>Annual Risk Management Report</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>	<p>12/07/23</p> <p>17/07/23</p>	<p>Cabinet</p> <p>Audit and Governance Committee Cabinet Member for Performance and Resources</p>			<p>Paul Brown, Senior Risk Management Advisor Tel: 01452328884 paul.brown@gloucestershire.gov.uk</p>
<p><b>AUGUST 2023 - No meetings</b></p> <p><b>SEPTEMBER 2023</b></p>						
KEY	<p><b>Kings Quarter The Forum Construction Review and Financial Update Report</b></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>13/09/23</p> <p>21/09/23</p>	<p>Cabinet</p> <p>Council Leader of the Council</p>			<p>Philip Ardley, Regeneration Consultant Tel: 01452 396106 philip.ardley@gloucester.gov.uk</p>

KEY	<p><b>Community Infrastructure Levy (CIL) Charging Schedule</b></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>4/09/23</p> <p>13/09/23</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><b>Statement of Community Involvement</b></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><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 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>Hadrian Walters, Accountancy Manager Tel: 01452 396231 hadrian.walters@gloucester.gov.uk</p>

OCTOBER 2023						
NON	<p><b>Green Travel Progress Report 2022-23</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>	11/10/23	Cabinet Cabinet Member for Environment			<p>Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk</p>
NON	<p><b>Annual Report on the Grant Funding Provided to the Voluntary and Community Sector</b></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>	11/10/23	Cabinet Cabinet Member for Communities and Neighbourhoods			<p>Leanne Purnell, Community Wellbeing Officer Tel: 01452 396069 leanne.purnell@gloucester.gov.uk</p>

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>	11/10/23	Cabinet Cabinet Member for Communities and Neighbourhoods			Isobel Johnson, Community Wellbeing Officer Tel: 01452 396298 isobel.johnson@gloucester.gov.uk
<b>NOVEMBER 2023</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>	8/11/23	Cabinet Cabinet Member for Performance and Resources			Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

DECEMBER 2023						
NON	<p><b>2022-2024 Council Plan Six Month Update</b></p> <p><u>Summary of decision:</u> To provide an update on the delivery of the activities as outlined in the Council Plan 2022-2024, to build a greener, fairer, better Gloucester.</p> <p><i>Wards affected: All Wards</i></p>	6/12/23	Cabinet Leader of the Council			<p>Liam Moran, Policy and Development Officer Tel: 01452 396049 liam.moran@gloucester.gov.uk</p>
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>	6/12/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources, Leader of the Council</p>			<p>Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk</p>

NON	<p><b>Treasury Management Six Monthly Update 2023/24</b></p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	6/12/23	Cabinet Cabinet Member for Performance and Resources			Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk
BPF	<p><b>Local Council Tax Support Scheme</b></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  25/01/24	Cabinet  Council Cabinet Member for Performance and Resources			Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@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 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			Hadrian Walters, Accountancy Manager Tel: 01452 396231 hadrian.walters@gloucester.gov.uk

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

<b>JANUARY 2024</b>						
NON	<p><b>Energy Saving Initiatives and Projects Annual Report</b></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><b>Community Infrastructure Levy (CIL) Charging Schedule</b></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><b>Festivals and Events Programme</b></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
<b>FEBRUARY 2024</b>						
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 2024-5, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	7/02/24  22/02/24	Cabinet  Council Cabinet Member for Performance and Resources			Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

NON	<p><b>Cultural Strategy Update</b></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>	7/02/24	Cabinet Cabinet Member for Culture and Leisure			Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk
<b>MARCH 2024</b>						
NON	<p><b>Pay Policy Statement 2024/25</b></p> <p><u>Summary of decision:</u> To seek approval for the annual Pay Policy Statement 2024-25 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	6/03/24  21/03/24	Cabinet  Council Cabinet Member for Performance and Resources			Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

NON	<p><b>Capital Strategy</b></p> <p><u>Summary of decision:</u> To approve the Capital Strategy 2024-25.</p> <p><i>Wards affected: All Wards</i></p>	<p>6/03/24</p> <p>21/03/24</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk</p>
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>	<p>6/03/24</p> <p>21/03/24</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk</p>
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 2023-24.</p> <p><i>Wards affected: All Wards</i></p>	<p>6/03/24</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Hadrian Walters, Accountancy Manager Tel: 01452 396231 hadrian.walters@gloucester.gov.uk</p>

KEY	<p><b>Business Rates - Retail, Hospitality and Leisure Relief Scheme</b></p> <p><u>Summary of decision:</u> To propose a retail, hospitality, and leisure business rates relief scheme commensurate with government budget announcements.</p> <p><i>Wards affected: All Wards</i></p>	6/03/24	Cabinet Cabinet Member for Performance and Resources			Alison Bell, Intelligent Client Officer (Revenues & Benefits) Tel: 01452 396014 alison.bell@gloucester.gov.uk
<p><b>APRIL 2024 - No meetings</b></p> <p><b>MAY 2024 - No Meetings</b></p> <p><b>ITEMS DEFERRED- Dates to be confirmed</b></p>						
KEY	<p><b>Asset Management Strategy</b></p> <p><u>Summary of decision:</u> To seek approval for the Asset Management Strategy.</p> <p><i>Wards affected: All Wards</i></p>		Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources			Abi Marshall, Property Commissioning Manager Tel: 01452 396212 abi.marshall@gloucester.gov.uk