Publication Date: 6 February 2024



# FORWARD PLAN FROM FEBRUARY TO JANUARY 2025

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	stephanie.chambers@gloucester.gov.
	Chambers	<u>uk</u>
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.

**Publication Date: 6 February 2024** 

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 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 <a href="mailto:democratic.dervices@gloucester.gov.uk">democratic.dervices@gloucester.gov.uk</a>, 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 <a href="mailto:democratic.services@gloucester.gov.uk">democratic.services@gloucester.gov.uk</a>.

(and s	SUBJECT ummary 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)
FEBR	UARY 2024					
NON	Hold of Purchase in Reserve Graves  Summary of decision: To consider putting a temporary hold on purchase in reserve graves where plots are purchased in advance of requirement at Coney Hill Cemetery.  Wards affected: All Wards	7/02/24	Cabinet Cabinet Member for Performance and Resources			Carly Hughes, Bereavement Services Manager Tel: 01452 396087 carly.hughes@gloucester.gov. uk

Publication	Date:	6 February	2024
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	Climate Change Action Plan  Summary of decision: To introduce the final draft of the Climate Change Action Plan for consideration by Members ahead of wider public consultation.  Wards affected: All Wards	5/02/24 7/02/24 21/03/24	Overview and Scrutiny Committee  Cabinet  Council Cabinet Member for Environment	Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk
NON	Lease of Land at Hempsted Meadow  Summary of decision: To agree to lease land for a car boot site and to the Gloucester Sea Cadets for a new headquarters.  Wards affected: Westgate	5/02/24 7/02/24	Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources	Melloney Smith, Asset Officer Tel: 01452 396849 melloney.smith@gloucester.go v.uk

**Final Budget Proposals** 

(including Money Plan

Summary of decision:
To seek approval for the

2024-5, including the

Programme.

and Capital Programme)

final Budget Proposals for

Money Plan and Capital

Wards affected: All Wards

22/01/24

7/02/24

22/02/24

Overview and

Cabinet

Council

**Scrutiny Committee** 

Cabinet Member for

Resources, Leader

Performance and

of the Council

BPF

Publication Date: 6 February 2024						
	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk					
	Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk					

NON	Cultural Strategy Update  Summary of decision: To provide Cabinet with an annual update in relation to the Cultural Strategy Action Plan.  Wards affected: All Wards  CH 2024	7/02/24	Cabinet Cabinet Member for Culture and Leisure	Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk
KEY	Air Quality Action Plan  Summary of decision: To approve the draft Air Quality Action Plan for consultation  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Environment	Gupti Gosine, Community Wellbeing Manager Tel: 01452 396288 gupti.gosine@gloucester.gov.u k

NON	Community Engagement Report 2023/24  Summary of decision: To update Members on the main projects of the Community Engagement Team.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Communities and Neighbourhoods	Gupti Gosine, Community Wellbeing Manager Tel: 01452 396288 gupti.gosine@gloucester.gov.u k
NON	City Centre Conservation Area (CCCA) Appraisal and Management Plan  Summary of decision: To approve the CCCA Appraisal and Management plan following public consultation.  Wards affected: All Wards	6/03/24 21/03/24	Cabinet  Council Cabinet Member for Planning and Housing Strategy	Ullin Jodah McStea, Principal Conservation Officer Tel: 01452 396794 ullin.mcstea@gloucester.gov.u k

<b>Publication Date: 6</b>	February 2024
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NON	Social Value Policy Review  Summary of decision: To provide an update on and review of the Social Value Policy which was adopted in October 2020.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Performance and Resources	Ruth Saunders, Corporate Director Tel: 01452 396789 ruth.saunders@gloucester.gov .uk
KEY	City Regions Board  Summary of decision: To consider the emerging form and function of the Gloucestershire City Regions Board, the nature of its authority, terms of reference, membership and joint scrutiny arrangements.  Wards affected: All Wards	6/03/24 21/03/24	Cabinet  Council Leader of the Council	David Evans, City Growth and Delivery Manager david.evans@gloucester.gov.u k

KEY	Future Opportunities for the Fleece  Summary of decision: To consider a potential development option for the Fleece Hotel site, and to allow officers to enter negotiations with a potential 'partner' and to seek grant funding opportunities to support the future development of the site.  Wards affected: Westgate	6/03/24	Cabinet Leader of the Council		Claire Dovey-Evans, Townscape Heritage Officer, David Evans, City Growth and Delivery Manager david.evans@gloucester.gov.u k
NON	Leisure Services Update  Summary of decision: To review recent management arrangements and activities in the provision of leisure services for the City of Gloucester.  Wards affected: All Wards	5/02/24	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	Visit Gloucester – Christmas Campaign  Summary of decision: To review the recent Tourism and Destination Marketing Team campaign over Christmas 2023.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Culture and Leisure	Jack Fayter, Tourism and Destination Marketing Manager Tel: 01452 396975 jack.fayter@gloucester.gov.uk
NON	Guildhall Galvanised  Summary of decision: To provide Members with an update on what was delivered as part of the Guildhall Galvanised capital works.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Culture and Leisure	Lucy Chilton, Visitor Experience Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
NON	Gloucester Guildhall Business Plan 2024-2029  Summary of decision: To seek approval the Gloucester Guildhall Business Plan 2024-29.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Culture and Leisure	Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk

NON	Museum Development Plan Update  Summary of decision: To update Members on progress on the Museum of Gloucester Development Plan.  Wards affected: All Wards	5/02/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Culture and Leisure		Lucy Chilton, Visitor Experience Manager Tel: 01452 396570 lucy.chilton@gloucester.gov.uk
NON	Blackfriars Priory 2023-2024 Report and 2024-2025 Forward Plan  Summary of decision: To note the review of Blackfriars Priory 2023-24 and endorse the forward plan for 2024-25.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Culture and Leisure		Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk

NON	Regulating Housing Standards Policy  Summary of decision: To provide a policy that sets out the guiding principles of the regulatory framework for the private sector housing service and the delivery of its statutory functions.  Wards affected: All Wards	6/03/24 21/03/24	Cabinet  Council Cabinet Member for Planning and Housing Strategy	James Dykes, Principal Private Sector Housing Officer Tel: 01452 396046 james.dykes@gloucester.gov. uk
NON	Private Sector Stock Condition Survey  Summary of decision: To provide a summary of the Private Sector Stock Condition survey that was undertaken for the Council in 2023 and discuss the options available to the Council to respond to the key conclusions set out in the survey report.  Wards affected: All Wards	26/02/24 6/03/24 21/03/24	Overview and Scrutiny Committee  Cabinet  Council Cabinet Member for Planning and Housing Strategy	Neil Coles, Housing Innovation Manager Tel: 01452 396534 neil.coles@gloucester.gov.uk

	Electric Vehicle Charging in Gloucester  Summary of decision: To update Members on progress towards the delivery of electric vehicle charge points by the Council.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Environment	Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk
KEY	Cemetery Rules and Regulations Review  Summary of decision: To review the Rules and Regulations for Tredworth and Coney Hill Cemeteries.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Performance and Resources	Carly Hughes, Bereavement Services Manager Tel: 01452 396087 carly.hughes@gloucester.gov. uk

NON	2022-2024 Council Plan Six Month Update  Summary of decision: 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.  Wards affected: All Wards	26/02/24 6/03/24	Overview and Scrutiny Committee  Cabinet Leader of the Council	Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov. uk
NON	Pay Policy Statement 2024/25  Summary of decision: To seek approval for the annual Pay Policy Statement 2024-25 in accordance with Section 38 of the Localism Act 2011.  Wards affected: All Wards	6/03/24	Cabinet  Council Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

	Capital Strategy  Summary of decision: To approve the Capital Strategy 2024-25.  Wards affected: All Wards	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
BPF	Treasury Management Strategy  Summary of decision: To seek approval for the Treasury Management Strategy.  Wards affected: All Wards	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	Financial Monitoring Quarter 3 Report  Summary of decision: To receive an update on financial monitoring information for the third quarter 2023-24.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Performance and Resources		Hadrian Walters, Accountancy Manager Tel: 01452 396231 hadrian.walters@gloucester.go v.uk

KEY	Business Rates - Retail, Hospitality and Leisure Relief Scheme  Summary of decision: To propose a retail, hospitality, and leisure business rates relief scheme commensurate with government budget announcements.  Wards affected: All Wards	6/03/24	Cabinet Cabinet Member for Performance and Resources	Karen Haile, Service Deli Manager (Revenues & Benefits) Tel: 01452396476 karen.haile@gloucester.g	
	. 2024 - No Meetings				
MAY 2	2024 - No Meetings				
JUNE	2024		1		
NON	Growth Strategy for Gloucester  Summary of decision: To approve a draft of a 5 year Growth Plan for the city of Gloucester.  Wards affected: All Wards	12/06/24	Cabinet Leader of the Council	David Evans, City Growth Delivery Manager david.evans@gloucester. k	

NON	Equalities Action Plan Annual Report  Summary of decision: To receive an update on activities undertaken to support the Equalities Action Plan.  Wards affected: All Wards	12/06/24	Cabinet Cabinet Member for Communities and Neighbourhoods	Isobel Johnson, Community Wellbeing Officer Tel: 01452 396298 isobel.johnson@gloucester.go v.uk
NON	2022-2024 Year End Council Plan Update  Summary of decision: 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.  Wards affected: All Wards	12/06/24	Cabinet Leader of the Council	Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov. uk
NON	2023-24 Financial Outturn Report  Summary of decision: To update Cabinet on the Financial Outturn Report 2023-24.  Wards affected:	12/06/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

Wards affected: All Wards

Gloucester City Council Forward Plan					Publication Date: 6 February 2024
NON	Treasury Management Year End Annual Report 2023/24  Summary of decision: To update Cabinet on treasury management activities.  Wards affected: All Wards	12/06/24	Cabinet Cabinet Member for Performance and Resources		Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk
JULY	2024			,	
NON	Annual Report on the Grant Funding provided to the Voluntary and Community Sector  Summary of decision: To update Members on the impact of grant funding on the Voluntary and Community Sector (VCS) and value for money that has been achieved.	10/07/24	Cabinet Cabinet Member for Communities and Neighbourhoods		Leanne Purnell, Community Wellbeing Officer Tel: 01452 396069 leanne.purnell@gloucester.gov .uk

OCTOBER 2024

NON	Annual Risk Management Report  Summary of decision: To update Members on the Council's Strategic Risk Register.  Wards affected: All Wards	10/07/24	Cabinet Cabinet Member for Performance and Resources		Paul Brown, Senior Risk Management Advisor Tel: 01452328884 paul.brown@gloucestershire.g ov.uk
	ST 2024 - No Meetings EMBER 2024				
NON	Financial Monitoring Quarter 1 Report  Summary of decision: To receive an update on financial monitoring information for the first quarter 2024/25.  Wards affected: All Wards	11/09/24	Cabinet Cabinet Member for Performance and Resources		Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

**NOVEMBER 2024** 

NON	Green Travel Progress Report 2023-2024  Summary of decision: Annual update on initiatives in the Green Travel Plan.  Wards affected: All Wards	16/10/24	Cabinet Cabinet Member for Environment	Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk
NON	Armed Forces Community Covenant Update  Summary of decision: 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.  Wards affected: All Wards	16/10/24	Cabinet Cabinet Member for Communities and Neighbourhoods	Isobel Johnson, Community Wellbeing Officer Tel: 01452 396298 isobel.johnson@gloucester.go v.uk

NON	Regulation of Investigatory Powers Act 2000 (RIPA) – Annual Update  Summary of decision: To report on the Council's use of its powers under the Regulation of Investigatory Powers Act 2000 (RIPA).	13/11/24	Cabinet Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk
	Wards affected: All Wards			
DECE	MBER 2024			
BPF	Local Council Tax Support Scheme  Summary of decision: To advise Members of the requirement to review the Local Council Tax Support Scheme (LCTS).  Wards affected: All Wards	11/12/24 30/01/25	Cabinet  Council Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

NON	Tourism and Destination Marketing Report 2024  Summary of decision: To update Members on the progress that has been made in achieving the Growing Gloucester's Visitor Economy Action Plan during 2024.  Wards affected: All Wards	11/12/24	Cabinet Cabinet Member for Culture and Leisure		Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk
KEY	Infrastructure Funding Statement (IFS) 2024  Summary of decision: To approve for publication the Community Infrastructure Levy and S106 reports for 2023/24 and the Infrastructure List.  Wards affected: All Wards	11/12/24	Cabinet Cabinet Member for Planning and Housing Strategy		Paul Hardiman, CIL Manager for the Joint Core Strategy Authorities of Cheltenham, Gloucester and Tewkesbury Tel: 07828542734 paul.hardiman@gloucester.go v.uk

NON	Draft Budget Proposals (including Money Plan and Capital Programme)  Summary of decision: To update Cabinet on the draft budget proposals.  Wards affected: All Wards	11/12/24	Overview and Scrutiny Committee  Cabinet Leader of the Council, Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk
NON	Treasury Management Six Monthly Update 2024/25  Summary of decision: To update Cabinet on treasury management activities.  Wards affected: All Wards	11/12/24	Cabinet Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk
	Financial Monitoring Quarter 2 Report  Summary of decision: To receive an update on financial monitoring information for the second quarter 2024/25.  Wards affected: All Wards	11/12/24	Cabinet Cabinet Member for Performance and Resources	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk

NON	2022-2024 Council Plan Update  Summary of decision: 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.  Wards affected: All Wards	11/12/24	Cabinet Leader of the Council		Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov. uk
KEY	Community Infrastructure Levy (CIL) Charging Schedule  Summary of decision: To approve a draft new CIL Charging Schedule for public consultation.  Wards affected: All Wards	15/01/25	Cabinet Cabinet Member for Planning and Housing Strategy		Paul Hardiman, CIL Manager for the Joint Core Strategy Authorities of Cheltenham, Gloucester and Tewkesbury Tel: 07828542734 paul.hardiman@gloucester.go v.uk

NON	Festivals and Events Programme  Summary of decision: To seek approval for the 2025-26 Festivals and Events Programme.  Wards affected: All Wards  DEFERRED- Dates to be conservations.	15/01/25	Cabinet Cabinet Member for Culture and Leisure		Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk
	I				
KEY	Community Infrastructure Levy (CIL) Charging Schedule  Summary of decision: To approve a draft new CIL Charging Schedule for public consultation.  Wards affected: All Wards		Cabinet Cabinet Member for Planning and Housing Strategy		Paul Hardiman, CIL Manager for the Joint Core Strategy Authorities of Cheltenham, Gloucester and Tewkesbury Tel: 07828542734 paul.hardiman@gloucester.go v.uk
KEY	Asset Management Strategy  Summary of decision: To seek approval for the Asset Management Strategy.  Wards affected: All Wards		Overview and Scrutiny Committee  Cabinet Cabinet Member for Performance and Resources		Jayne Wilsdon, Asset Management Officer Tel: 01452 396871 jayne.wilsdon@gloucester.gov. uk