Publication Date: 12 December 2023



FORWARD PLAN FROM DECEMBER 2023 TO NOVEMBER 2024

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.

Gloucester City Council Forward Plan

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 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 <u>democratic.dervices@gloucester.gov.uk</u>, 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 <u>democratic.services@gloucester.gov.uk</u>.

(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)
DECE	MBER 2023					
NON	Report on the Impact of the Cyber Incident and the Lessons Learnt Summary of decision: To note the impact of the cyber incident of December 2021 and the lessons learnt from the subsequent recovery. Wards affected: All Wards	27/11/23 6/12/23	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			lain Stark, Head of Transformation and Commissioning Tel: 01452 396156 iain.stark@gloucester.gov.uk

KEY	Review of Office Accommodation for Face-to-Face Appointments Summary of decision: To consider moving Face- to-Face pre-bookable appointments from The Gateway, 92-96 Westgate Street, to the management suite at Eastgate Shopping Centre. Wards affected: All Wards	6/12/23	Cabinet Cabinet Member for Performance and Resources	Jayne Wilsdon, Asset Management Officer Tel: 01452 396871 jayne.wilsdon@gloucester.gov. uk
KEY	Cheltenham, Gloucester and Tewkesbury Community Infrastructure Levy Joint Committee Summary of decision: To approve the creation of a new Cheltenham, Gloucester and Tewkesbury Community Infrastructure Levy Joint Committee. Wards affected: All Wards	6/12/23 25/01/24	Cabinet Council Cabinet Member for Planning and Housing Strategy	Adam Gooch, Planning Policy Team Leader Tel: 01452 396836 adam.gooch@gloucester.gov. uk

KEY	Car Parking- Tariff Increase & Charging Hours Amendments Summary of decision: To review the current car park tariffs and zoning across the City and to resolve inconsistencies between car parks. Wards affected: All Wards	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
NON	Adoption of Validation Checklist Summary of decision: To adopt an updated Validation Checklist for planning applications following the adoption of the Gloucester City Plan. Wards affected: All Wards	6/12/23	Cabinet Cabinet Member for Planning and Housing Strategy	Jon Bishop, Planning Development Manager Tel: 01452 396562 jon.bishop@gloucester.gov.uk

NON	Treasury Management Six Monthly Update 2023/24 Summary of decision: To update Cabinet on treasury management activities. Wards affected: All Wards	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	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	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	Financial Monitoring Quarter 2 Report Summary of decision: To receive an update on financial monitoring information for the second quarter 2023/24. Wards affected: All Wards	27/11/23 6/12/23	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources	Hadrian Walters, Accountancy Manager Tel: 01452 396231 hadrian.walters@gloucester.go v.uk

NON	Tourism and Destination Marketing Report 2023 Summary of decision: To update Members on the progress that has been made in achieving the Growing Gloucester's Visitor Economy Action Plan during 2023. Wards affected: All Wards	6/12/23	Cabinet Cabinet Member for Culture and Leisure		Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk
KEY	Infrastructure Funding Statement 2023 Summary of decision: To approve for publication the Community Infrastructure Levy and S106 reports for 2022/23 and the Infrastructure List. Wards affected: All Wards	6/12/23	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

Г

JANU	JANUARY 2024							
KEY	Cemetery Rules and Regulations Review Summary of decision: To request that Members review the Rules and Regulations for Tredworth and Coney Hill Cemeteries. Wards affected: All Wards	10/01/24	Cabinet Cabinet Member for Performance and Resources		Carly Hughes, Bereavement Services Manager carly.hughes@gloucester.gov. uk			
NON	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	8/01/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Environment		Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk			

NON	Electric Vehicle Charging in Gloucester Summary of decision: To update Members on progress towards the deliver of electric vehicle charge points by the Council. Wards affected: All Wards	10/01/24	Cabinet Cabinet Member for Environment	Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk
NON	Peer Challenge Action Plan Progress Report Summary of decision: To report feedback from the LGA Peer Review team on progress made against the recommendations of the Corporate Peer Challenge of November 2022. Wards affected: All Wards	8/01/24	Overview and Scrutiny Committee Cabinet Leader of the Council	Liam Moran, Policy and Development Officer Tel: 01452 396049 liam.moran@gloucester.gov.uk

NON	Review of the S123 Notice for the Disposal of Open Space at Blackbridge	10/01/24	Cabinet Cabinet Member for Performance and Resources		Melloney Smith, Asset Officer Tel: 01452 396849 melloney.smith@gloucester.go v.uk
	Summary of decision: To consider any representations received in response to the publication of the Public Notice giving notification of the Council's intention to dispose of Public Open Space at Blackbridge to Blackbridge Charitable Community Benefit Society by way of a 125 year lease. Wards affected: Podsmead				

KEY	Second Homes Premium and Amendments to the Empty Homes Premium Summary of decision: To recommend the introduction of a Council Tax Second Homes Premium and amendments to the Council Tax Empty Homes Premium. Wards affected: All Wards	10/01/24 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
KEY	Amendment to the Council Tax Discount Scheme for Care Leavers Summary of decision: To consider amending the Council Tax discount available to Gloucestershire care leavers. Wards affected: All Wards	10/01/24 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

KEY	Proposed Sale of Land at Podsmead for the Purpose of Commencing Regeneration Summary of decision: To approve the draft Heads of Terms over the sale of three areas of land in Podsmead to Gloucester City Homes, to enable the redevelopment of those sites. Wards affected: Podsmead	8/01/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources, Cabinet Member for Planning and Housing Strategy	The public are likely to be excluded from the meeting during consideration of this report as it contains exempt information as defined in paragraph 3 of schedule 12A to the Local Government Act 1972 (as amended).	David Evans, City Growth and Delivery Manager Tel: 01452 39621 david.evans@gloucester.gov.u k
NON	European Regional Development Fund (ERDF) Gloucester Urban Greening Project Summary of decision: To update Cabinet on the completion of the ERDF Urban Greening Project. Wards affected: All Wards	8/01/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Environment		Nick Chadwick, Engineering & Environmental Consultant Tel: 01452 396657 nick.chadwick@gloucester.gov .uk

KEY	Festivals and Events Programme Summary of decision: To seek approval for the 2024-25 Festivals and Events Programme. Wards affected: All Wards	8/01/24 10/01/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Culture and Leisure	Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk
FEBR	UARY 2024	1		
NON	Future Plans for Hempsted Meadows Site to Include Car Boot Sale Site and Land to be Disposed to Sea Cadets 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	7/02/24	Cabinet Cabinet Member for Performance and Resources	Melloney Smith, Asset Officer Tel: 01452 396849 melloney.smith@gloucester.go v.uk

NON	Green Travel Plan Progress Report 2022-23 Summary of decision: Annual update on initiatives in the Green Travel Plan . Wards affected: All Wards	5/02/24 7/02/24	Overview and Scrutiny Committee Cabinet Cabinet Member for Environment	Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk
BPF	Final Budget Proposals (including Money Plan and Capital Programme) Summary of decision: To seek approval for the final Budget Proposals for 2024-5, including the Money Plan and Capital Programme. Wards affected: All Wards	22/01/24 7/02/24 22/02/24	Overview and Scrutiny Committee Cabinet Council Cabinet Member for Performance and Resources, Leader of the Council	Greg Maw, Head of Finance and Resources Tel: 01452 396422 greg.maw@gloucester.gov.uk
NON	Cultural Strategy Update <u>Summary of decision:</u> To provide Cabinet with an annual update in relation to the Cultural Strategy Action Plan. <i>Wards affected: All Wards</i>	7/02/24	Cabinet Cabinet Member for Culture and Leisure	Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk

Г

MARC	MARCH 2024				
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		Liam Moran, Policy and Development Officer Tel: 01452 396049 liam.moran@gloucester.gov.uk
NON	Pay Policy Statement 2024/25Summary 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 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	Capital Strategy <u>Summary of decision:</u> 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 StrategySummary 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 Delivery Manager (Revenues & Benefits) Tel: 01452396476 karen.haile@gloucester.gov.uk
APRIL	. 2024 - No Meetings				
MAY 2	2024 - No Meetings				
JUNE	2024				
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		Liam Moran, Policy and Development Officer Tel: 01452 396049 liam.moran@gloucester.gov.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	Liam Moran, Policy and Development Officer Tel: 01452 396049 liam.moran@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
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	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. Wards affected: All Wards	10/07/24	Cabinet Cabinet Member for Communities and Neighbourhoods		Leanne Purnell, Community Wellbeing Officer Tel: 01452 396069 leanne.purnell@gloucester.gov .uk
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 Member for Performance and Resources		Paul Brown, Senior Risk Management Advisor Tel: 01452328884 paul.brown@gloucestershire.g ov.uk
AUGU	ST 2024 - No Meetings				

SEPTI	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
осто	BER 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 Member for Communities and Neighbourhoods	Isobel Johnson, Community Wellbeing Officer Tel: 01452 396298 isobel.johnson@gloucester.go v.uk
NON	MBER 2024 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). Wards affected: All Wards	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

ITEMS DEFERRED- Dates to be confirmed			
KEY	Community Infrastructure Levy (CIL) Charging ScheduleSummary 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 StrategySummary 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